

Regular School Board Meeting

Monday, April 25, 2022 7:00 PM

Conference Room 1148 MS/HS, 1401 7th St SW, Pipestone, MN 56164

1. Call to Order

2. Pledge of Allegiance

3. Approval of Agenda

3.1. Additions

3.1.1. Letter of Resignation from Wendi Weber,
2nd Grade Teacher (6.7)

3.1.2. Letter of Resignation from Rachel Walz,
5th Grade Teacher (6.8)

3.1.3. Letter of Resignation from Sarah Landin,
MS/HS Social Worker (6.9)

4. Public Forum

5. Presentation

6. Consent Agenda

6.1. Approve Minutes of the Regular School Board
Meeting of March 28, 2022

6.2. Approval of Contracts and/or Work Agreements

6.2.1. Tyler Johnson, Art Teacher

6.2.2. Morgan Taubert, Riley Shane, MacKenzie
Manderscheid, Paige Ahrendt, Marli Taubert, Emma
Stahl, Gabby Petersen, Alyssa Enger - Summer
Technology Technicians

6.2.3. Melissa Hansen, Amanda Olberding, Dennis
George, Dawson Dahms, Rachel Skyberg, Tom
DeSchepper, Cole Paulsen, Heather DeWilde,
Aallyah Smith, Levi VandenBosch - Summer
Custodians

6.3. Approval of Gifts to the School

6.3.1. Pipestone Publishing Company, Inc.,
Donation of \$1,345.00 to the Athletic Help Fund
from Spring Poster

6.3.2. Arrow Booster Club, Donation of \$100.00
to National Honor Society

6.3.3. Pipestone Area Friends of the Library,
Donation of \$491.44 to Meinders Community Library

6.3.4. Pipestone Area Friends of the Library,
Donation of \$330.99 to Meinders Community Library
for 2022 MN Book Award Books

6.3.5. Double D Gravel, Inc., Donation of
\$200.00 to ArrowBots; Whips Auto Sales, \$30.00 to
ArrowBots; John Whipple Agency, \$70.00 to
ArrowBots; Darveaux Foods of Pipestone, Inc.,
\$250.00 to ArrowBots; Christensen Broadcasting,

\$100.00 to ArrowBots; Dr. Paul Henriksen, \$50.00 to ArrowBots; Utopian Paradise, LLC, \$200.00 to ArrowBots; Midland Tire, LLC, \$200.00 to ArrowBots

6.4. Letter of Resignation from Sophia Thommes, FFA and Ag Teacher

6.5. Letter of Resignation from Zachary Ploeger, Choir and General Music Teacher

6.6. Termination of a Probationary Employee

6.7. Letter of Resignation from Wendi Weber, 2nd Grade Teacher

6.8. Letter of Resignation from Rachel Walz, 5th Grade Teacher

6.9. Letter of Resignation from Sarah Landin, MS/HS Social Worker

7. **Financials**

7.1. Review Elementary Building Budget Year-to-Date

7.1.1. Review New Elementary Building Bills

7.1.2. Approve Treasurer's Report for Elementary Building Bond

7.2. Review of Budget Year-to-Date

7.3. Approve Treasurer's Report for March

7.4. Approve Regular Bills for April

7.5. Approve High School Activity Bills for April

8. **Board Forum/Information**

8.1. Board Reports and Updates

9. **Administrator's Report**

9.1. Superintendent's Board Report - Enrollment

9.2. Principal's Board Report

9.3. Director of Curriculum, Teaching, and Learning Board Report

10. **Discussion Items**

11. **Board Action**

11.1. Retirement Letter from Deb Anderson, HS Math Teacher

11.2. Retirement Letter from Toni Cunningham, Elementary ML Teacher

11.3. Early Dismissal on Last Day of School, June 2, 2022

11.4. Approve 22-23 School Calendar

11.5. Approve Policies 205 - Open Meetings and Closed Meetings; 206 - Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations; 211 - Criminal or Civil Action Against School District, School Board Member, Employee, or Student; 305 - Policy Implementation; 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction; 423 - Employee-Student Relationships; 427 - Workload Limits for Certain Special Education Teachers; 477 - School Vehicle Use Policy; 479 - Employee Use of Social Media; 480 - Employee Retirement Recognition; 516 - Student Medication; 519 - Interviews of Students by Outside Agencies; 521 - Student Disability Nondiscrimination; 523 - Policies Incorporated by Reference; 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds; 550 - Student Acceleration to Higher-Level Athletic Activities; 603 - Curriculum Development; 608 - Instructional Services - Special Education; 611 - Home Schooling; 709 - Student Transportation Safety; and 750 - General Fund Balance Policy

12. **Adjournment**

Minutes of the Regular School Board Meeting

Pipestone Area Schools

A Regular School Board Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, March 28, 2022 beginning at 7:00 p.m. in Conference Room 1148 at the MS/HS.

