

**Regular School Board Meeting
Monday, July 27, 2020, 7:00 PM
Pipestone Area Schools
MS/HS Auditorium
1401 7th St SW
Pipestone, MN 56164**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
 1. Additions
 1. *Letter of Resignation from Melissa Chavez, Paraprofessional (6.9)*
 2. *Resolution Suspending Policies that Conflict with Executive Orders (11.12)*
4. Public Forum
5. Presentation
6. Consent Agenda
 1. Approve Minutes of the Regular School Board Meeting of June 22, 2020
 2. Approval of Contracts and/or Work Agreements
 1. Kristin Zollner, Fall Cheer Advisor
 2. Ed Gustafson, Girls Tennis Head Coach
 3. Collin Hoppe, Girls Tennis Assistant
 4. James Skyberg, Junior High Girls Tennis
 5. Evelyn Klein, Head Cross Country Coach
 6. Todd Texley, Assistant Cross Country Coach
 7. Scott Rudie, Assistant Football Coach
 8. Richard Schroyer, Assistant Football Coach
 9. Mark Moeller, 9th Grade Football
 10. Ryan Wielenberg, 8th Grade Football
 11. Jake Evans, 7th Grade Football
 12. Mariah Thiessen, 8th Grade Volleyball
 13. Cheryl Fey, Assistant Volleyball Coach
 14. Jacob Smiloff, Danielle Ossefoort, Paige Morgan, Maddie Ference, Isaac Knock, Alex Barthel, and Jamie Strasser - Summer Band
 15. Karie Fransen and Dave Dulas, Summer School
 16. Heather Bartholomew, Long-Term Sub
 17. Rachael Meilke, EC/School Readiness Teacher
 3. Approval of Subs to the District
 4. Approve Gifts to the School
 1. Christ the King Lutheran Church, Donation of \$100.00 to the Wellness Room
 5. Approve Fall Volunteer Coaches
 6. Letter of Resignation from Erin Clauson-Gordon, Cross Country Head Coach
 7. Letter of Resignation from Petrona Beery, Paraprofessional
 8. Letter of Resignation from Jody Wacker, Speech Coach
 9. *Letter of Resignation from Melissa Chavez, Paraprofessional (ADDITION)*
7. Financials
 1. Review New Elementary Building Bills
 2. Approve Regular Monthly Bills
 3. Approve Treasurer's Report on Elementary Building Bond for June
 4. Approve Treasurer's Report for June 2020
 5. Review of Budget Year-to-Date
 6. Elementary Building Budget Year-to-Date

8. Board Forum/Information
 1. Board Reports and Updates
9. Administrator's Report
 1. Superintendent's Board Report
 2. Principal's Board Report
 3. Director of Curriculum, Teaching, and Learning Board Report
10. Discussion Items
 1. Emily Blaeser, Children's Librarian
 2. Jody Wacker, Library Director
 3. Kim VanHoecke, Community Library Aide
 4. Sally Whittle, Community Library Aide
11. Board Action
 1. Approval of Lease with Heartland Colony
 2. Resolution Approving School District No. 2689 Long-Term Facility Maintenance Ten Year Plan
 3. Resolution Relating to the Election of School Board Members and Calling the School District General Election
 4. Review Annual Polices 410 - Family and Medical Leave Policy; 413 - Harassment and Violence; 415 - Mandated Reporting of Maltreatment of Vulnerable Adults, and 514 - Bullying Prohibition Policy
 5. Approve Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 6. Approve Policy 506 - Student Discipline
 7. Approve Policy 522 - Student Sex Nondiscrimination
 8. Approve Policy 524 - Internet Acceptable Use and Safety Policy
 9. Policy 616 - School District System Accountability
 10. Approve to Update Staff Names in Policy 806 - Crisis Management policy
 11. Fall Plans for School
 12. *Resolution Suspending Policies that Conflict with Executive Orders (ADDITION)*
12. Adjournment

Minutes of Regular School Board Meeting

Pipestone Area Schools

A Regular School Board Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, June 22, 2020, beginning at 7:00PM in the MS/HS Commons and electronically via Zoom.

Members Present: Chairman Jeff Baatz; Directors Brad Carson, Lance Oye, Marcy Pals, Katie Wiese, Randy Erdman and Amy Nelson. Also present – Ex-Officio Kevin Enerson, Jacque Kennedy, Cory Strasser, Melany Wellnitz and Deb Peschon.

Visitors Present: Kyle Kuphal, Julie Bauer and Monica Sullivan.

Call Meeting to Order: Chairman Baatz called the meeting to order at 7:00 PM

Pledge of Allegiance

Approval of Agenda

Additions:

Grant Everson, Phy-Ed Teacher (6.2.20)

Meghan Erickson, MS Math Teacher (6.2.21)

Lexi Fontana, Summer School Math (6.2.22)

Library (10.1)

Wind Turbine (10.2)

Contract Order Request #21 - Firewall Updates (11.16)

Motion by Erdman, second by Carson approved the agenda as presented. Motion carried unanimously.

Public Forum

Presentation

Consent Agenda

Approve Minutes of the Regular School Board Meeting of May 18, 2020:

Approval of Contracts and/or Work Agreements:

Emily Blaeser, Children's Librarian:

Jody Wacker, Library Director:

Kim VanHoecke, Community Library Aide:

Sally Whittle, Community Library Aide:

Corrine Brooke, Summer Custodian:

Melissa Hansen, Summer Custodian:

Deb VanSurksum, Summer Custodian:

Heather DeWilde, Summer Custodian:

Harold Westra, Summer Mower:

Logan Stahl, Technology Technician:

Morgan Taubert, Technology Technician:

MacKenzie Manderscheid, Technology Technician:

Paige Ahrendt, Technology Technician:

Scott Lehman, Technology Technician:

Toryn Woelber, Technology Technician:

Kathryn Baker, MS/HS Administrative Assistant:

Rick Zollner, Activities Director/Physical Education:

Angela Claar, Heartland Colony Teacher:

Scott Boomgaarden, Head Football Coach:
Grant Everson, Phy-Ed Teacher (ADDITION):
Meghan Erickson, MS Math Teacher (ADDITION):
Lexi Fontana, Summer School Math (ADDITION):

Approve Donations to the School

Arrow Athletic Booster Club, Donation of \$587.30 to Baseball for Shin Pads and Catchers Gear:
Arrow Athletic Booster Club, Donation of \$551.90 to Wrestling for Hotel Rooms:
Arrow Athletic Booster Club, Donation of \$240.62 to Wrestling for Hotel Rooms:
Arrow Athletic Booster Club, Donation of \$717.85 to Baseball for Pants:
Christ the King Lutheran Church, Donation of \$100.00 to the Wellness Room:
Luverne Area Community Foundation, Donation of \$400 on Behalf of SWMN CEO Business Class:

Letter of Resignation from Kris Ploeger, Pre-School Teacher:

Letter of Resignation from Tucker Coil, Phy-Ed and Health Teacher:

Erdman requested to have the first four contracts (library) removed from the Consent Agenda and they will be addressed in Discussion. Motion by Oye, second by Pals, approved the remaining items in the Consent Agenda. Motion carried unanimously.

Financials

Review New Elementary Building Bills: New elementary bills totaled \$1,171,201.89. These are included in the regular monthly bills. This was non-action.

Approve Payment of Regular Monthly Bills: Total monthly bills paid through June 17, 2020 totaled \$1,531,121.91. Motion by Erdman, second by Carson, approved payment of the regular monthly bills. Motion carried 6-1 with Wiese opposing.

Approve Payment of High School Activity Bills: Total high school activity bills paid through June 18, 2020 totaled \$1,179.10. Motion by Oye, second by Erdman, approved the bills. Motion carried unanimously.

Approve Treasurer's Report on Elementary Building Bond for May: The treasurer's report for month ended May 31, 2020 for the elementary building bond has a cash balance of \$25,640,269.57. Motion by Carson, second by Nelson, approved the treasurer's report. Motion carried unanimously.

Approve Treasurer's Report for May 2020: The treasurer's report for month ended May 31, 2020 has a cash balance of \$8,187,014.11. Motion by Pals, second by Oye, approved the treasurer's report. Motion carried unanimously.

Review of Budget Year-to-Date: The budget year-to-date shows expenditures as of June 17, 2020 at \$11,264,337.72 or 80%. This was non-action.

Elementary Building Budget Year-to-Date: The elementary building budget year-to-date shows expenditures as of June 11, 2020 at \$3,928,006.37. This was non-action.

Board Forum/Information

Board Reports and Updates: Erdman reported the Finance Budget Committee met to review the preliminary budget. Baatz reported the Facility Steering Committee met and are still looking at a couple of different options. They did decide against paving the roads as it is cost prohibited. Erdman thanked the businesses and organizations for the gifts. He also thanked Ploeger and Coil for their service to Pipestone Area Schools.

Administrator's Report

Superintendent's Board Report: The state has come out with guidance for starting in the fall and are asking districts to prepare three different options. The admin team will be planning the month of July and the goal

is to have something in place by August 1. The negotiations team will be busy working on MOU's with different employee groups. As for construction, things are on track and going well.

Principal's Board Report: Plans are in place for summer school. There are several staffing recommendations and Strasser is excited about the teachers coming on board.

Director of CTL Board Report - Melany Wellnitz: A hybrid method will be used for summer school this year. It will run July 6-30 at Brown elementary for grades K-3. There will be 42 students attending with five teachers and two paras. The focus will be on reading.

Discussion Items

Library (ADDITION): Wiese had questions about the library and the discussion about facility upgrades and safety concerns. Enerson met with the mayor, city administrator, and Jody Wacker to discuss where things are at. With the 5th grade remodel, it was brought up by Strasser about a wall being put up to separate the public and school libraries. A decision has not been made and in fact the remodel has been tabled. The doors installed do have lockdown capabilities. Mayor Koets asked for better communication between the entities. The current agreement has been in place for a long time. The library board was formed in 1991 and an agreement was made between the board and the school in 1993. That was the reasoning behind Erdman pulling the library employee contracts in the Consent Agenda. Procedures need to be clarified on how to work together and communicate better. The current agreement is still with District 583. Erdman stated he took the time to read the agreement and pulled the four contracts because if they are district employees the school board should have some type of correspondence with the city when the contracts are being reviewed. Motion by Erdman, second by Wiese, to table the library employee contracts until next month. Motion carried unanimously.

Wind Turbine (ADDITION): The wind tower generator needs to be replaced at a cost of \$70,000. Enerson would like to bring a few people in and decide what should be done. He would like to have the Facility Maintenance Committee make a recommendation. Baatz also questioned how we fulfill the contract with Sioux Valley Energy.

Board Action

Approve Learning Readiness Handbook:

Approve Elementary Handbook:

Approve Middle School Handbook:

Approve High School Handbook:

Approve Activities Handbook:

The handbooks were approved with one motion. A motion by Erdman, second by Oye, approved the five handbooks as presented. Motion carried unanimously.

Approve Letter of Resignation from JoAnn Alverson, Instructional Coach: Motion by Oye, second by Wiese, approved the resignation of JoAnn Alverson. Motion carried unanimously.

Approve Resolution Establishing Dates for Filing Affidavits of Candidacy:

RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No.2689, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No.2689 shall begin on July 28, 2020 and shall close on August 11, 2020. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2689
PIPESTONE AREA SCHOOLS
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 2689 shall begin on July 28, 2020, and shall close at 5:00 o'clock p.m. on August 11, 2020.

The general election shall be held on Tuesday, November 3, 2020. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, 1401 7th St SW, Pipestone, MN_56164. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020.

Dated: June 22, 2020

BY ORDER OF THE SCHOOL BOARD

/s/ Marcy Pals

School District Clerk

Motion by Baatz, second by Pals, approved the resolution. Motion carried unanimously.

Approve Garbage and Recycling Proposal for 2020-2021: Proposals submitted were from VanDyke Sanitation for \$935.00 per month and the City of Pipestone for \$700.00 per month. Motion by Erdman, second by Wiese, approved the proposal from the City of Pipestone. Motion carried unanimously.

Approve 2020-2021 Resolution for Membership in the Minnesota State High School League: Motion by Pals, second by Wiese, approved the resolution for membership in the MSHSL. Motion carried unanimously.

Approve Membership to MREA for 2020-2022: Motion by Oye, second by Carson, approved membership to MREA for 2 years reflecting a cost savings of 15%. Motion carried unanimously.

Approve Membership to MSBA for 2020-2021: Motion by Wiese, second by Carson, approved membership to MSBA. Motion carried unanimously.

Approve Modified MS Schedule MOU: Motion by Carson, second by Oye, approved the modified middle school schedule memorandum of understanding. Motion carried unanimously.

Approve 2020-2021 Literacy Plan: Motion by Erdman, second by Carson, approved the 2020-2021 Literacy Plan. Motion carried unanimously.

Approve FY21 Budget: Enerson presented the budget for FY21. There is an estimated deficit of \$81,025.00 in the General Fund. There is \$100,000 contingency in the General Fund. The FY21 Food Service Fund has an estimated fund balance of \$215,183.00. Community Education FY21 has an estimated fund balance of

\$203,725.00. The FY21 ECFE has a projected positive fund balance of \$173,242.66 with Learning Readiness/Pre-School with a projected negative fund balance of \$21,219.00. FY21 Debt Service Fund has revenue of \$34,497.00 over expenditures and the FY21 Building Construction Fund has a projected fund balance of \$5,176,926.00. Motion by Erdman, second by Baatz, approved the FY21 budget. Motion carried unanimously.

Change Order Request #12:PR O6R - IT Change #1 - \$42,278.64 and IT Change #2 - \$5,988 for a Total of \$48,276.64: The change order requests are due to IT changes. The first change order is with Thompson Electric Company for \$42,278.64 and the second is with Doom & Cuypers Construction, Inc for \$5,998.00. Motion by Oye, second by Carson, approved change order requests #1 and #2. Motion carried unanimously.

Contract Order Request #21 - Firewall Updates (ADDITION): The change order is for firewall updates in the amount of \$38,900.00. Motion by Wiese, second by Nelson, approved change order request #21. Motion carried unanimously.

Approve Commercial Insurance Renewal for 2020-2021: Enerson reviewed the insurance proposal from Kozlowski Insurance. The total premium package costs \$95,107.00. Workers Compensation package costs \$39,541 and Volunteer Workers Accident program costs \$420.00 for a total account package premium of \$135,068.00. Motion by Erdman, second by Pals, approved the renewal for 20-21. Motion carried unanimously.

Approve Superintendent Kevin Enerson as the Identified Official with Authority to Authorize User Access to MDE Secure Websites for Pipestone Area Schools: Motion by Wiese, second by Carson, approved superintendent Kevin Enerson to authorize user access to MDE secure websites. Motion carried unanimously.

Superintendent Evaluation: Motion by Pals, second by Oye, to go into closed session at 8:17pm for superintendent Enerson's evaluation. Motion carried unanimously. Motion by Oye, second by Wiese, approved to reopen meeting at 8:51pm. Motion carried unanimously.

Adjournment: Motion by Wiese, second by Nelson, approved to adjourn the meeting at 8:52pm. Motion carried unanimously.