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

Visitors Present: Brooklyn Goelz, Carrie Hiniker, Lori Goelz, Larry Goelz, Kaitlyn Goelz, Natalie Resch, Zen Zupp, Carrie Schrecengost, Lisa Pease, Abbey Taubert, Ashley Mejia, Nance Stiles, Owen Minet, Colton Pottratz, Isaac Stiles, Ryleigh Nissen, Laurie Fruechte, Chloe Olivier, Kristofer Eischens, Sharon Wolff, Jamie Fenicle, Ingrid Wielenberg, Kyle Kuphal, Jen Evans, and Travis Dethlefs.

Call to Order: Chairman Baatz called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Approval of Agenda

Additions: Natalie Resch, State FFA Convention

Motion by DeBates, second by Nelson, approved the agenda as presented. Motion carried unanimously.

Public Forum

Brooklyn Goelz spoke on concerns in the music department in regard to fewer music teachers, no opportunity to give music lessons and scheduling issues with classes.

Presentation

Natalie Resch, State FFA Convention: Resch requested approximately thirty-four members of the Pipestone Area FFA to compete at the state convention. She asked permission to take the students April 24-26, and also the district to provide costs for hotel rooms, bus transportation, and substitute teachers for herself and Sophia Thommes. Motion by Carson, second by Wiese, approved the request to attend the state convention along with the cost of hotel rooms, bus transportation, and substitute teachers. Motion carried unanimously.

Consent Agenda

Approve Minutes of the Regular School Board Meeting of February 28, 2022:

Approval of Contracts and/or Work Agreements:

Destiny Dagel, Student Paraprofessional
Brittany Ferece, Behavioral Specialist
Katrina Hart, Full-Time Substitute Teacher
Nicole Hartke, Full-Time Substitute Paraprofessional

Approval of Gifts to the School:

So-Jo's Sportswear, Donation of \$325.00 to the Wellness Room from BBA Fundraiser
Christ the King Lutheran Church, Donation of \$100.00 to the Wellness Room
Christ the King Lutheran Church, Donation of \$100.00 to the Wellness Room
Double D Gravel, Donation of \$100.00 to Elementary PBIS Program
First Lutheran Church, Donation of \$182.75 for Taxi Tokens

New Subs to the District: Tammy Stahl, teacher sub.

Approve Boy's Tennis Volunteer Coach: Mark Ferece, boy's tennis volunteer coach.

Letter of Resignation from Kaylan Untiedt, Life Science Teacher:

Letter of Resignation from Alex Kisecker, 6-12 Band Director:

Letter of Resignation from Kristi Groth, Elementary Librarian:

Letter of Resignation from Shawn Ranek, ABE Coordinator and Community Ed Assistant:

Motion by Wiese, second by Carson, approved all items in the Consent Agenda. Chairman Baatz thanked the businesses and individuals for their generous gifts to the school.

Financials

Review Elementary Building Budget Year-to-Date: The elementary building budget year-to-date shows expenditures as of March 21, 2022 at \$28,384,505.96. This was non-action.

Review New Elementary Building Bills: New elementary building bills paid through March 22, 2022 totaled \$70,297.17. These bills are for review only and are included in the regular monthly bills.

Approve Treasurer's Report for Elementary Building Bond: The treasurer's report on the elementary building bond for month ended February 28, 2022 shows a cash balance of \$520,554.85. Motion by DeBates, second by Wiese, approved the treasurer's report. Motion carried unanimously.

Review of Budget Year-to-Date: The budget year-to-date shows expenditures as of March 22, 2022 at \$9,997,847.72 or 64%. This is non-action.

Approve Treasurer's Report for February: The treasurer's report for month ended February 28, 2022 has a cash balance of \$6,919,503.70. Motion by DeBates, second by Carson, approved the treasurer's report. Motion carried unanimously.

Approve Regular Bills for March 2022: Bills paid through March 22, 2022 totaled \$637,436.00. Motion by Carson, second by Wiese, approved payment of the regular monthly bills. Motion carried unanimously.

Approve High School Activity Bills for March 2022: High School Activity bills paid through March 21, 2022 totaled \$10,182.33. Motion by Wiese, second by DeBates, approved payment of the high school activity bills. Motion carried unanimously.

Board Forum/Information

Board Reports and Updates: The Negotiations Committee met with library representatives last week and felt the meeting went well.

Administrator's Report

Superintendent's Board Report: March enrollment is 1096. Enerson attended Day at the Capitol and spoke with senators about the state surplus. The new language arts standards are coming out and will be implemented in 2026.