/s/ Jeff Baatz _____
Jeff Baatz, Chairman

/s/ Marcy Pals _____
Marcy Pals, Clerk

Approved and dated by the board July 27, 2020.
Submitted, Deb Peschon

ISD #2689 School Board

June 22, 2020

**MINUTES OF THE REGULAR SCHOOL BOARD MEETING OF INDEPENDENT SCHOOL DISTRICT
#2689, PIPESTONE COUNTY, PIPESTONE, MINNESOTA**

A regular meeting of the School Board, ISD #2689, was held in the MS/HS Commons and electronically via Zoom on June 22, 2020 at 7:00 p.m.

The following members were present: Jeff Baatz, Randy Erdman, Katie Wiese, Amy Nelson, Marcy Pals, Brad Carson and Lance Oye. Also present: Ex-Officio Kevin Enerson; Jacque Kennedy, Melany Wellnitz, Cory Strasser, Deb Peschon, Jennifer Dunn, Julie Bauer, Monica Sullivan and Kyle Kuphal.

Chairman Baatz called the meeting to order. The Pledge of Allegiance was recited. Motion by Erdman, second by Carson, approved the agenda as presented. Motion carried unanimously. There were no visitors to address the board. Erdman requested to have the first four contracts (library) removed from the Consent Agenda and they will be addressed in Discussion. Motion by Oye, second by Pals, approved the remaining items in the Consent Agenda. Motion carried unanimously. Items approved were minutes of the regular school board meeting of May 18, 2020; contracts and work agreements for Corrine Brooke, Melissa Hansen, Deb Vansurksun, Heather DeWilde, summer custodians; Harold Westra, summer mower; Logan Stahl, Morgan Taubert, MacKenzie Manderscheid, Paige Ahrendt, Scott Lehman and Toryn Woelber, technology technician; Kathryn Baker, MS/HS Administrative Assistant, Rick Zollner, activities director/phy-ed; Angela Claar, Heartland Colony teacher; Scott Boomgaarden, head football coach, Grant Everson, phy-ed teacher; Meghan Erickson, MS math teacher; Lexi Fontana, summer school math; approve donations from the Arrow Athletic Booster Club for \$587.30 to baseball for shin pads and catchers gear; \$551.90 to wrestling for hotel rooms; \$240.62 to wrestling for hotel rooms; and \$717.85 to baseball for pants; Christ the King Lutheran Church, donation of \$100.00 to the wellness room; and Luverne Area Community Foundation, donation of \$400 on behalf of SWMN CEO Business Class; letters of resignation from Kris Ploeger, pre-school teacher and Tucker Coil, phy-ed and health teacher.

In Financials, the new elementary bills totaled \$1,171,201.89. These are included in the regular monthly bills. This was non-action. Total monthly bills paid through June 17, 2020 totaled \$1,531,121.91. Motion by Erdman, second by Carson, approved payment of the regular monthly bills. Motion carried 6-1 with Wiese opposing. High school activity bills paid through June 18, 2020 totaled \$1,179.10. Motion by Oye, second by Erdman, approved the bills. Motion carried unanimously. The treasurer's report for month ended May 31, 2020 for the elementary building bond has a cash balance of \$25,640,269.57. Motion by Carson, second by Nelson, approved the treasurer's report. Motion carried unanimously. The treasurer's report for month ended May 31, 2020 has a cash balance of \$8,187,014.11. Motion by Pals, second by Oye, approved the treasurer's report. Motion carried unanimously. The budget year-to-date shows expenditures as of June 17, 2020 at \$11,264,337.72 or 80%. This was non-action. The elementary building budget year-to-date shows expenditures as of June 11, 2020 at \$3,928,006.37. This was non-action.

Administrative reports were given. In Discussion, Wiese had questions about the library and the discussion about facility upgrades and safety concerns. Enerson met with the mayor, city administrator, and Jody Wacker to discuss where things are at. With the 5th grade remodel, it was brought up by Strasser about a wall being put up to separate the public and school libraries. A decision has not been made and in fact the remodel has been tabled. The doors installed do have lockdown capabilities. Mayor Koets asked for better communication between the entities. The current agreement has been in place for a long time. The library board was formed in 1991 and an agreement was made between the board and the school in 1993. That was the reasoning behind Erdman pulling the library employee contracts in the Consent Agenda. Procedures need to be clarified on how to work together and communicate better. The current agreement is still with District 583. Erdman stated he took the time to read the agreement and pulled the four contracts because if they are district employees the school board should have some type of correspondence with the city when the contracts are being reviewed. Motion by Erdman, second by Wiese, to table the library employee contracts until next month. Motion carried unanimously. The wind tower generator needs to be replaced at a cost of \$70,000. Enerson would like to bring a few people in and decide what should be done. He would like to have the Facility Maintenance Committee make a recommendation. Baatz also questioned how we fulfill the contract with Sioux Valley Energy.

In Board Action, the learning readiness, elementary, middle school, high school, and activities handbooks were approved with one motion. A motion by Erdman, second by Oye, approved the handbooks as presented. Motion carried unanimously. Motion by Oye, second by Wiese, approved the resignation of JoAnn Alverson. Motion carried unanimously.

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2689
PIPESTONE AREA SCHOOLS
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 2689 shall begin on July 28, 2020, and shall close at 5:00 o'clock p.m. on August 11, 2020.

The general election shall be held on Tuesday, November 3, 2020. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, 1401 7th St SW, Pipestone, MN 56164. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have

been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020.

Dated: June 22, 2020

BY ORDER OF THE SCHOOL BOARD

/s/ Marcy Pals

School District Clerk

Motion by Baatz, second by Pals, approved the resolution. Motion carried unanimously.

Proposals submitted were from VanDyke Sanitation for \$935.00 per month and the City of Pipestone for \$700.00 per month. Motion by Erdman, second by Wiese, approved the proposal from the City of Pipestone. Motion carried unanimously. Motion by Pals, second by Wiese, approved the resolution for membership in the MSHSL. Motion carried unanimously. Motion by Oye, second by Carson, approved membership to MREA for 2 years reflecting a cost savings of 15%. Motion carried unanimously. Motion by Wiese, second by Carson, approved membership to MSBA. Motion carried unanimously. Motion by Carson, second by Oye, approved the modified middle school schedule memorandum of understanding. Motion carried unanimously. Motion by Erdman, second by Carson, approved the 2020-2021 Literacy Plan. Motion carried unanimously. Enerson presented the budget for FY21. There is an estimated deficit of \$81,025.00 in the General Fund. There is \$100,000 contingency in the General Fund. The FY21 Food Service Fund has an estimated fund balance of \$215,183.00. Community Education FY21 has an estimated fund balance of \$203,725.00. The FY21 ECFE has a projected positive fund balance of \$173,242.66 with Learning Readiness/Pre-School with a projected negative fund balance of \$21,219.00. FY21 Debt Service Fund has revenue of \$34,497.00 over expenditures and the FY21 Building Construction Fund has a projected fund balance of \$5,176,926.00. Motion by Erdman, second by Baatz, approved the FY21 budget. Motion carried unanimously. The change order requests are due to IT changes. The first change order is with Thompson Electric Company for \$42,278.64 and the second is with Doom & Cuypers Construction, Inc for \$5,998.00. Motion by Oye, second by Carson, approved change order requests #1 and #2. Motion carried unanimously. The change order is for firewall updates in the amount of \$38,900.00. Motion by Wiese, second by Nelson, approved change order request #21. Motion carried unanimously. Enerson reviewed the insurance proposal from Kozlowski Insurance. The total premium package costs \$95,107.00. Workers Compensation package costs \$39,541 and Volunteer Workers Accident program costs \$420.00 for a total account package premium of \$135,068.00. Motion by Erdman, second by Pals, approved the renewal for 20-21. Motion carried unanimously. Motion by Wiese, second by Carson, approved superintendent Kevin Enerson to authorize user access to MDE secure websites. Motion carried unanimously. Motion by Pals, second by Oye, to go into closed session at 8:17pm for superintendent Enerson's evaluation. Motion carried unanimously. Motion by Oye, second by Wiese, approved to reopen meeting at 8:51pm. Motion carried unanimously. Motion by Wiese, second by Nelson, approved to adjourn the meeting at 8:52pm. Motion carried unanimously.

Dated: June 22, 2020. Approved and dated by the board July 27, 2020.

Attest: Deb Peschon, Recording Secretary

July 22, 2020 - New Subs to the District

Janet Gustafson – Teacher Sub

Independent School District No. 2689
Pipestone, Minnesota 56164

28508

Date 6-30-2020

Received of Christ the King Lutheran Amount \$ 100 -
For Donation to Wellness Room

Code	Amount	Description
	100 -	check

Signed [Signature]

THIS CHECK IS VOID WITHOUT THE SAFETY FEATURES LISTED ON THE BACK

Apply to account: **CTK - - CHRIST THE KING LUTHERAN CHURCH**

16062020739

CHRIST THE KING LUTHERAN CHURCH
PO BOX 682
PIPESTONE, MN 56164-2227

78-844
0914

DATE
06/16/2020

0006601430

First Bank & Trust
P.O. Box 5057
Brookings SD 57006-5057

AMOUNT

***\$100.00

PAY **ONE HUNDRED DOLLARS AND NO/100**
TO THE ORDER OF **PAS WELLNESS ROOM**



Signature on File -
account holder has pre-approved this check
Void After 90 Days

⑈0006601430⑈ ⑆091408446⑆ 115887⑈

From: [Zollner, Rick](#)
To: [Peschon, Deb](#); [Dunn, Jennifer](#); [Strasser, Cory](#)
Subject: volunteer coaches
Date: Tuesday, July 21, 2020 10:19:07 AM

I am recommending the following volunteer coaches.

Cross Country: Jennings Wallace

Varsity Football: Rich Stangle and Austin Moeller

Sincerely,

Rick Zollner

From: [Zollner, Rick](#)
To: [Peschon, Deb](#); [Strasser, Cory](#); [Dunn, Jennifer](#)
Subject: volunteer coach
Date: Wednesday, July 22, 2020 1:33:55 PM

I recommend Troy Bouman has a volunteer coach for varsity football for the 2020-21 season.

Rick Zollner
Pipestone Area

Pipestone Area Schools ISD #2689

Voucher Detail Report by Voucher Number

Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount	
1	7931		JOHNSON CONTROLS				06/15/2020		1-96533351149										
			86210																
		P I	SECURTIY CAMERAS FOR GARAGE	MP	101	E	06	005	870	000	000	555	202012	100.00%	1.00	4,023.55	100.00%	4,023.55	
																		Voucher Total	4,023.55
1	9807		BIOAG ENERGY SERVICES				06/15/2020		18225										
			86211																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	21.59	100.00%	21.59	
																		Voucher Total	21.59
1	9278		ISG				06/15/2020		64861										
			86220																
		V I	Consult & Serv.fees, CONSTRU		101	E	06	005	870	000	000	305	202012	100.00%	1.00	11,097.00	100.00%	11,097.00	
			Consult & Serv.fees, CONSTRUCTION ADM		101	E	06	005	870	000	000	305	202012	100.00%	(1.00)	11,097.00	100.00%	(11,097.00)	
																		Voucher Total	0.00
1	9892		JOHNSON FEED, INC				06/16/2020		12701										
			86231																
		P I	Build Acq/Construct, FOOD SEF		101	E	06	005	870	000	000	520	202012	100.00%	1.00	803.00	100.00%	803.00	
			Build Acq/Construct, FOOD SERVICE MOVI															Voucher Total	803.00
1	9732		CEEC INC				06/16/2020		5735										
			86239																
		P I	Consult & Serv.fees, TOWER RI		101	E	06	005	870	000	000	305	202012	100.00%	1.00	9,425.80	100.00%	9,425.80	
			Consult & Serv.fees, TOWER REMOVAL															Voucher Total	9,425.80
1	9278		ISG				06/24/2020		64861										
			86294																
		P I	Consult & Serv.fees, CONSTRU		101	E	06	005	870	000	000	305	202012	100.00%	1.00	2,942.00	100.00%	2,942.00	
			Consult & Serv.fees, CONSTRUCTION ADM															Voucher Total	2,942.00
1	9723		AMERICAN ENGINEERING TESTING INC				06/24/2020		1302041										
			86302																
		P I	Consult & Serv.fees, SOIL & MA		101	E	06	005	870	000	000	305	202012	100.00%	1.00	5,618.30	100.00%	5,618.30	
			Consult & Serv.fees, SOIL & MATERIALS															Voucher Total	5,618.30
1	9764		THOMPSON ELECTRIC COMPANY				06/24/2020		515719										
			86303																
		P I	Build Acq/Construct, SITE SER\		101	E	06	005	870	000	000	520	202012	100.00%	1.00	1,614.00	100.00%	1,614.00	
			Build Acq/Construct, SITE SERVICES															Voucher Total	1,614.00

Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount	
1	9807		BIOAG ENERGY SERVICES				06/24/2020		18265										
	86317		Build Acq/Construct, DIESEL FL																
		P I	Build Acq/Construct, DIESEL FUEL		101	E	06	005	870	000	000	520	202012	100.00%	1.00	34.18	100.00%	34.18	
																		Voucher Total	34.18
1	9807		BIOAG ENERGY SERVICES				06/24/2020		18369										
	86318		Build Acq/Construct, DIESEL FL																
		P I	Build Acq/Construct, DIESEL FUEL		101	E	06	005	870	000	000	520	202012	100.00%	1.00	47.98	100.00%	47.98	
																		Voucher Total	47.98
1	9807		BIOAG ENERGY SERVICES				06/24/2020		18298										
	86319		Build Acq/Construct, DIESEL FL																
		P I	Build Acq/Construct, DIESEL FUEL		101	E	06	005	870	000	000	520	202012	100.00%	1.00	39.98	100.00%	39.98	
																		Voucher Total	39.98
1	5249		VISA				06/30/2020		4844										
	86359		Repair&maint Service, NonInstr																
		P I	Technology Equipment		101	E	06	005	870	000	000	555	202012	100.00%	1.00	196.58	100.00%	196.58	
			Technology Equipment		101	E	06	005	870	000	000	555	202012	100.00%	1.00	42.74	100.00%	42.74	
																		Voucher Total	239.32
1	9723		AMERICAN ENGINEERING TESTING INC				06/30/2020		1302094										
	86362		Consult & Serv.fees, JUNE 2020																
		P I	Consult & Serv.fees, JUNE 2020		101	E	06	005	870	000	000	305	202012	100.00%	1.00	5,897.20	100.00%	5,897.20	
																		Voucher Total	5,897.20
1	9777		KRAUS-ANDERSON CONSTRUCTION COMPANY				06/30/2020		KA41945										
	86363		Consult & Serv.fees, JUNE 2020																
		P I	Consult & Serv.fees, JUNE 2020		101	E	06	005	870	000	000	305	202012	100.00%	1.00	94,193.04	100.00%	94,193.04	
																		Voucher Total	94,193.04
1	01140		JERS ELECTRIC INC				06/30/2020		2278										
	86373		Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	520.91	100.00%	520.91	
																		Voucher Total	520.91
1	7403		BOMGAARS SUPPLY INC				06/01/2020		46-573-3										
	86382		Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	602.69	100.00%	602.69	
																		Voucher Total	602.69

Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount
1	9892		JOHNSON FEED, INC				06/01/2020		12715									
	86395		Build Acq/Construct, FOOD SEF															
		P I	Build Acq/Construct, FOOD SERVICE TRUC		101	E	06	005	870	000	000	520	202012	100.00%	1.00	2,418.00	100.00%	2,418.00
			Voucher Total															2,418.00
1	9769		WELLS CONCRETE				06/30/2020		07/13/2020									
	86404		Build Acq/Construct															
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	159,616.82	100.00%	159,616.82
			Voucher Total															159,616.82
1	9766		ULTRA CONCRETE				06/30/2020		07/13/2020									
	86405		Build Acq/Construct															
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	48,529.80	100.00%	48,529.80
			Voucher Total															48,529.80
1	9764		THOMPSON ELECTRIC COMPANY				06/30/2020		07/13/2020									
	86406		Build Acq/Construct															
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	160,691.82	100.00%	160,691.82
			Voucher Total															160,691.82
1	9763		SPARTAN STEEL ERECTORS INC				06/30/2020		07/13/2020									
	86407		Build Acq/Construct															
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	206,482.50	100.00%	206,482.50
			Voucher Total															206,482.50
1	5263		MIDWESTERN MECHANICAL INC.				06/30/2020		07/13/2020									
	86408		Build Acq/Construct															
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	11,400.00	100.00%	11,400.00
			Voucher Total															11,400.00
1	9757		JENSEN MASONRY INC				06/30/2020		06/13/2020									
	86409		Build Acq/Construct															
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	159,600.00	100.00%	159,600.00
			Voucher Total															159,600.00
1	9755		HANDER INC PLUMBING AND HEATING				06/30/2020		07/13/2020									
	86410		Build Acq/Construct															
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	279,029.26	100.00%	279,029.26
			Voucher Total															279,029.26

Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount	
1	9754		F.M. ACOUSTICAL TILE INC						06/30/2020				07/13/2020						
	86411		Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	5,700.00	100.00%	5,700.00	
																			Voucher Total
																			5,700.00
1	9753		FARGO GLASS AND PAINT COMPANY						06/30/2020				07/13/2020						
	86412		Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	14,250.00	100.00%	14,250.00	
																			Voucher Total
																			14,250.00
1	9752		DOOM AND CUYPERS CONSTRUCTION INC						06/30/2020				07/13/2020						
	86413		Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	14,539.24	100.00%	14,539.24	
																			Voucher Total
																			14,539.24
1	8987		DALSIN INC						06/30/2020				07/13/2020						
	86414		Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	8,639.30	100.00%	8,639.30	
																			Voucher Total
																			8,639.30
1	9751		CORNERSTONE PLASTERING AND DRYWALL INC						06/30/2020				07/13/2020						
	86415		Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	69,350.00	100.00%	69,350.00	
																			Voucher Total
																			69,350.00
1	01414		BUILDERS SUPPLY COMPANY						06/30/2020				07/13/2020						
	86416		Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	106,419.56	100.00%	106,419.56	
																			Voucher Total
																			106,419.56
1	9278		ISG						06/30/2020				65500						
	86417		Consult & Serv.fees																
		P I	Consult & Serv.fees		101	E	06	005	870	000	000	305	202012	100.00%	1.00	133,695.47	100.00%	133,695.47	
																			Voucher Total
																			133,695.47
1	9908		STEINBRECHER PAINTING COMPANY						06/30/2020				07/14/2020						
	86418		Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	10,925.00	100.00%	10,925.00	
																			Voucher Total
																			10,925.00

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61088	9854		BRAD CARSON		Check		
				R 01	005 296 206 000 050	Fees from Patrons		\$40.00	
	PO#:	Voucher #:	86323	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61089	8357		DAN MILLER		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86336	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61090	9845		JAMIE BACKLUND		Check		
				R 01	005 296 206 000 050	Fees from Patrons, SB 2020		\$40.00	
	PO#:	Voucher #:	86322	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61092	9902		JOSE LOPEZ		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86331	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61093	9827		JULIE MANZEY		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$80.00	
	PO#:	Voucher #:	86333	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	61094	9861		KAMI FOSS		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86326	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61095	9814		KIM HUBBLING		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$80.00	
				R 01	005 296 206 000 050	SOFTBALL 2020		\$80.00	
	PO#:	Voucher #:	86328	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$160.00
								Check Amount:	\$160.00
2689	FIN	61096	9830		MARCY PALS		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$80.00	
	PO#:	Voucher #:	86340	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	61097	5371		Mark Moeller		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86338	Invoice	Invoice No:	SOFTBALL 2020	18 7/17/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61098	9875		PAT McGUNEGILL		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86334	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61099	9856		REBECCA JANSEN		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86329	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61100	8249		SCOTT ENGER		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86325	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61101	9847		SHELLY HAACK 518 4TH STREET W.		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86327	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61102	9817		TABITA LONG		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86330	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61103	3939		TAMMY MANDERSCHIED		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$80.00	
	PO#:	Voucher #:	86332	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	61104	9815		TERESA DREY		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$80.00	
	PO#:	Voucher #:	86324	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	61105	7740		TOM MULLER		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86339	Invoice	Invoice No:	SOFTBALL 2020	7/17/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61106	7788		Wendy Melby		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
				R 01	005 296 206 000 050	Fees from Patrons		\$80.00	
	PO#:	Voucher #:	86335	Invoice	Invoice No:	SOFTBALL 2020	19 7/17/2020	Paid Amt:	\$120.00
								Check Amount:	\$120.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61107	9879		CARRIE RADLOFF		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86342	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61108	9878		DANIKA CASTER		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86341	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61109	7466		DEB REINERT		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$80.00	
	PO#:	Voucher #:	86343	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	61110	9905		ELENA RIECK		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86344	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61111	9867		HEATHER NOLDER		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86349	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61112	8994		JEREMY SCHMIDT		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$80.00	
	PO#:	Voucher #:	86345	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	61113	9904		KATIE WIESE		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$80.00	
	PO#:	Voucher #:	86354	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	61114	9870		KRISTIE TOLLEFSON		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86350	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61115	9811		MANDI DOPPENBERG		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86347	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61116	7529		MARK UILK		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86352	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61117	9864		NAOMI DeSCHEPPER LORENZEN		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86346	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61118	9836		PAM WOELBER		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$80.00	
	PO#:	Voucher #:	86355	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	61119	9839		SHELLY TUINSTR		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$80.00	
	PO#:	Voucher #:	86351	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	61120	9866		TAMI TAUBERT		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$80.00	
	PO#:	Voucher #:	86348	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	61121	9871		WENDI WEBER		Check		
				R 01	005 296 206 000 050	SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86353	Invoice	Invoice No:	SOFTBALL 2020	7/7/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	61122	7599		RAM MUTUAL INSURANCE COMPANY		Check		
				B 01	215 042	Workman's , 20201		\$39,541.00	
	PO#:	Voucher #:	86356	Invoice	Invoice No:	146788	7/7/2020	Paid Amt:	\$39,541.00
								Check Amount:	\$39,541.00
2689	FIN	61124	5249		VISA		Check		
				E 01	005 605 150 000 366	Travel, SUMMER TECH		\$54.37	
				E 01	300 211 000 000 366	Travel, GRADUATION		\$27.00	
	PO#:	Voucher #:	86357	Invoice	Invoice No:	7401	7/8/2020	Paid Amt:	\$81.37
								Check Amount:	\$81.37
2689	FIN	61125	5249		VISA		Check		
				E 04	005 249 000 321 366	Travel, DR ED		\$134.96	
	PO#:	Voucher #:	86358	Invoice	Invoice No:	7427	21 7/8/2020	Paid Amt:	\$134.96
								Check Amount:	\$134.96

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61126	5249		VISA		Check
				E 06	005 870 000 000 555	Technology Equipment	\$196.58
				E 06	005 870 000 000 555	Technology Equipment	\$42.74
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$50.71
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$14.67
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$96.14
				E 01	005 605 150 000 350	Repair&maint Service	\$428.00
PO#:		Voucher #:	86359	Invoice	Invoice No: 4844	7/8/2020	Paid Amt: \$828.84
							Check Amount: \$828.84
2689	FIN	61127	5249		VISA		Check
				E 01	005 640 173 316 820	Dues & Membership, ADMIN	\$409.96
				E 01	300 640 173 316 366	Travel, VIRTUAL (CORY)	\$1,245.00
				E 01	100 640 171 316 366	Travel, EMILY V.	\$65.00
				E 01	100 640 171 316 366	Travel, CARLI A.	\$65.00
				E 01	100 640 171 316 366	Travel, JENNIFER B.	\$65.00
				E 01	100 640 171 316 366	Travel, CPI	\$680.00
				E 01	100 640 171 316 366	Travel, CPI	\$960.00
				E 01	100 640 171 316 366	Travel, CPI	\$40.00
				E 01	100 640 171 316 366	Travel, CPI	\$240.00
				E 01	103 203 161 309 430	Instructional Supply	\$101.75
				E 01	300 211 172 000 401	General Supplies	\$63.05
				E 01	300 211 172 000 401	General Supplies	\$96.17
				B 01	131 000	Prepaid Expenses & Deposits	\$944.00
				E 01	005 810 000 000 401	General Supplies	\$12.38
				E 01	005 810 000 000 401	General Supplies	\$27.78
				E 01	005 810 000 000 401	General Supplies	\$28.23
				E 01	005 810 000 000 401	General Supplies	\$7.96
				E 01	005 810 000 000 401	General Supplies	\$4.05
				E 01	005 810 000 000 401	General Supplies	\$149.99
				E 01	005 810 000 000 401	General Supplies	\$26.70
				E 01	005 810 000 000 401	General Supplies	\$24.47
				E 01	005 810 000 000 401	General Supplies	\$10.68
				E 01	005 810 000 000 401	General Supplies	\$374.01
				E 01	300 211 172 000 401	General Supplies	\$2.77
				E 01	300 211 172 000 401	General Supplies	\$2.94
				E 01	100 640 171 316 366	Travel, TONI	\$65.00
				E 01	005 010 000 000 401	General Supplies	\$99.95

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61127	5249		VISA		Check		
				E 01	005 010 000 000 401	General Supplies		\$73.84	
	PO#:	Voucher #:	86361	Invoice	Invoice No: 7419	7/9/2020	Paid Amt:	\$5,885.68	
							Check Amount:	\$5,885.68	
2689	FIN	61128	9723		AMERICAN ENGINEERING TESTING INC		Check		
				E 06	005 870 000 000 305	Consult & Serv.fees, JUNE 2020		\$5,897.20	
	PO#:	Voucher #:	86362	Invoice	Invoice No: 1302094	7/9/2020	Paid Amt:	\$5,897.20	
							Check Amount:	\$5,897.20	
2689	FIN	61129	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 01	005 810 000 000 401	General Supplies		\$1,212.44	
	PO#:	Voucher #:	86366	Invoice	Invoice No: 603921558	7/9/2020	Paid Amt:	\$1,212.44	
				E 01	005 810 000 000 401	General Supplies		\$856.20	
	PO#:	Voucher #:	86367	Invoice	Invoice No: 603921559	7/9/2020	Paid Amt:	\$856.20	
				E 01	005 810 000 000 401	General Supplies		\$530.72	
	PO#:	Voucher #:	86368	Invoice	Invoice No: 603921557	7/9/2020	Paid Amt:	\$530.72	
				E 01	005 810 000 000 401	General Supplies		\$508.30	
	PO#:	Voucher #:	86369	Invoice	Invoice No: 603930681	7/9/2020	Paid Amt:	\$508.30	
				E 01	005 810 000 000 401	General Supplies		\$614.88	
	PO#:	Voucher #:	86370	Invoice	Invoice No: 603928654	7/9/2020	Paid Amt:	\$614.88	
							Check Amount:	\$3,722.54	
2689	FIN	61130	01140		JERS ELECTRIC INC		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$520.91	
	PO#:	Voucher #:	86373	Invoice	Invoice No: 2278	7/9/2020	Paid Amt:	\$520.91	
							Check Amount:	\$520.91	
2689	FIN	61131	9777		KRAUS-ANDERSON CONSTRUCTION COMPANY		Check		
				E 06	005 870 000 000 305	Consult & Serv.fees, JUNE 2020		\$94,193.04	
	PO#:	Voucher #:	86363	Invoice	Invoice No: KA41945	7/9/2020	Paid Amt:	\$94,193.04	
							Check Amount:	\$94,193.04	
2689	FIN	61132	9790		KURITA AMERICAN INC.		Check		
				E 01	005 810 000 000 401	General Supplies		\$190.00	
	PO#:	Voucher #:	86365	Invoice	Invoice No: 522520	7/9/2020	Paid Amt:	\$190.00	
							Check Amount:	\$190.00	
2689	FIN	61133	6323		PIPESTONE CO. SHERIFF'S OFFICE		Check		
				E 01	005 790 000 342 305	Consult & Serv.fees, (DEPUTY) APRIL-MAY 20		\$11,250.00	
	PO#:	Voucher #:	86374	Invoice	Invoice No: 07/09/2020	7/9/2020	Paid Amt:	\$11,250.00	
							Check Amount:	\$11,250.00	
2689	FIN	61134	00300		PIPESTONE PUBLISHING CO INC		Check		
				E 01	005 010 000 000 305	Consult & Serv.fees, JUNE 2020		\$960.80	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61134	00300		PIPESTONE PUBLISHING CO INC		Check		
				E 01	300 291 172 000 430	Instructional Supply, PIPESTONE PAGES		\$425.00	
PO#:	Voucher #:	86364	Invoice	Invoice No:	07/09/2020	7/9/2020	Paid Amt:	\$1,385.80	
							Check Amount:	\$1,385.80	
2689	FIN	61135	00276		XCEL ENERGY		Check		
				E 01	102 810 184 000 330	Utilities/Electricity, MAY 2020		\$1,047.25	
				E 01	102 810 184 000 330	Utilities/Electricity, MAY 2020		\$768.58	
				E 01	102 810 184 000 330	Utilities/Electricity, MAY 2020		(\$768.58)	
				E 01	103 810 184 000 330	Utilities/Electricity, MAY 2020		\$768.58	
PO#:	Voucher #:	86371	Invoice	Invoice No:	51-6323555-0	7/9/2020	Paid Amt:	\$1,815.83	
			E 01	005 810 184 000 330	Electricity - Paulsen Field, MAY 2020		\$253.90		
PO#:	Voucher #:	86372	Invoice	Invoice No:	51-6709448-8	7/9/2020	Paid Amt:	\$253.90	
							Check Amount:	\$2,069.73	
2689	FIN	61136	7829		APPLE INC		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$950.00	
PO#:	Voucher #:	86388	Invoice	Invoice No:	AC20125268	7/13/2020	Paid Amt:	\$950.00	
							Check Amount:	\$950.00	
2689	FIN	61137	8426		BENNET OFFICE TECHNOLOGIES		Check		
				E 01	005 110 000 000 370	Rentals & Leases, 6/1-6/30		\$917.37	
PO#:	Voucher #:	86392	Invoice	Invoice No:	306189	7/13/2020	Paid Amt:	\$917.37	
							Check Amount:	\$917.37	
2689	FIN	61138	7403		BOMGAARS SUPPLY INC		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$602.69	
PO#:	Voucher #:	86382	Invoice	Invoice No:	46-573-3	7/13/2020	Paid Amt:	\$602.69	
							Check Amount:	\$602.69	
2689	FIN	61139	5949		CDW GOVERNMENT, INC.		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$34.34	
PO#:	Voucher #:	86389	Invoice	Invoice No:	XXZ0790	7/13/2020	Paid Amt:	\$34.34	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$40.00	
PO#:	Voucher #:	86393	Invoice	Invoice No:	ZHM6858	7/13/2020	Paid Amt:	\$40.00	
							Check Amount:	\$74.34	
2689	FIN	61140	3512		CHILDRENS CARE HOSP & SCHOOL		Check		
				E 01	100 411 000 000 392	to Out-of-State Dist, MAY 2020		\$1,095.84	
				E 01	100 411 000 740 393	Sp Ed Contr Svcs Pup, MAY 2020		\$3,432.16	
				E 01	102 411 000 000 392	to Out-of-State Dist, MAY 2020		\$1,095.84	
				E 01	102 411 000 740 393	Sp Ed Contr Svcs Pup		\$3,845.91	
PO#:	Voucher #:	86383	Invoice	Invoice No:	30000944	7/13/2020	Paid Amt:	\$9,469.75	
							Check Amount:	\$9,469.75	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61141	9564		GOPHERMODS, LLC		Check		
				E 01	005 605 150 000 350	Repair&maint Service		\$2,515.00	
	PO#:	Voucher #:	86391	Invoice	Invoice No: 2583	7/13/2020	Paid Amt:	\$2,515.00	
							Check Amount:	\$2,515.00	
2689	FIN	61142	3693		HEALY AWARDS, INC		Check		
				E 01	300 294 203 000 401	General Supplies		\$137.23	
	PO#:	Voucher #:	86400	Invoice	Invoice No: 031571	7/13/2020	Paid Amt:	\$137.23	
				E 01	300 294 203 000 401	General Supplies		\$544.45	
	PO#:	Voucher #:	86401	Invoice	Invoice No: 031303	7/13/2020	Paid Amt:	\$544.45	
							Check Amount:	\$681.68	
2689	FIN	61143	01140		JERS ELECTRIC INC		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$865.02	
	PO#:	Voucher #:	86381	Invoice	Invoice No: 2279	7/13/2020	Paid Amt:	\$865.02	
							Check Amount:	\$865.02	
2689	FIN	61144	9892		JOHNSON FEED, INC		Check		
				E 06	005 870 000 000 520	Build Acq/Construct, FOOD SERVICE TRUCK		\$2,418.00	
	PO#:	Voucher #:	86395	Invoice	Invoice No: 12715	7/13/2020	Paid Amt:	\$2,418.00	
							Check Amount:	\$2,418.00	
2689	FIN	61145	6406		LAWSON PRODUCTS, INC.		Check		
				E 01	005 810 000 000 401	General Supplies		\$312.93	
	PO#:	Voucher #:	86387	Invoice	Invoice No: 9307626398	7/13/2020	Paid Amt:	\$312.93	
							Check Amount:	\$312.93	
2689	FIN	61146	00550		MIDLAND TIRE LLC		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$69.00	
	PO#:	Voucher #:	86384	Invoice	Invoice No: 80653	7/13/2020	Paid Amt:	\$69.00	
							Check Amount:	\$69.00	
2689	FIN	61147	6678		NDR CABLES & NETWORKS		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$90.30	
	PO#:	Voucher #:	86390	Invoice	Invoice No: 13367	7/13/2020	Paid Amt:	\$90.30	
							Check Amount:	\$90.30	
2689	FIN	61148	6885		Pipestone Area School, HS Actv		Check		
				B 01	206 516	In and Out YEARBOOK		\$160.00	
	PO#:	Voucher #:	86399	Invoice	Invoice No: 07/12/2020	7/13/2020	Paid Amt:	\$160.00	
							Check Amount:	\$160.00	
2689	FIN	61149	5138		PIPESTONE BUILDING MATERIALS		Check		
				E 02	005 770 000 709 350	Repair&maint Service		\$360.96	
	PO#:	Voucher #:	86386	Invoice	Invoice No: 194810	7/13/2020	Paid Amt:	\$360.96	
							Check Amount:	\$360.96	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61150	00890		STOUT & EVINK		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$190.76	
PO#:	Voucher #:	86385	Invoice	Invoice No:	89902	7/13/2020	Paid Amt:	\$190.76	
							Check Amount:	\$190.76	
2689	FIN	61152	3697		SW/WC SERVICE COOPERATIVE		Check		
				E 01	005 605 000 000 316	Tech Services Purchased Coop		\$945.00	
PO#:	Voucher #:	86396	Invoice	Invoice No:	64489	7/13/2020	Paid Amt:	\$945.00	
				E 01	005 605 000 000 316	Tech Services Purchased Coop		\$2,142.00	
PO#:	Voucher #:	86397	Invoice	Invoice No:	64502	7/13/2020	Paid Amt:	\$2,142.00	
				E 01	102 810 000 000 320	Communications/Phone, BROWN		\$2,752.89	
				E 01	103 810 000 000 320	Communications/Phone, HILL		\$2,752.89	
				E 01	006 810 000 000 320	Communications/Phone, HEARTLAND		\$1,434.32	
				E 01	300 810 000 000 320	Communications/Phone, HILL		\$6,946.55	
				E 01	005 810 000 000 320	Communications/Phone, CONSORTIUM FEE		\$5,259.60	
PO#:	Voucher #:	86398	Invoice	Invoice No:	64454	7/13/2020	Paid Amt:	\$19,146.25	
				E 01	005 605 000 000 316	Tech Services Purchased Coop, MAY 2020		\$7,369.00	
PO#:	Voucher #:	86402	Invoice	Invoice No:	64424	7/13/2020	Paid Amt:	\$7,369.00	
				E 01	005 605 000 000 316	Tech Services Purchased Coop, JUNE 2020		\$7,369.00	
PO#:	Voucher #:	86403	Invoice	Invoice No:	64617	7/13/2020	Paid Amt:	\$7,369.00	
							Check Amount:	\$36,971.25	
2689	FIN	61153	01414		BUILDERS SUPPLY COMPANY		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$106,419.56	
PO#:	Voucher #:	86416	Invoice	Invoice No:	07/13/2020	7/13/2020	Paid Amt:	\$106,419.56	
							Check Amount:	\$106,419.56	
2689	FIN	61154	9751		CORNERSTONE PLASTERING AND DRYWALL INC		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$69,350.00	
PO#:	Voucher #:	86415	Invoice	Invoice No:	07/13/2020	7/13/2020	Paid Amt:	\$69,350.00	
							Check Amount:	\$69,350.00	
2689	FIN	61155	8987		DALSIN INC		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$8,639.30	
PO#:	Voucher #:	86414	Invoice	Invoice No:	07/13/2020	7/13/2020	Paid Amt:	\$8,639.30	
							Check Amount:	\$8,639.30	
2689	FIN	61156	9752		DOOM AND CUYPERS CONSTRUCTION INC		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$14,539.24	
PO#:	Voucher #:	86413	Invoice	Invoice No:	07/13/2020	7/13/2020	Paid Amt:	\$14,539.24	
							Check Amount:	\$14,539.24	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61157	9754		F.M. ACOUSTICAL TILE INC		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$5,700.00	
	PO#:	Voucher #:	86411	Invoice	Invoice No: 07/13/2020	7/13/2020		Paid Amt:	\$5,700.00
								Check Amount:	\$5,700.00
2689	FIN	61158	9753		FARGO GLASS AND PAINT COMPANY		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$14,250.00	
	PO#:	Voucher #:	86412	Invoice	Invoice No: 07/13/2020	7/13/2020		Paid Amt:	\$14,250.00
								Check Amount:	\$14,250.00
2689	FIN	61159	9755		HANDER INC PLUMBING AND HEATING		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$279,029.26	
	PO#:	Voucher #:	86410	Invoice	Invoice No: 07/13/2020	7/13/2020		Paid Amt:	\$279,029.26
								Check Amount:	\$279,029.26
2689	FIN	61160	9757		JENSEN MASONRY INC		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$159,600.00	
	PO#:	Voucher #:	86409	Invoice	Invoice No: 06/13/2020	7/13/2020		Paid Amt:	\$159,600.00
								Check Amount:	\$159,600.00
2689	FIN	61161	5263		MIDWESTERN MECHANICAL INC.		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$11,400.00	
	PO#:	Voucher #:	86408	Invoice	Invoice No: 07/13/2020	7/13/2020		Paid Amt:	\$11,400.00
								Check Amount:	\$11,400.00
2689	FIN	61162	9763		SPARTAN STEEL ERECTORS INC		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$206,482.50	
	PO#:	Voucher #:	86407	Invoice	Invoice No: 07/13/2020	7/13/2020		Paid Amt:	\$206,482.50
								Check Amount:	\$206,482.50
2689	FIN	61163	9764		THOMPSON ELECTRIC COMPANY		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$160,691.82	
	PO#:	Voucher #:	86406	Invoice	Invoice No: 07/13/2020	7/13/2020		Paid Amt:	\$160,691.82
								Check Amount:	\$160,691.82
2689	FIN	61164	9766		ULTRA CONCRETE		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$48,529.80	
	PO#:	Voucher #:	86405	Invoice	Invoice No: 07/13/2020	7/13/2020		Paid Amt:	\$48,529.80
								Check Amount:	\$48,529.80
2689	FIN	61165	9769		WELLS CONCRETE		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$159,616.82	
	PO#:	Voucher #:	86404	Invoice	Invoice No: 07/13/2020	7/13/2020		Paid Amt:	\$159,616.82
								Check Amount:	\$159,616.82

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61168	8835		NEW DOMINION SCHOOL		Check
				E 01	300 211 000 000 392	to Out-of-State Dist, JUNE 2020	\$1,418.20
PO#:	Voucher #:	86421	Invoice	Invoice No:	8508	7/14/2020	Paid Amt: \$1,418.20
							Check Amount: \$1,418.20
2689	FIN	61169	01300		PIPESTONE CO. MEDICAL CENTER		Check
				E 01	103 420 000 740 394	to Non-Ed Agency, PT	\$2,146.00
PO#:	Voucher #:	86420	Invoice	Invoice No:	PI PIP JAS S	7/14/2020	Paid Amt: \$2,146.00
							Check Amount: \$2,146.00
2689	FIN	61170	3697		SW/WC SERVICE COOPERATIVE		Check
				E 01	100 412 000 740 396	Special Ed Purchased From Dist, ECSE	\$987.60
				E 01	100 412 000 740 397	Sp Ed Benefits Purchased, ECSE	\$335.78
				E 01	100 412 000 740 366	Travel, ECSE	\$444.12
				E 01	100 412 000 740 396	Special Ed Purchased From Dist, ECSE	\$1,975.19
				E 01	100 412 000 740 397	Sp Ed Benefits Purchased, ECSE	\$671.56
				E 01	100 412 000 740 366	Travel, ESCE	\$888.25
				E 01	005 404 000 740 396	Special Ed Purchased From Dist, OT	\$3,000.10
				E 01	005 404 000 740 366	Travel, OT	\$829.87
				E 01	005 401 000 740 396	Special Ed Purchased From Dist, SLP	\$2,369.29
				E 01	005 401 000 740 397	Sp Ed Benefits Purchased, SLP	\$805.56
				E 01	005 401 000 740 366	Travel, SLP	\$710.15
				E 01	005 401 000 740 396	Special Ed Purchased From Dist, SLP	\$846.18
				E 01	005 401 000 740 396	Special Ed Purchased From Dist	\$287.70
				E 01	005 401 000 740 366	Travel, SLP	\$253.62
				E 01	005 404 000 740 397	Sp Ed Benefits Purchased, OT	\$1,020.03
PO#:	Voucher #:	86419	Invoice	Invoice No:	64540	7/14/2020	Paid Amt: \$15,425.00
							Check Amount: \$15,425.00
2689	FIN	61171	7369		TERRY'S TROPHIES		Check
				E 01	005 010 000 000 401	General Supplies	\$35.60
PO#:	Voucher #:	86422	Invoice	Invoice No:	06702	7/14/2020	Paid Amt: \$35.60
							Check Amount: \$35.60
2689	FIN	61172	9909		DAVE MILLER		Check
				R 01	005 296 206 000 050	SOFTBALL 2020	\$80.00
PO#:	Voucher #:	86337	Invoice	Invoice No:	SOFTBALL 2020	7/15/2020	Paid Amt: \$80.00
							Check Amount: \$80.00
2689	FIN	61173	7620		MASBO		Check
				E 01	005 110 000 000 820	Dues & Membership, JEN DUNN	\$110.00
PO#:	Voucher #:	86423	Invoice	Invoice No:	300005080	7/15/2020	Paid Amt: \$110.00
							Check Amount: \$110.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61174	6870		ONE DIVERSIFIED, LLC		Check		
				E 01	005 605 150 000 405	3 YEAR CONTRACT		\$1,510.00	
				B 01	131 000	3 YEAR CONTRACT		\$3,019.25	
		PO#: 17144	Voucher #: 86424	Invoice	Invoice No: 0267306-IN	7/15/2020	Paid Amt:	\$4,529.25	
							Check Amount:	\$4,529.25	
2689	FIN	61175	9074		A-OX WELDING SUPPLY INC		Check		
				E 01	300 301 501 830 433	Individualized Mat.		\$128.76	
		PO#:	Voucher #: 86425	Invoice	Invoice No: 00234396	7/15/2020	Paid Amt:	\$128.76	
							Check Amount:	\$128.76	
2689	FIN	61176	5983		SIOUX VALLEY ENERGY		Check		
				E 01	300 810 184 000 330	Utilities - Electricity, JUNE 2020		\$9,867.00	
		PO#:	Voucher #: 86426	Invoice	Invoice No: 7058684000	7/15/2020	Paid Amt:	\$9,867.00	
				E 01	300 810 184 000 330	Utilities - Electricity, JUNE 2020 FLASHING LIC		\$50.00	
		PO#:	Voucher #: 86427	Invoice	Invoice No: 7058684200	7/15/2020	Paid Amt:	\$50.00	
							Check Amount:	\$9,917.00	
2689	FIN	61177	3763		AUTOMATIC BUILDING CONTROLS		Check		
				E 01	102 810 000 000 401	General Supplies		\$111.58	
		PO#:	Voucher #: 86434	Invoice	Invoice No: 226126	7/20/2020	Paid Amt:	\$111.58	
							Check Amount:	\$111.58	
2689	FIN	61179	3920		CENTER POINT INC.		Check		
				E 04	005 591 000 000 470	Library Books		\$180.36	
		PO#:	Voucher #: 86431	Invoice	Invoice No: 1772085	7/20/2020	Paid Amt:	\$180.36	
							Check Amount:	\$180.36	
2689	FIN	61180	00084		DEMCO INC		Check		
				E 04	005 591 000 000 401	General Supplies		\$9,207.85	
		PO#:	Voucher #: 86432	Invoice	Invoice No: 6813266	7/20/2020	Paid Amt:	\$9,207.85	
							Check Amount:	\$9,207.85	
2689	FIN	61181	9228		LUANN'S GAS & MORE		Check		
				E 02	005 770 000 701 366	Travel, FOOD SERVICE		\$61.48	
				E 01	005 810 190 000 366	Travel Custodial		\$30.93	
				E 01	005 810 190 000 366	Travel Custodial		\$56.30	
		PO#:	Voucher #: 86435	Invoice	Invoice No: 8823	7/20/2020	Paid Amt:	\$148.71	
							Check Amount:	\$148.71	
2689	FIN	61182	5138		PIPESTONE BUILDING MATERIALS		Check		
				E 01	005 810 000 000 401	General Supplies		\$32.72	
		PO#:	Voucher #: 86433	Invoice	Invoice No: 195557	29 7/20/2020	Paid Amt:	\$32.72	
							Check Amount:	\$32.72	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61183	6855		Baker & Taylor Books		Check		
				E 04	005 591 000 000 470	Library Books		\$162.22	
PO#:		Voucher #:	86428	Invoice	Invoice No: 2035287657		7/20/2020	Paid Amt:	\$162.22
				E 04	005 591 000 000 470	Library Books		\$117.30	
PO#:		Voucher #:	86429	Invoice	Invoice No: 2035317230		7/20/2020	Paid Amt:	\$117.30
				E 04	005 591 000 000 470	Library Books		\$193.12	
PO#:		Voucher #:	86430	Invoice	Invoice No: 2035266540		7/20/2020	Paid Amt:	\$193.12
								Check Amount:	\$472.64
2689	FIN	61184	8053		MN DEPT OF LABOR & INDUSTRY		Check		
				E 01	103 810 000 000 820	Dues & Membership, PRESSURE VESSEL		\$10.00	
PO#:		Voucher #:	86436	Invoice	Invoice No: ABR0234406X		7/20/2020	Paid Amt:	\$10.00
				E 01	005 810 000 000 820	Dues & Membership, BOILER		\$20.00	
PO#:		Voucher #:	86437	Invoice	Invoice No: ABR0233538X		7/20/2020	Paid Amt:	\$20.00
				E 01	300 810 000 000 820	Dues & Membership, PRESSURE VESSEL		\$20.00	
PO#:		Voucher #:	86438	Invoice	Invoice No: ABR0234812X		7/20/2020	Paid Amt:	\$20.00
				E 01	300 810 000 000 820	Dues & Membership ,BOILER		\$30.00	
PO#:		Voucher #:	86439	Invoice	Invoice No: ABR0233786X		7/20/2020	Paid Amt:	\$30.00
				E 01	102 810 000 000 820	Dues & Membership, BOILER		\$10.00	
PO#:		Voucher #:	86440	Invoice	Invoice No: ABR0233520X		7/20/2020	Paid Amt:	\$10.00
				E 01	300 810 000 000 820	Dues & Membership, BOILER		\$10.00	
PO#:		Voucher #:	86441	Invoice	Invoice No: ABR0234382X		7/20/2020	Paid Amt:	\$10.00
								Check Amount:	\$100.00
2689	FIN	61185	4867		MN CHILD SUPPORT PAYMENT CTR		Check		
				B 01	215 029	Child Support		\$95.00	
PO#:		Voucher #:	86443	Invoice	Invoice No: M2020130		7/20/2020	Paid Amt:	\$95.00
								Check Amount:	\$95.00
2689	FIN	61186	9599		TX CHILD SUPPORT SDU		Check		
				B 01	215 029	Child Support		\$47.52	
PO#:		Voucher #:	86446	Invoice	Invoice No: M2020130		7/20/2020	Paid Amt:	\$47.52
								Check Amount:	\$47.52
2689	FIN	61187	6528		EDUCATORS BENEFIT CONSULTANTS		Check		
				B 01	215 085	Medical Flex		\$616.67	
				B 01	215 086	Flex Dependent Care		\$416.67	
PO#:		Voucher #:	86444	Invoice	Invoice No: M2020130		7/20/2020	Paid Amt:	\$1,033.34
								Check Amount:	\$1,033.34