Principal's Board Report: Strasser reported the middle school finished the 2-year training as part of the PBIS program, the start of quarter 4, and fifty plus juniors will be taking the ACT test next Tuesday. Baartman reported on kindergarten roundup and the potential number for incoming kindergarten students could be 110.

Director of Curriculum, Teaching, and Learning Board Report: ACCESS testing is completed for our ELL students. There are fifty-four students taking the ACT test next week which will be held at the Armory. The first day of MCA testing will be April 27. The Minnesota State Academic Standards review meetings have been held with ELA, PE and Health, Math and Science so far. Fine Arts and Social Studies meetings will take place in April.

Discussion Items

First Reading of the 2022-2023 School Calendar: The Calendar Committee met with teacher reps, surveyed staff and parents in regard to the calendar and early dismissals. The time has been changed to 2:00 to allow for forty-five more minutes of classroom time. This is a first reading, so no action was taken.

Board Action

Retirement Letter from Monica Kennedy, 7-12 Art Teacher: Motion by Carson, second by Wiese, approved the retirement letter from Monica Kennedy, 7-12 Art Teacher. Motion carried unanimously. Baatz thanked Kennedy for her thirty-five career years to the district. Strasser also thanked Kennedy and stated she has done a lot of nice things with the students.

Retirement Letter from Dawn Petersen, Middle School Language Arts Teacher: Motion by DeBates, second by Carson, approved the retirement teacher for Dawn Petersen, Middle School Language Arts

Teacher. Motion carried unanimously. Baatz thanked Petersen for here twenty-three years with the district. Strasser also thanked Petersen and stated her reading and book clubs has had an impact on students.

Approve Recommendation for Seniors Last Day of School: Motion by Wiese, second by Nelson, approved May 24, 2022 as the last day of school for seniors. Motion carried unanimously.

Approve 2022-2023 Contracts with SWWC Service Cooperative: Motion by Wiese, second by DeBates, approved the 2022-2023 contracts with SWWC Service Cooperative. Motion carried unanimously.

Approve Admin Budget Recommendations: Motion by Carson, second by Nelson, approved the administrative budget recommendations for Operating Capital, Facility Maintenance, and ESSER and Bond for 2022-2023. Motion carried unanimously.

Brown and Hill Property: Motion by Nelson, second by Wiese, to recognize the Brown and Hill property sale. Motion carried unanimously. Discussion of what will be done with the funds will take place at an April 25 Work Session Meeting.

Adjournment

Motion by Wiese, second by DeBates, to adjourn the meeting at 8:03 p.m. Motion carried unanimously.

/s/ Jeff Baatz _____
Jeff Baatz, Chairman

/s/ Katie Wiese _____
Katie Wiese, Clerk

Approved and dated by the board April 25, 2022.
Submitted, Deb Peschon

ISD #2689 School Board

March 28, 2022

SUMMARY OF 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 Conference Room 1148 at the MS/HS on March 28, 2022 at 7:00 p.m. The following members were present: Jeff Baatz, Katie Wiese, Amy Nelson, Brad Carson and Chrissy DeBates. Absent – Lance Oye and Randy Erdman. Also present – Ex-Officio Kevin Enerson, Jacque Kennedy, Melany Wellnitz, Toni Baartman, Cory Strasser, Deb Peschon, Brooklyn Goelz, Carrie Hiniker, Lori Goelz, Larry Goelz, Kaitlyn Goelz, Natalie Resch, Zen Zupp, Carrie Schrecengost, Lisa Pease, Abbey Taubert, Ashley Mejia, Nance Stiles, Owen Minet, Colton Pottratz, Isaac Stiles, Ryleigh Nissen, Laurie Fruechte, Chloe Olivier, Kristofer Eischens, Sharon Wolff, Jamie Fenicle, Ingrid Wielenberg, Kyle Kuphal, Jen Evans, and Travis Dethlefs.

Chairman Baatz called the meeting to order. The Pledge of Allegiance was recited. Motion by DeBates, second by Nelson, approved the agenda as presented. Motion carried unanimously. Public Forum – Brooklyn Goelz spoke on concerns in the music department in regard to fewer music teachers, no opportunity to give music lessons and scheduling issues with classes. Presentation – Natalie Resch requested approximately thirty-four members of the Pipestone Area FFA to compete at the state convention. She asked permission to take the students April 24-26, and also the district to provide costs for hotel rooms, bus transportation, and substitute teachers for herself and Sophia Thommes. Motion by Carson, second by Wiese, approved the request to attend the state convention along with the cost of hotel rooms, bus transportation, and substitute teachers. Motion carried unanimously. Motion by Wiese, second by Carson, approved all items in the Consent Agenda. Items approved were Minutes of the Regular School Board Meeting of February 28, 2022; Contracts and/or Work Agreements for Destiny Dagel, Student Paraprofessional; Brittany Ference, Behavioral Specialist; Katrina Hart, Full-Time Substitute Teacher; Nicole Hartke, Full-Time Substitute Paraprofessional; Approval of Gifts - So-Jo's Sportswear, \$325.00 to the Wellness Room from BBA Fundraiser; Christ the King Lutheran Church, \$100.00 to the Wellness Room; Christ the King Lutheran Church, \$100.00 to the Wellness Room; Double D Gravel, \$100.00 to Elementary PBIS Program; First Lutheran Church, \$182.75 for Taxi Tokens; New Subs to the District: Tammy Stahl, teacher sub; Mark Ference, boy's tennis volunteer coach; Letters of Resignation from Kaylan Untiedt, Life Science Teacher; Alex Kisecker, 6-12 Band Director; Kristi Groth, Elementary Librarian; and Shawn Ranek, ABE Coordinator and Community Ed Assistant.