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61188	6880		ITC		Check		
				E 01	006 810 000 000 320	Communications/Phone, 07/1-07/31		\$77.62	
PO#:	Voucher #:	86475	Invoice		Invoice No: 11142883	7/21/2020	Paid Amt:	\$77.62	
							Check Amount:	\$77.62	
2689	FIN	61189	7619		KOZLOWSKI INSURANCE AGENCY &		Check		
				E 01	005 940 000 000 340	Property Insurance, BLANKET ACCIDENT		\$420.00	
PO#:	Voucher #:	86478	Invoice		Invoice No: 14	7/21/2020	Paid Amt:	\$420.00	
							Check Amount:	\$420.00	
2689	FIN	61190	8402		LEGALSHIELD		Check		
				B 01	215 037	LGL-ID		\$131.50	
				B 01	215 038	LGL-Sheild		\$13.95	
PO#:	Voucher #:	86445	Invoice		Invoice No: M2020130	7/21/2020	Paid Amt:	\$145.45	
				B 01	215 037	LGL-ID		\$25.90	
PO#:	Voucher #:	86462	Invoice		Invoice No: M2021010	7/21/2020	Paid Amt:	\$25.90	
							Check Amount:	\$171.35	
2689	FIN	61191	7331		PROJECT LEAD THE WAY, INC.		Check		
				E 01	300 361 849 302 406	Instructional Software License		\$3,200.00	
				E 01	207 361 849 302 406	Instructional Software License		\$950.00	
PO#:	Voucher #:	86477	Invoice		Invoice No: 229821	7/21/2020	Paid Amt:	\$4,150.00	
							Check Amount:	\$4,150.00	
2689	FIN	61192	00890		STOUT & EVINK		Check		
				E 01	005 810 000 000 350	Repair&maint Service, PAULSON FIELD		\$330.41	
PO#:	Voucher #:	86483	Invoice		Invoice No: 90094	7/21/2020	Paid Amt:	\$330.41	
				E 01	005 810 000 000 401	General Supplies		\$16.21	
PO#:	Voucher #:	86484	Invoice		Invoice No: 90078	7/21/2020	Paid Amt:	\$16.21	
							Check Amount:	\$346.62	
2689	FIN	61193	9489		TECH TO SCHOOL		Check		
				E 01	103 203 161 000 466	300 i-PADS		\$71,700.00	
PO#: 17183	Voucher #:	86474	Invoice		Invoice No: MTS72571	7/21/2020	Paid Amt:	\$71,700.00	
							Check Amount:	\$71,700.00	
2689	FIN	61194	8925		VAST BROADBAND		Check		
				E 01	300 810 000 000 320	Communications/Phone, 7/10-8/9		\$1,686.71	
PO#:	Voucher #:	86479	Invoice		Invoice No: 000459101	7/21/2020	Paid Amt:	\$1,686.71	
				E 04	005 582 000 344 320	Communications/Phone, 7/10-8/9		\$109.95	
PO#:	Voucher #:	86480	Invoice		Invoice No: 016458601	7/21/2020	Paid Amt:	\$109.95	
							Check Amount:	\$1,796.66	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61195	7716		VERIZON WIRELESS		Check		
				E 01	300 810 000 000 320	Communications/Phone, 7/8-8/8		\$710.02	
	PO#:	Voucher #:	86481	Invoice	Invoice No: 9858281374	7/21/2020		Paid Amt:	\$710.02
				E 01	300 810 000 000 320	Communications/Phone, 7/8-8/8		\$74.34	
	PO#:	Voucher #:	86482	Invoice	Invoice No: 9858281375	7/21/2020		Paid Amt:	\$74.34
								Check Amount:	\$784.36
2689	FIN	61196	7068		AMERITAS LIFE INSURANCE CORP.		Check		
				B 01	215 045	AMERITAS Vision Ins July Coverage		\$790.32	
	PO#:	Voucher #:	86487	Invoice	Invoice No: M202101	7/20/2020		Paid Amt:	\$790.32
								Check Amount:	\$790.32
2689	FIN	61197	7067		DELTA DENTAL		Check		
				B 01	215 044	Dental Insurance Inv#CNS0000507471		\$1,639.22	
	PO#:	Voucher #:	86488	Invoice	Invoice No: M202101	7/20/2020		Paid Amt:	\$1,639.22
								Check Amount:	\$1,639.22
2689	FIN	61198	7348		Madison National Life		Check		
				B 01	215 032	Employer Paid Life		\$433.90	
				B 01	215 033	Supplemental Life		\$130.70	
				B 01	215 031	LTD		\$808.60	
	PO#:	Voucher #:	86489	Invoice	Invoice No: M202101	7/20/2020		Paid Amt:	\$1,373.20
								Check Amount:	\$1,373.20
2689	FIN	61199	01252		NCPERS Group Life Ins		Check		
				B 01	215 034	UNIT NUMBER: 203411		\$48.00	
	PO#:	Voucher #:	86490	Invoice	Invoice No: M2021010	7/20/2020		Paid Amt:	\$48.00
								Check Amount:	\$48.00
2689	FIN	61200	9480		MINNESOTA PUBLIC EMPLOYEE INSURANCE PROGRAM(PEIP)		Check		
				B 01	215 030	Health Insurance August Coverage Inv # 9875		\$75,433.70	
	PO#:	Voucher #:	86491	Invoice	Invoice No: M2021010	7/20/2020		Paid Amt:	\$75,433.70
								Check Amount:	\$75,433.70
2689	FIN	61201	7882		C & B OPERATIONS LLC		Check		
				E 01	005 850 000 302 530	Equipment Purchased, SCOUT REPLACEMENT		\$22,000.00	
	PO#:	Voucher #:	86495	Invoice	Invoice No: PO 07185446	7/21/2020		Paid Amt:	\$22,000.00
				E 01	005 850 000 302 530	Equipment Purchased, MOWER REPLACEMENT		\$31,600.00	
	PO#:	Voucher #:	86496	Invoice	Invoice No: PO 07185564	7/21/2020		Paid Amt:	\$31,600.00
								Check Amount:	\$53,600.00
2689	FIN	61202	9641		GM FINANCIAL LEASING		Check		
				E 04	005 249 000 321 370	Rentals & Leases, DR-ED CAR 12 MONTHS		\$3,458.16	
	PO#:	Voucher #:	86494	Invoice	Invoice No: 0170297056	7/21/2020		Paid Amt:	\$3,458.16
								Check Amount:	\$3,458.16

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61203	5604		Gopher Stagelighting		Check
				E 01	300 865 000 369 520	Build Acq/Construct	\$31,332.95
PO#:	Voucher #:	86485	Invoice	Invoice No:	18261	7/21/2020	Paid Amt: \$31,332.95
							Check Amount: \$31,332.95
2689	FIN	61204	00259		MSBA		Check
				E 01	005 010 000 000 820	Dues & Membership, BOARD BOOK	\$6,231.00
PO#:	Voucher #:	86493	Invoice	Invoice No:	25094Q9K5G3	7/21/2020	Paid Amt: \$6,231.00
							Check Amount: \$6,231.00
2689	FIN	61205	9587		BIO AG ENERGY SERVICES, LLC		Check
				E 06	005 870 000 000 520	Build Acq/Construct	\$47.98
PO#:	Voucher #:	86498	Invoice	Invoice No:	18487	7/21/2020	Paid Amt: \$47.98
				E 06	005 870 000 000 520	Build Acq/Construct	\$75.96
PO#:	Voucher #:	86499	Invoice	Invoice No:	6212392	7/21/2020	Paid Amt: \$75.96
				E 06	005 870 000 000 520	Build Acq/Construct	\$67.97
PO#:	Voucher #:	86500	Invoice	Invoice No:	6212350	7/21/2020	Paid Amt: \$67.97
				E 06	005 870 000 000 520	Build Acq/Construct	\$49.98
PO#:	Voucher #:	86501	Invoice	Invoice No:	18512	7/21/2020	Paid Amt: \$49.98
				E 06	005 870 000 000 520	Build Acq/Construct	\$103.95
PO#:	Voucher #:	86502	Invoice	Invoice No:	6212341	7/21/2020	Paid Amt: \$103.95
				E 06	005 870 000 000 520	Build Acq/Construct	\$55.97
PO#:	Voucher #:	86503	Invoice	Invoice No:	6212418	7/21/2020	Paid Amt: \$55.97
				E 06	005 870 000 000 520	Build Acq/Construct	\$59.97
PO#:	Voucher #:	86504	Invoice	Invoice No:	6212382	7/21/2020	Paid Amt: \$59.97
							Check Amount: \$461.78
2689	FIN	61206	5782		CENTERPOINT ENERGY		Check
				E 01	103 810 000 000 440	Fuel For Buildings, JUNE	\$125.88
				E 01	102 810 000 000 440	Fuel For Buildings, JUNE	\$116.71
				E 01	300 810 000 000 440	Fuel For Buildings, JUNE	\$129.31
PO#:	Voucher #:	86497	Invoice	Invoice No:	8000015159-9	7/21/2020	Paid Amt: \$371.90
							Check Amount: \$371.90
2689	FIN	61207	5949		CDW GOVERNMENT, INC.		Check
				E 01	103 203 161 000 466	I-pad Cases	\$3,279.00
PO#: 17186	Voucher #:	86511	Invoice	Invoice No:	ZHJ4870	7/21/2020	Paid Amt: \$3,279.00
				E 06	005 870 000 000 555	Technology Equipment	\$709.32
PO#:	Voucher #:	86513	Invoice	Invoice No:	XPH1251	7/21/2020	Paid Amt: \$709.32
							Check Amount: \$3,988.32
2689	FIN	61208	3512		CHILDRENS CARE HOSP & SCHOOL		Check
				E 01	100 411 000 000 392	to Out-of-State Dist, JUNE 2020	\$1,164.33

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61208	3512		CHILDRENS CARE HOSP & SCHOOL		Check
				E 01	100 411 000 740 393 Sp Ed Contr Svcs Pup, JUNE		\$3,646.67
				E 01	102 411 000 000 392 to Out-of-State Dist, JUNE		\$1,164.33
				E 01	102 411 000 740 393 Sp Ed Contr Svcs Pup, JUNE		\$4,391.42
PO#:	Voucher #:	86505	Invoice	Invoice No:	30000944	7/21/2020	Paid Amt: \$10,366.75
							Check Amount: \$10,366.75
2689	FIN	61209	9490		CONNECTIONS UNLIMITED, INC		Check
				E 01	102 201 150 000 456 HEADPHONES K-4		\$170.00
				E 01	102 203 150 000 456 HEADPHONES K-4		\$170.00
				E 01	103 203 150 000 456 HEADPHONES K-4		\$541.00
PO#: 17141	Voucher #:	86515	Invoice	Invoice No:	200403	7/21/2020	Paid Amt: \$881.00
							Check Amount: \$881.00
2689	FIN	61210	9803		ILLUMINATE EDUCATION INC		Check
				E 01	102 201 150 000 406 Please see attached		\$822.64
				E 01	102 203 150 000 406 "		\$743.54
				E 01	103 203 150 000 406 "		\$2,032.87
				E 01	207 203 150 000 406 "		\$1,423.80
				E 01	207 211 150 000 406 "		\$1,502.15
PO#: 17208	Voucher #:	86510	Invoice	Invoice No:	49045	7/21/2020	Paid Amt: \$6,525.00
							Check Amount: \$6,525.00
2689	FIN	61211	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check
				E 01	005 020 000 000 401 General Supplies		\$28.73
PO#:	Voucher #:	86507	Invoice	Invoice No:	3032104	7/21/2020	Paid Amt: \$28.73
				E 01	005 020 000 000 401 General Supplies		\$66.57
PO#:	Voucher #:	86508	Invoice	Invoice No:	3030285	7/21/2020	Paid Amt: \$66.57
							Check Amount: \$95.30
2689	FIN	61212	01613		MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC		Check
				E 01	103 203 173 302 460 "		\$2,500.00
				E 01	103 203 173 302 460 SHIPPING		\$429.73
PO#: 17213	Voucher #:	86509	Invoice	Invoice No:	113429638001	7/21/2020	Paid Amt: \$2,929.73
							Check Amount: \$2,929.73
2689	FIN	61213	7386		MREA		Check
				B 01	131 000 Prepaid Expenses & Deposits		\$1,971.00
				E 01	005 010 000 000 820 Dues & Membership, ADMIN.		\$1,971.00
PO#:	Voucher #:	86517	Invoice	Invoice No:	2021-1691	7/21/2020	Paid Amt: \$3,942.00
							Check Amount: \$3,942.00

Pipestone Area Schools ISD #2689
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61214	01797		NICKLASSON ATHLETIC CO.		Check
				E 01	300 294 203 000 401	General Supplies	\$1,288.00
	PO#:	Voucher #:	86514	Invoice	Invoice No: 34007	7/21/2020	Paid Amt: \$1,288.00
							Check Amount: \$1,288.00
2689	FIN	61215	3697		SW/WC SERVICE COOPERATIVE		Check
				E 01	005 605 000 000 316	Tech Services Purchased Coop, REMOTE BA	\$3,010.00
	PO#:	Voucher #:	86506	Invoice	Invoice No: 64561	7/21/2020	Paid Amt: \$3,010.00
							Check Amount: \$3,010.00
2689	FIN	61216	9507		THE SHERWIN-WILLIAMS CO.		Check
				E 01	005 292 000 000 401	General Supplies	\$305.64
	PO#:	Voucher #:	86516	Invoice	Invoice No: 5554-0	7/21/2020	Paid Amt: \$305.64
							Check Amount: \$305.64
2689	FIN	61217	9333		EXPLORE LEARNING		Check
				E 01	103 203 173 302 406	Please see attached	\$2,520.68
				B 01	131 000	"	\$5,041.35
	PO#: 17207	Voucher #:	86518	Invoice	Invoice No: 2381364	7/21/2020	Paid Amt: \$7,562.03
							Check Amount: \$7,562.03
							Report Total: \$1,808,818.56

INDEPENDENT SCHOOL DISTRICT NO. 2689								
PIPESTONE AREA SCHOOLS								
ELEMENTARY SCHOOL BUILDING BONDS								
FOR THE MONTH ENDED JUNE 30, 2020								
		CASH BALANCE			CASH BALANCE		CASH BALANCE	CASH BALANCE
	FUND	BEGINNING			END OF		END OF	END OF
FUNDS	NUMBER	OF MONTH	NET CASH ACTIVITY		MONTH	ADJUSTMENTS	MONTH FY20	MONTH FY19
ELEMENTARY SCHOOL BOND	06	\$25,640,269.57	(\$1,136,718.97)		\$24,503,550.60		\$24,503,550.60	\$0.00
TOTAL		\$25,640,269.57	(\$1,136,718.97)		\$24,503,550.60	\$0.00	\$24,503,550.60	\$0.00
RECONCILEMENT OF TREASURER'S BALANCE WITH BANKS								
		CURRENT	BALANCE			OTHER	BALANCE PER	BALANCE PER
DESCRIPTION	ACCOUNT NUMBER	RATE OF INTEREST	PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	RECONCILING ITEMS	TREASURER'S BOOKS	TREASURER'S BOOKS
MNTRUST		0.16%	\$3,231,225.92	\$0.00	\$0.00	\$0.00	\$3,231,225.92	\$0.00
MNTRUST TERM SERIES		1.54%	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	
SECURITY(BONDS OR TREASURY NOTES)		Various	\$4,310,224.68	\$0.00	\$0.00	\$0.00	\$4,310,224.68	\$0.00
CERTIFICATES OF DEPOSIT		Various	\$15,962,099.00	\$0.00	\$0.00	\$0.00	\$15,962,100.00	\$0.00
TOTAL			\$24,503,549.60	\$0.00	\$0.00	\$0.00	\$24,503,550.60	\$0.00
						Signed	Jacque Kennedy	

INDEPENDENT SCHOOL DISTRICT NO. 2689								
PIPESTONE AREA SCHOOLS								
TREASURER'S REPORT TO SCHOOL BOARD								
FOR THE MONTH ENDED JUNE 30, 2020								
FUNDS	FUND NUMBER	CASH BALANCE			CASH BALANCE		CASH BALANCE	CASH BALANCE
		BEGINNING OF MONTH	NET CASH ACTIVITY	END OF MONTH	ADJUSTMENTS	END OF MONTH FY20	END OF MONTH FY19	
GENERAL FUND	01,03,05	\$6,517,261.64	(\$191,193.49)	\$6,326,068.15		\$6,326,068.15	\$6,081,585.75	
FOOD SERVICE FUND	02	\$415,556.07	\$77,681.06	\$493,237.13		\$493,237.13	\$367,195.57	
COMMUNITY SERVICE FUND	04	\$358,227.18	\$4,603.76	\$362,830.94		\$362,830.94	\$285,908.37	
TOTAL OPERATING FUNDS		\$7,291,044.89	(\$108,908.67)	\$7,182,136.22		\$7,182,136.22	\$6,734,689.69	
BUILDING FUND	06	(\$47,090.42)	(\$19,623.28)	(\$66,713.70)		(\$66,713.70)	(\$80,103.22)	
DEBT SERVICE FUND	07	\$942,714.64	\$146,827.73	\$1,089,542.37		\$1,089,542.37	\$765,859.63	
AGENCY FUND	09	\$345.00	\$0.00	\$345.00		\$345.00	\$835.00	
CERTIFICATES OF DEPOSIT		\$0.00				\$0.00	\$0.00	
TOTAL		\$8,187,014.11	\$18,295.78	\$8,205,309.89	\$0.00	\$8,205,309.89	\$7,421,281.10	
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS								
DESCRIPTION	ACCOUNT NUMBER	CURRENT RATE OF INTEREST	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS	BALANCE PER TREASURER'S BOOKS
FIRST NATIONAL BANK-PAYROLL	200563	0.05%	\$155,183.18	(\$2,537.59)	\$0.00	\$0.00	\$152,645.59	\$248,126.28
FIRST NATIONAL BANK-MM	808263	0.35%	\$1,841,472.84	\$0.00	\$0.00	\$0.00	\$1,841,472.84	\$2,302,856.13
FIRST F&M-MM	4534150062	0.10%	\$572,455.94	(\$138,445.81)	\$0.00	\$0.00	\$434,010.13	\$347,944.55
MSDLAF	600496						\$0.00	\$0.00
MSDMAX	600496						\$0.00	\$0.00
MNTrust	6770	0.16%	\$2,303,172.68	\$0.00	\$0.00	\$0.00	\$2,303,172.68	\$1,060,154.14
TOTAL			\$4,872,284.64	(\$140,983.40)	\$0.00	\$0.00	\$4,731,301.24	\$3,959,081.10
CERTIFICATES OF DEPOSIT	CD #	Date Purchased	Maturity Date	Maturity Period	Interest Rate		Dollar Amount	Dollar Amount
Savings Deposit Acct Bank of China		4/30/2020			0.300%		\$2,004,421.18	
BMW Bank North America		11/22/2019	11/22/2021	24 Months	1.603%		\$247,468.97	
State Bank of India		11/27/2019	11/29/2021	24 Months	1.702%		\$247,718.50	
SONABANK		5/17/2019	11/17/2020	18 Months	2.538%		\$240,700.00	
Texas Capital Bank		3/9/2020	1/25/2021	10 Months	0.750%		\$248,300.00	
Farmers and Merchants Union Bank		5/17/2019	5/17/2021	24 Months	2.389%		\$238,500.00	
East Boston Savings Bank		3/9/2020	1/25/2022	22 Months	0.649%		\$246,900.00	
Total							\$3,474,008.65	\$3,462,200.00
Grand Total							\$8,205,309.89	\$7,421,281.10
						Signed	Jacque Kennedy	

Budget Presentation to the Board				
Expenditures as of 07/22/2020		FY2020		
General Fund				6/17/2020
Classification	Code	FY20REV	Year to Date	Year to Date %
Administrative Salaries	110	\$526,575.00	\$533,665.94	101%
Teacher Salaries	140	\$4,333,701.00	\$4,441,752.85	102%
Non-Licensed Classroom Personnel	141	\$167,475.00	\$187,183.48	112%
Licensed Instructional Support Personnel	143	\$0.00	\$0.00	0%
Non-License Instructional Support Personnel	144	\$34,321.00	\$19,752.47	58%
Substitute Salaries	145	\$78,464.00	\$73,816.95	94%
Substitute Non-Licensed Classroom Salaries	146	\$50,000.00	\$34,237.75	68%
Language Pathologist	152	\$72,094.00	\$72,264.88	100%
School Nurse	154	\$54,435.00	\$53,661.47	99%
Certified Paraprofessional	161	\$294,323.00	\$341,229.74	116%
Certified One-to-One Paraprofessional	162	\$361,711.00	\$209,088.22	58%
School Counselor	165	\$110,044.00	\$109,017.74	99%
Non-Instructional Support	170	\$690,602.00	\$671,652.62	97%
DAPE Specialist	174	\$48,750.00	\$0.00	0%
Other Salary Payment	185	\$323,387.00	\$328,463.67	102%
Severance	191	\$29,736.00	\$17,735.96	60%
Third Party Pay Expense Salaries	195	\$0.00	\$0.00	
FICA	210	\$555,692.00	\$512,751.50	92%
PERA	214	\$125,394.00	\$110,244.68	88%
TRA	218	\$439,568.00	\$429,231.91	98%
Health Insurance	220	\$549,418.00	\$531,316.58	97%
Life Insurance	230	\$6,009.00	\$5,079.63	85%
Dental Insurance	235	\$1,140.00	\$1,082.40	95%
Long Term Disability	240	\$360.00	\$336.24	93%
TSA Match	250	\$85,865.00	\$82,734.73	96%
Employer Sponsored HSA's	251	\$80,450.00	\$79,450.95	99%
Workmens Comp	270	\$48,469.00	\$35,871.45	74%
Unemployment Compensation	280	\$10,000.00	\$1,531.26	15%
Other Post-Employment Benefits	291	\$55,350.00	\$55,350.00	100%
Third Party Pay Benefits	295	\$0.00	\$0.00	
Total Salaries and Fringe		\$9,133,333.00	\$8,938,505.07	98%
Other Employee Benefits	299	\$0.00	\$0.00	#DIV/0!
Fed Sub Awards Under \$25,000	303	\$0.00	\$0.00	#DIV/0!
Consulting and Servicing Fees	305	\$215,668.00	\$206,783.58	96%
Services Purchased from Coop	316	\$119,202.00	\$125,399.55	105%
Computer and Technology Services	319	\$0.00	\$0.00	#DIV/0!
Communications/Phone	320	\$53,519.00	\$45,934.30	86%
Postage and Express	329	\$8,520.00	\$7,808.32	92%
Utility Services	330	\$293,740.00	\$250,039.21	85%
Property Insurance	340	\$91,200.00	\$89,146.98	98%
Repairs and Maintenance	350	\$155,634.50	\$156,886.23	101%
Transportation	360	\$1,229,962.00	\$1,055,644.28	86%
Travel	366	\$100,041.00	\$72,157.41	72%
Entry Fees/Student Travel	369	\$39,842.50	\$19,003.08	48%
Rentals and Leases	370	\$71,379.00	\$65,766.34	92%
Third Party Reimbursement Services	385	\$0.00	\$0.00	0%
To Other MN School Districts	390	\$83,994.00	\$80,980.99	96%
To Out of State Districts	392	\$65,393.00	\$57,410.84	88%
Special Ed Contracted Services	393	\$337,503.00	\$216,353.76	64%
To Non-Ed Agency	394	\$213,500.00	\$181,071.77	85%
Spec Ed Salary Purchased from Co-op	396	\$398,580.00	\$402,874.05	101%
Spec Ed Benefits Purchased from Co-op	397	\$38,107.00	\$40,530.48	106%
Charge Back	398	\$0.00	\$0.00	0%
General Supplies	401	\$195,924.07	\$203,403.62	104%
Non instructional Computer Software	405	\$42,909.00	\$23,143.00	54%
Instructional Software License	406	\$43,048.00	\$39,931.35	93%
Instructional Supplies	430	\$95,525.00	\$78,690.73	82%
Individualized Materials	433	\$36,019.65	\$33,867.52	94%
Fuel for Buildings	440	\$88,087.00	\$59,829.93	68%
Noninstructional Tech Supplies	455	\$15,000.00	\$14,605.97	97%
Instructional Tech Supplies	456	\$10,836.00	\$16,916.03	156%
Textbooks/Workbooks	460	\$75,122.00	\$45,827.74	61%
Standardized tests	461	\$6,000.00	\$340.00	6%
Non-Instructional Tech Devices	465	\$50,500.00	\$35,604.26	71%
Instructional Technology Devices	466	\$63,495.00	\$62,612.49	99%
Library Books	470	\$14,403.70	\$13,627.68	95%
Audio Visual Aids	480	\$0.00	\$0.00	0%
Electronic Format	485	\$6,250.30	\$6,250.30	100%
Capital Non-Instruction Tech Software	505	\$0.00	\$0.00	#DIV/0!
Capital Inst Tech Software	506	\$0.00	\$0.00	#DIV/0!
Site or Grounds Acquisition	510	\$162,625.00	\$162,602.95	100%
Building Acquisition and Construction	520	\$334,756.40	\$329,150.06	98%
Equipment Purchased	530	\$22,000.00	\$20,797.00	95%
Special Education Equipment	533	\$0.00	\$0.00	#DIV/0!
Charge Back Tennis Courts	545	\$0.00	\$0.00	#DIV/0!
Eligible Pupil Transportation	548	\$0.00	\$0.00	0%
Vehicles Purchased	550	\$0.00	\$0.00	#DIV/0!
Non-Instructional Technology Hardware	555	\$41,060.00	\$32,226.64	78%
Capitalized Instructional Technology Hardware	556	\$0.00	\$0.00	#DIV/0!
Principal on Capital Lease	580	\$71,000.00	\$71,000.00	100%
Interest on Capital Lease	581	\$21,625.00	\$21,624.75	100%
Dues and Memberships	820	\$17,430.00	\$18,256.96	105%
Taxes and Special Assessments	896	\$1,250.00	\$1,038.00	83%
Affordable Care Act Penalties	897	\$8,800.00	\$8,757.50	100%
Scholarships	898	\$0.00	\$0.00	#DIV/0!
Miscellaneous Other Expenses	899	\$5,000.00	\$658.89	13%
Contingency		\$43,415.53	\$0.00	0%
Total		\$14,121,199.65	\$13,313,059.61	94%
The prior year to date percentage in FY2019 was 87%				
Not comparable because the teacher and para. payoffs were not included in FY2019.				

Kraus-Anderson					
Funding					
				7/14/2020	Balance
Description					
Project Funds Available			\$28,281,962.19		Per Piper Jaffray
Parking lot Abatment Funding			\$0.00		TBD
Food Service Funding			\$150,000.00		TBD
LTFM Funding			\$0.00		
Project Bond Interest Earnings			\$515,000.00		Projection
Total Available			\$28,946,962.19		
					7/14/2020
Construction Cost Budget			Budget	Expenditures	Balance
Current Construction Value(Subcontracts)			\$20,700,972.68	(\$2,948,826.64)	\$17,752,146.04
Project General Conditions&Reimbursables			\$846,780.00	(\$65,250.94)	\$781,529.06
Kraus Anderson Site Services			\$1,151,321.00	(\$286,505.74)	\$864,815.26
Construction Contingency			\$970,848.32	\$0.00	\$970,848.32
Kraus Anderson Construction Management Fee			\$453,982.00	(\$78,680.00)	\$375,302.00
Total Construction Budget			\$24,123,904.00	(\$3,379,263.32)	\$20,744,640.68
Soft Cost Budget			Budget	Expenditures	Balance
A/E Fees(ISG)including 7% of Construction Contingency			\$1,878,321.81	(\$1,698,509.97)	\$179,811.84
A/E Additional Services(Added Scope Design)\$20,000 included in line above			\$95,164.50	(\$37,850.50)	\$57,314.00
A/E Contingency Budget			\$74,799.34	\$0.00	\$74,799.34
Building Permit Plan Review			\$104,053.00	(\$104,052.88)	\$0.12
SAC/WAC Costs			\$0.00	\$0.00	\$0.00
Geotechnical Survey Report			\$11,810.00	(\$11,810.00)	\$0.00
Special Inspections Testing			\$79,243.00	(\$11,753.00)	\$67,490.00
Commissioning/Test and Balance			\$25,400.00	\$0.00	\$25,400.00
Plans Production/Distribution			\$10,000.00	(\$1,147.50)	\$8,852.50
Total Soft Cost Budget			\$2,278,791.65	(\$1,865,123.85)	\$413,667.80
Owner Cost Budget			Budget	Expenditures	Balance
Telecommunications Tower Removal			\$9,825.00	(\$9,425.80)	\$399.20
Initial Surveying(Set Controls and Benchmarks)			\$5,000.00	(\$1,800.00)	\$3,200.00
Loan expenses or bonding costs			\$106,956.50	(\$73,456.50)	\$33,500.00
Furniture Fixtures and Equipment			\$750,000.00	\$0.00	\$750,000.00
Technology Equipment			\$250,000.00	(\$33,061.25)	\$216,938.75
Decommission Hill and Brown Schools			\$625,000.00	(\$15,000.00)	\$610,000.00
Legal Fees			\$40,000.00	(\$33,000.00)	\$7,000.00
Mis Owner Expense			\$50,000.00	(\$17,483.96)	\$32,516.04
Builders Risk Insurance			\$17,702.00	(\$17,702.00)	\$0.00
Total Owner Cost Budget			\$1,854,483.50	(\$200,929.51)	\$1,653,553.99
Total Project Costs			\$28,257,179.15	(\$5,445,316.68)	\$22,811,862.47
Project Balance (Over)/Under			\$689,783.04		

EXTRACT OF MINUTES OF MEETING
SCHOOL BOARD OF SCHOOL DISTRICT ISD 2689
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of School District No. 2689, State of Minnesota, was held on July 27, 2020, at 7:00 PM., for the purpose, in part, of approving the District's Long-Term Facility Maintenance budget.

_____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING SCHOOL DISTRICT NO. 2689 LONG-TERM FACILITY MAINTENANCE TEN YEAR PLAN

BE IT RESOLVED by the School Board of District No. 2689, State of Minnesota, as follows:

1. The School Board of School District 2689 has approved the Long-Term Facility Maintenance Ten Year Plan for its facilities for 2021-2030. The various components of this plan attached.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and, upon vote being taken thereon,

the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly

STATE OF MINNESOTA

COUNTY OF PIPESTONE

I, the undersigned, being the duly qualified and acting Clerk of School District No. 2689, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 2689, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of School District No. 2689 long-term facility maintenance ten year plan.

WITNESS MY HAND officially as such Clerk this 27nd day of July, 2020.

Clerk

School District No. 2689

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/18/2020															
2689	<= Type in School District Number																		
	PIPESTONE AREA SCHOOL DISTRICT																		
			Change only if requiring levy adjustments	Payable 2020 LLC Certification	Current Estimate														
Calculations for Ten Year Projection				Pay 20 LLC #	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030			
1	Type your district number in cell A2 (Minneapolis = 1.2)																		
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b																		
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33																		
4	Look-up data from following tabs																		
5	Initial Formula Revenue																		
6	Current year APU	57		1,211.40	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)																		
6b	Total Adjusted Pupil Units = (6) + (6a)					1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75	1,124.75
7	District average building age (uncapped)	451		27.31	27.17	28.17	14.03	15.03	16.03	17.03	18.03	19.03	20.03	21.03					
8	Formula allowance			\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)			452		0.77629	0.80486	0.40086	0.42943	0.45800	0.48657	0.51514	0.54371	0.57229	0.60086				
10	Initial revenue = (6) * (8) * (9)			453	359,190	331,788	344,000	171,328	183,540	195,751	207,963	220,175	232,386	244,598	256,809				
11	Added revenue for Eligible H&S Projects > \$100,000 / site																		
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess			702		-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)			756		-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)			701		-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)			755		-	-	-	-	-	-	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab					-	-	-	-	-	-	-	-	-	-	-	-	-	-
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue					-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)			767		-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site			455		-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)			456		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Added revenue for Pre-K remodeling (for VPK approvals only)																			
20a	Net debt service for bonds approved for Pre-K remodeling			768		-	-	-	-	-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling			457		-	-	-	-	-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue					-	-	-	-	-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)			458		331,788	344,000	171,328	183,540	195,751	207,963	220,175	232,386	244,598	256,809				

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/18/2020														
2689	<= Type in School District Number																	
	PIPESTONE AREA SCHOOL DISTRICT																	
		Change only	Payable 2020															
		if requiring levy	LLC Certification															
Calculations for Ten Year Projection				Pay 20														
	LLC #	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030					
	Old Formula revenue																	
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2022)	459	26,400	26,400	26,950	27,500	27,850	28,150	28,500	29,300	30,175	30,950	31,500					
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701		-	-	-	-	-	-	-	-	-	-					
23	Debt Excess allocated to line 22			-	-	-	-	-	-	-	-	-	-					
24	Old formula alt facilities debt revenue (1A) - debt excess	765		-	-	-	-	-	-	-	-	-	-					
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766		-	-	-	-	-	-	-	-	-	-					
26	Old formula alt facilities pay as you go revenue (1A)	460		-	-	-	-	-	-	-	-	-	-					
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2022)	463		-	-	-	-	-	-	-	-	-	-					
27a	LTFM "H&S >100K per site" bonds	767		-	-	-	-	-	-	-	-	-	-					
27b	LTFM "other" bonds for 1A hold harmless	769		-	-	-	-	-	-	-	-	-	-					
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	466		55,880	57,937	28,855	30,912	32,969	35,025	37,082	39,139	41,195	43,252					
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467	86,895	82,280	84,887	56,355	58,762	61,119	63,525	66,382	69,314	72,145	74,752					
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	468	359,190	331,788	344,000	171,328	183,540	195,751	207,963	220,175	232,386	244,598	256,809					
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469		-	-	-	-	-	-	-	-	-	-					
32	District LTFM Revenue (30) - (31)	470	359,190	331,788	344,000	171,328	183,540	195,751	207,963	220,175	232,386	244,598	256,809					
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471		-	-	-	-	-	-	-	-	-	-					
34	Grand Total LTFM Revenue (32) + (33)	472	359,190	331,788	344,000	171,328	183,540	195,751	207,963	220,175	232,386	244,598	256,809					
	Aid and Levy Shares of Total Revenue																	
35	For ANTC & APU, three year prior date		2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027					
36	Three year prior Ag Modified ANTC	33	10,841,116	10,841,116	12,516,881	13,017,557	13,538,259	14,079,789	14,642,981	15,228,700	15,837,848	16,471,362	17,130,216					
37	Three year prior Adjusted PU (New Weights)	54	1,247.81	1,247.80	1,258.33	1,220.44	1,223.22	1,219.24	1,219.24	1,219.24	1,219.24	1,219.24	1,219.24					
38	ANTC / APU = (36) / (37)	474	8,688.11	8,688.16	9,947.23	10,666.28	11,067.72	11,547.98	12,009.90	12,490.29	12,989.91	13,509.50	14,049.88					
39	State average ANTC / APU with ag value adjustment	475	8,569.99	8,569.99	9,139.23	9,569.17	9,960.02	10,358.00	10,772.00	11,203.00	11,651.00	12,117.00	12,602.00					
40	Equalizing Factor = 123% of (39)	476	10,541.09	10,541.09	11,241.25	11,770.08	12,250.82	12,740.34	13,249.56	13,779.69	14,330.73	14,903.91	15,500.46					
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477	82.42%	82.42%	88.49%	90.62%	90.34%	90.64%	90.64%	90.64%	90.64%	90.64%	90.64%					
42	State (aid) share of Equalized Revenue (1 - (41))	478	17.58%	17.58%	11.51%	9.38%	9.66%	9.36%	9.36%	9.36%	9.36%	9.36%	9.36%					
43	Equalized Revenue (lesser of (34) or (6) * (8))	473	359,190	331,788	344,000	171,328	183,540	195,751	207,963	220,175	232,386	244,598	256,809					
44	Initial LTFM State Aid (42) * (43)	479	63,138	58,322	39,599	16,067	17,725	18,320	19,458	20,602	21,743	22,885	24,033					
45	Old formula Grandfathered Alternative Facilities Aid	481		-	-	-	-	-	-	-	-	-	-					
46	Total LTFM State Aid (Greater of (44) or (45))	482	63,138	58,322	39,599	16,067	17,725	18,320	19,458	20,602	21,743	22,885	24,033					
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485	296,053	273,466	304,401	155,261	165,815	177,431	188,506	199,572	210,644	221,713	232,776					
					43													
48	Debt Service Portion of Revenue (non-grandfather districts)																	

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/18/2020												
2689	<= Type in School District Number															
	PIPESTONE AREA SCHOOL DISTRICT															
		Change only if requiring levy adjustments	Payable 2020 LLC Certification													
<i>Calculations for Ten Year Projection</i>				Pay 20	Current Estimate											
	LLC #	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030			
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	765+766+ 767+768		-	-	-	-	-	-	-	-	-	-	-	-	-
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769		-	-	-	-	-	-	-	-	-	-	-	-	-
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05			-	-	-	-	-	-	-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	770		-	-	-	-	-	-	-	-	-	-	-	-	-
52	Equalized debt Service Revenue (lesser of (43) or (51))	486		-	-	-	-	-	-	-	-	-	-	-	-	-
53	Debt Service Aid = (52) * (42)	488		-	-	-	-	-	-	-	-	-	-	-	-	-
54	Equalized Debt Service Levy = (52) - (53)	489		-	-	-	-	-	-	-	-	-	-	-	-	-
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490		-	-	-	-	-	-	-	-	-	-	-	-	-
56	General Fund Portion of Revenue (non-grandfather districts)															
57	Total General Fund Revenue = (34) - (51)	491		331,788	344,000	171,328	183,540	195,751	207,963	220,175	232,386	244,598	256,809			
58	General Fund Equalized Revenue = (43) - (52)	492		331,788	344,000	171,328	183,540	195,751	207,963	220,175	232,386	244,598	256,809			
59	Total General Fund Aid = (46) - (53)	493		58,322	39,599	16,067	17,725	18,320	19,458	20,602	21,743	22,885	24,033			
60	General Fund Equalized Levy = (58) * (41)	494		273,466	304,401	155,261	165,815	177,431	188,506	199,572	210,644	221,713	232,776			
61	General Fund Unequalized levy = (57) - (58)	495		-	-	-	-	-	-	-	-	-	-			
62	Total General Fund Levy = (60) + (61)	496		273,466	304,401	155,261	165,815	177,431	188,506	199,572	210,644	221,713	232,776			
	Notes:															
	1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.															
	2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.															
	3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.															




Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cell

District Info.	Enter Information	District Info.	Enter Information						
District Name:	Pipestone Area Schools	Date:	7/28/2020						
District Number:	2689	Email:	kevin.enerson@pas.k12.mn.us						
District Contact Name:	Kevin Enerson								
Contact Phone #	507-562-6068								

Expenditure Categories		Fiscal Year (FY) Ending June 30							
		2020 (base year)	2021	2022	2023	2024	2025	2026	2027
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.									
Finance Code	Category (1)								
347	Physical Hazards	\$2,398	\$1,133	\$1,133	\$1,120	\$1,200	\$1,130	\$1,200	\$1,300
349	Other Hazardous Materials	\$461	\$5,322	\$5,322	\$5,350	\$5,400	\$5,400	\$5,500	\$5,600
352	Environmental Health and Safety Management	\$9,853	\$10,048	\$10,598	\$11,130	\$11,200	\$11,200	\$11,350	\$11,800
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$10,402	\$9,897	\$9,897	\$9,900	\$10,050	\$10,420	\$10,450	\$10,600
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$23,114	\$26,400	\$26,950	\$27,500	\$27,850	\$28,150	\$28,500	\$29,300
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year									
Finance Code	Category (2)								
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151									
Finance Code	Category (3)								
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility									
Finance Code	Category (4)								
367	Accessibility	\$0	\$0	\$9,400	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$9,400	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects									
Finance Code	Category (5)								
368	Building Envelope	\$113,722	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$31,450	\$18,000	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$30,000
379	Interior Surfaces	\$15,044	\$29,820	\$30,000	\$3,000	\$0	\$15,000	\$0	\$0
380	Mechanical Systems	\$24,400	\$16,000	\$168,500	\$182,000	\$160,000	\$15,000	\$10,400	\$0
381	Plumbing	\$11,756	\$8,684	\$19,000	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
384	Site Projects	\$162,604	\$130,640	\$0	\$0	\$0	\$50,000	\$140,000	\$110,000
Total Deferred Capital Expense and Maintenance		\$327,526	\$306,594	\$235,500	\$185,000	\$160,000	\$80,000	\$150,400	\$140,000
Total Annual 10-Year Plan Expenditures		\$350,640	\$332,994	\$271,850	\$212,500	\$187,850	\$108,150	\$178,900	\$169,300

 DEPARTMENT OF EDUCATION		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Projects Only		ED - 02478-06	
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minness provided.							
District Info.		Enter Information					
District Name:	Pipestone Area Schools						
District Number:	2689						
District Contact Name:	Kevin Enerson						
Contact Phone #	507-562-6068						
Expenditure Categories				2028	2029	2030	
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.							
Finance Code	Category (1)						
347	Physical Hazards			\$1,500	\$1,600	\$1,800	
349	Other Hazardous Materials			\$5,700	\$5,800	\$5,800	
352	Environmental Health and Safety Management			\$12,275	\$12,750	\$13,100	
358	Asbestos Removal and Encapsulation			\$0	\$0	\$0	
363	Fire Safety			\$10,700	\$10,800	\$10,800	
366	Indoor Air Quality			\$0	\$0	\$0	
Total Health and Safety Capital Projects				\$30,175	\$30,950	\$31,500	
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year							
Finance Code	Category (2)						
358	Asbestos Removal and Encapsulation			\$0	\$0	\$0	
363	Fire Safety			\$0	\$0	\$0	
366	Indoor Air Quality			\$0	\$0	\$0	
Total Health and Safety Capital Projects \$100,000 or More				\$0	\$0	\$0	
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151							
Finance Code	Category (3)						
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.			\$0	\$0	\$0	
Total Remodeling for Approved Voluntary Pre-K Projects				\$0	\$0	\$0	
Accessibility							
Finance Code	Category (4)						
367	Accessibility			\$0	\$0	\$0	
Total Accessibility Projects				\$0	\$0	\$0	
Deferred Capital Expenditures and Maintenance Projects							
Finance Code	Category (5)						
368	Building Envelope			\$2,500	\$150,000	\$0	
369	Building Hardware and Equipment			\$0	\$0	\$0	
370	Electrical			\$0	\$0	\$0	
379	Interior Surfaces			\$0	\$0	\$0	
380	Mechanical Systems			\$0	\$0	\$0	
381	Plumbing			\$0	\$0	\$0	
382	Professional Services and Salary			\$0	\$0	\$0	
383	Roof Systems			\$250,000	\$250,000	\$250,000	
384	Site Projects			\$120,000	\$0	\$0	
Total Deferred Capital Expense and Maintenance				\$372,500	\$400,000	\$250,000	
Total Annual 10-Year Plan Expenditures				\$402,675	\$430,950	\$281,500	

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 2689, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2020.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.


6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

General Election Ballot

Independent School District No. 2689
(Pipestone Area Schools)

November 3, 2020

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: 

**School Board Member
Vote for Up to Four***

- Candidate U
 - Candidate V
 - Candidate W
 - Candidate X
 - _____
write-in, if any
 - _____
write-in, if any
 - _____
write-in, if any
-

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Adopted: 12-17-1996
Revised: 10/24/2005
Revised: 7-24-2017
Revised: 7-22-2019, 7-27-2020

PAS Policy 410
Orig. 1995
Rev. 2015

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. “Covered active duty” means:

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

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school

district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven

calendar days or less) of a covered military member;

2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member's child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member;
8. to address parental care needs; and
9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

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

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

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment,

the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

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

to reimburse the school district for the cost of the health plan premiums paid by it.

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

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

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

B. Twelve-week Leave under State Law

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

C. Twenty-six-week Servicemember Family Military Leave

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

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between

employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

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

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

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

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PAS Policy 413
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413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or

disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. “Assault” is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. “Familial status” means the condition of one or more minors being

domiciled with:

- a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the

building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

and will not be disclosed except as permitted by law.

- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the

behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited

to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

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PAS Policy 415
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415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.
- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the

first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.

- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an

impaired ability to protect the individual's self from maltreatment.

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

IV. REPORTING PROCEDURES

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

damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

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

VI. DISSEMINATION OF POLICY AND TRAINING

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

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

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PAS Policy 514
Orig. 2003
Rev. 2014

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is

objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other

vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary

consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school

personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce

discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the

school district.

- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

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PAS Policy 414
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414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 6, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child’s health.

F. “Nonmaltreatment mistake” means: (1) at the time of the incident, the individual was performing duties identified in the center’s child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined

responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

- G. “Physical abuse” means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. § 121A.58.

- H. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.

- I. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.

- J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends

and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.

- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or

withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

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506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school

district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of

picture phones or other technology to accomplish this end;

35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;

- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student From a Class.
 - 1. The building principal will determine the amount of time appropriateness of a student removal from class.
 - 2. The teacher will follow up on any removal from class with a written description of the incident which led to the request for a student to be removed.
- D. Responsibility for and Custody of a Student Removed From Class.
 - 1. Any student removed from class should report to the principal's office immediately.
 - 2. A student removed from class will be expected to walk to the office without an escort, unless the situation warrants an escort be present.
 - 3. While removed from class, the student will be assigned to a supervised study area and is expected to complete assignments missed while removed.
 - 4. The building principal will be responsible for assigning the student to a supervised study area while removed from class.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed.
 - 1. Principal/Teacher/Parent/Student conference to discuss terms and conditions of the students return to class.
 - 2. Conditional return based on terms and conditions defined by the conference.

- F. Procedures for Notification.
 - 1. Parent/Guardian will be notified by phone or mail whenever there is a violation of school rules which results in disciplinary action.
 - 2. When appropriate, a conference with the parent/guardian and student will be held prior to readmission to school or a class.

- G. Disabled Students; Special Provisions.
 - 1. Any violation of school rules by a disabled student which results in serious disciplinary action or continues assignment of less severe consequences will be followed up by a conference to determine if further assessment is needed, to review the adequacy of the current IEP and to determine if a referral is needed.

- H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
 - 1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
 - 2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.

IX. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - 1. Willful violation of any reasonable school board regulation, including those found in this policy;
 - 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or

school sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the student’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a

disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.

8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date,

time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent

or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the

student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and

including expulsion – as if the student did not have a disability, unless the student’s educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student’s disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student’s disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student’s case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal’s office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
 - Minn. Stat. § 120B.232 (Character Development Education)
 - Minn. Stat. § 121A.26 (School Preassessment Teams)
 - Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education
Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates Rick Zollner, 1401 7th St SW, Pipestone, MN 56164, 507-562-6076, rick.zollner@pas.k12.mn.us as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination

toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Kevin Enerson, 1401 7th St SW, Pipestone, MN 56164, 507-562-6068, kevin.enerson@pas.k12.mn.us as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office addresses and telephone numbers and work e-mail addresses.
- F. Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint, or grievance alleging unlawful sex discrimination toward a student, shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school

district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not

limited to, any form of intimidation, reprisal, or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

- A. A student, parent, or employee can file a complaint with OCT at any time at:

Office for Civil Rights, Region V
U.S. Department of Education
Citigroup Center
500 W. Madison Street – Suite 1475
Chicago, IL 60661-4544
Tel: 312-730-1560
Facsimile: 312-730-1576
TDD: 800-877-8339

- B. Students, parents, and employees may file a complaint of discrimination with:

MN Department of Human Rights
Freeman Building, 625 Robert Street North
St. Paul, MN 55155
800-657-3704
651-539-1100
TDD 651-296-1283

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions, and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but

not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," and "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another

person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance

from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic

communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.

7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent

notifications, if necessary, to reflect the adoption of these guidelines and procedures.

- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

XIV. STUDENT ONLINE ACCEPTABLE USE CONSENT FORM

- A. All students will be given an online acceptable use consent form their first day of school and once signed by parents and students will be kept on file throughout their Middle and High school years. Students will not be allowed to use Pipestone Area Schools' Internet and electronic technologies without a signed consent form. New students, students going in to 5th grade and students going in to 9th grade will receive a consent form that must be signed and on file. A blank copy of the consent form is available in the High School/Middle School and Counseling offices.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

****Online Code of Ethics****

1. Students accessing or using Web 2.0 products including but not limited to blogs, wikis, and podcasts, for student assignments are required to keep personal information out of their postings. Students will not post or give out photographs of themselves or others, their family name, password, user name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
2. Students will not log in to the network as another classmate.
3. Students using Web 2.0 tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on Web 2.0 tools. Students are expected to treat others and their ideas online with respect.
4. Assignments on Web 2.0 tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism and acceptable use of technology.
5. Student blogs are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in board policy.
6. Students shall not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully or threaten the safety of others. If students receive a comment on a blog or other Web 2.0 tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.
7. Students accessing Web 2.0 tools from home or school, using school equipment, shall not download or install any software without permission, and not click on ads or competitions.
8. Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.
9. Students will treat information, sources, subjects, colleagues and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
10. Students are accountable to their readers, listeners, viewers and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.
11. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.
12. Legal References: 17 U.S.C.

Pipestone Area Schools

1:1 Technology Handbook for Parents and Students

Chromebook and Online Acceptable Use

Pipestone Area Schools strives to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students to succeed in a global community. Integrating technology effectively into student learning environments promotes innovation, critical thinking, and collaboration which are critical components for achieving these outcomes. PAS also has an “Internet Acceptable Use and Safety Policy” that covers all of our internet and electronic technologies rules and expectations. This policy also gives PAS consent to post photographs, film or videos of your student on the school website. Please take the time to go over these policies with your student as well as the following information on checking out Chromebook. The school will need your permission and agreement stating these policies will be followed. The attached consent form will need to be signed and returned for your student check out a chromebook and be allowed access to the internet.

Some of the benefits of 1:1 technology initiatives:

- More equitable digital access among students
- Increased student engagement
- Options for more personalized learning opportunities
- Increased opportunity to effectively utilize digital resources

General Information

- Each student will receive a Chromebook and AC charger.
- The Chromebooks are property of Pipestone Area Schools. Student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- Chromebooks and AC chargers will be returned during the final week of school so they can be checked for serviceability.
- Pipestone Area Schools reserves the right at any time to require return of the device.

District Policies

Students and parents are responsible for reviewing the following PAS district policies that specifically pertain to the use of technology: (Full Policies are available on the PAS website: www.pas.k12.mn.us or in the District office)

- PAS Policy 514 - Bullying Prohibition Policy
 - Cyberbullying is included within this policy and is specifically defined in section III-B.
- PAS Policy 524 - Internet Acceptable Use and Safety Policy
- PAS Policy 506 - Student Discipline

Guidelines

- Students should use the Chromebook assigned to them and not lend their device to others.
- Chromebooks must remain free of any writing, drawing, stickers, skins, or labels except those placed on the Chromebook by the district. Stickers and labels placed on the Chromebook by the district must remain intact.
- Students are responsible for keeping the Chromebook's battery charged for school each day.
- Chromebooks must never be left in a car, unlocked locker, or any unsupervised area.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Students are expected to bring their Chromebook with them every day just as they would with their text books.
- As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. ***Cameras may never be used in a locker room or restroom.***
- Backgrounds must be appropriate and in good taste at the sole discretion of the teacher and building administrator.
- Chromebooks in need of repair should be taken to Tech Office or Library Media Center.
- In case of theft, an official police report will be required.

Fees and Damages

Students and parents are responsible for the care of Electronic Devices (Chromebooks) issued by the school and paying assigned fees.

- Fees for damages will be assessed and determined by school technology staff.
- Examples of damages include:
 - Broken screens, broken hinges, etc.
- Replacement cost will be assigned for lost or missing Chromebooks and chargers.

Technology Discipline

Most tech-related behavior violations are equivalent to “traditional” classroom violations.

- Leaving your Chromebook at home is equivalent to leaving your textbook or school supplies at home.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the Chromebook or accessories is equivalent to vandalism or property damage.

Parent/Guardian Responsibilities

- Talk to your student about the values and standards you expect your student to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.
- Parents are encouraged to monitor student activity at home, especially their Internet use.

Suggestions for Parents/Guardians

- Investigate parental controls available through your Internet/phone service provider and/or your wireless router.

- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

Important Safety/Privacy Practices for Parents to Teach Students

- Never accept files or downloads from unknown sources; this includes familiar sources if you were not expecting them. Accepting files or downloads from unknown sources can bring a virus that could harm the device.
- Never give out real name, telephone or cell phone number(s), mailing address, or passwords. Giving away personal information can lead to identity theft or worse.
- Take great care when posting photographs in publicly accessible sites. The settings for ANY social networking profiles should be PRIVATE and new friends are accepted only if they are known to the child AND parent.
- Posting pictures online or sending images can have dangerous consequences.
- Report Cyber-bullying to an adult. (Cyber-bullying refers to the practice of using technology to harass, or bully, someone else).

Pipestone Area Schools Chromebook and Online Consent Form

My student and I have read, discussed, and agree to abide by the information and guidelines found in the PAS 1:1 Technology Handbook for Parents and Students and the "Internet Acceptable Use and Safety Policy".

Student Name (print): _____ Student Grade _____

Student Signature: _____

Date: _____

I also understand that by signing this consent form I give PAS permission to post photographs, film, or video of your student on the school website. I agree to defend, indemnify and hold harmless Pipestone Area Schools and TIES (School View) from any and all claims arising out of or related to the use of this interconnected computer system. I further understand that I have the right to withdraw my approval, by written request, at any time. I also understand that I may opt out of photographs, film, or video posted on the website by signing and returning an "opt out" form that may be picked up in the school office.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian-Initiated Restricted Access

It is the belief of PAS that every student should be granted equal access to the resources provided by the school district for learning. It is not the district's recommendation that a student be restricted access to any learning resource that is granted to all other students. If circumstances outside of school call for a student to have limited or restricted access to district-provided resources, a written request by the student's parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by parent/guardian, then approved by a school administrator, and placed on file, a student may be granted "as needed only" or "by teacher request only" access to their laptop, rather than having it issued permanently into the student's possession.

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.
 2. The Advisory Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
 3. The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.
- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.
- C. Implementation of Graduation Requirements
1. The Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
 2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.

3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement

1. By December 1 of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Academic Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods

to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.

- d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:
- a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Two parents from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry
 - h. Two residents representative of local business or industry
 - i. District Assessment Coordinator (if different from “a.” above)
5. Translation services should be provided to the extent appropriate and practicable.
- E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at

the school site. This plan shall annually be approved by the school board.

F. Reporting

1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.
2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

APPENDIX H

MEDICAL EMERGENCY TEAMS

The following have volunteered to be members of the Medical Emergency Team at the **HIGH SCHOOL/MIDDLE SCHOOL:**

First floor High School:

Ingrid Wielenberg
Dave Dulas

First floor Middle School:

Todd Tinklenberg
Brian Bos

Athletic/Music Department:

Grant Everson
Lisa VanDyke

Second floor High School:

Jay Johnson
Marie LaRock

Second floor Middle School:

Stacy Popma
Paul Young

The following have volunteered to be members of the Medical Emergency Team at **BROWN ELEMENTARY:**

Teri Klosterman
Karen Blom
Shane Reinhard
Sharon Wolff

The following have volunteered to be members of the Medical Emergency Team at **HILL ELEMENTARY:**

Teri Klosterman
Jeannie Peters
Lisa Evans
Trevor Tiefenthaler
Jennifer Evans

RESOLUTION SUSPENDING POLICIES THAT CONFLICT WITH EXECUTIVE ORDERS

(This resolution addresses conflicts in the Emergency Executive Order, laws and requirements related to COVID-19 items. Any and all other related items will follow current policies, regulations and requirements as currently specified.)

WHEREAS, ISD 2689 has policies, procedures and/or processes that may conflict with the Emergency Executive Orders signed by Governor Walz; and

WHEREAS, ISD 2689 will follow federal and state legislative or legal actions related to COVID-19; and suspend all policies, procedures or processes that conflict with these Emergency Orders, until such time as they expire or are deemed unlawful;

THEREFORE BE IT RESOLVED, ISD 2689 will work to comply with mandates of the Emergency Executive Orders, and other official agency requirements by suspending any policy, procedure or process that conflicts with such order or requirement; and be it further

RESOLVED, any agreements or contracts or other documents that conflict with the Emergency Executive Order will be collaboratively addressed, with those involved in order to align with the necessary requirement, guidance or recommendations as defined by the Minnesota Department of Education, Minnesota Department of Health, OCR, OSHA, or other official agency or department; and be it further

RESOLVED, that in the operation of its facilities during the Emergency Executive Orders, ISD 2689 will also take into consideration the guidance and recommendations of the various agencies that do not have the force of law in order to protect the health of district staff and students.

The resolution was moved by board member _____ and seconded by _____, with approval by members: _____, and opposed by _____.

Resolution passed or fail on a _____ vote of the ISD 2689 school board.

Date: _____

ISD 2689 Chair

ISD 2689 Clerk