Financials - The elementary building budget year-to-date shows expenditures as of March 21, 2022 at \$28,384,505.96. This was non-action. New elementary building bills paid through March 22, 2022 totaled \$70,297.17. These bills are for review only and are included in the regular monthly bills. The treasurer's report on the elementary building bond for month ended February 28, 2022 shows a cash balance of \$520,554.85. Motion by DeBates, second by Wiese, approved the treasurer's report. Motion carried unanimously. The budget year-to-date shows expenditures as of March 22, 2022 at \$9,997,847.72 or 64%. This is non-action. The treasurer's report for month ended February 28, 2022 has a cash balance of \$6,919,503.70. Motion by DeBates, second by Carson, approved the treasurer's report. Motion carried unanimously. Regular monthly bills paid through March 22, 2022 totaled \$637,436.00. Motion by Carson, second by Wiese, approved payment of the regular monthly bills. Motion carried unanimously. High School Activity bills paid through March 21, 2022 totaled \$10,182.33. Motion by Wiese, second by DeBates, approved payment of the high school activity bills. Motion carried unanimously. Board and administrative reports were given. March enrollment is 1096.

Discussion – The Calendar Committee met with teacher reps, surveyed staff and parents in regard to the calendar and early dismissals. The time has been changed to 2:00 to allow for forty-five more minutes of classroom time. This is a first reading, so no action was taken. Board Action - Motion by Carson, second by Wiese, approved the retirement letter from Monica Kennedy, 7-12 Art Teacher. Motion carried unanimously. Motion by DeBates, second by Carson, approved the retirement teacher for Dawn Petersen, Middle School Language Arts Teacher. Motion carried unanimously. Motion by Wiese, second by Nelson, approved May 24, 2022 as the last day of school for seniors. Motion carried unanimously. Motion by Wiese, second by DeBates, approved the 2022-2023 contracts with SWWC Service Cooperative. Motion carried unanimously. Motion by Carson, second by Nelson, approved the administrative budget recommendations for Operating Capital, Facility Maintenance, and ESSER and Bond for 2022-2023. Motion carried unanimously. Motion by Nelson, second by Wiese, to recognize the Brown and Hill property sale. Motion carried unanimously. Discussion of what will be done with the funds will take place at an April 25 Work Session Meeting.

Motion by Wiese, second by DeBates, approved to adjourn the meeting at 8:03 p.m. Motion carried unanimously.

Dated: March 28, 2022. Approved and dated by the board April 25, 2022,

Attest: Deb Peschon, Recording Secretary

A full text of the minutes is available for public inspection in the District Office of Pipestone Area Schools or by mail.

Independent School District No. 2689
Pipestone, Minnesota 56164

29601

Date 4-4-22

Received of Pipestone Publishing Co. Amount \$ 1345-

For Donation to Athletic Help Fund from Spring Poster

Code							Amount	Description
							1345-	check

Signed DP

PIPESTONE PUBLISHING COMPANY, INC.
115 SECOND STREET NE PO BOX 277
PIPESTONE, MN 56164
507-825-3333 / 800-325-6440

48042



78-844/914

DATE 3-30-2022

PAY TO THE ORDER OF PAS Athletic Help Fund

\$ 1345.00

One thousand three hundred forty five and No/100

DOLLARS Security Features Included. Details on Back.



P.O. Box 190
Pipestone, MN 56164
(507) 825-3344

FOR Spring Poster

Glenda Carstensen

MP

⑈048042⑈ ⑆091408446⑆ 111413⑈



PIPESTONE AREA
FRIENDS OF THE LIBRARY
1401 7TH ST SW
PIPESTONE, MN 56164

75-1600/912

1152

DATE 3-11-22

EXECUTIVE GRAY

PAY TO THE ORDER OF Meinders Community Library \$ 491.44

Four Hundred Ninety One and 44/100 DOLLARS

Security Features Included. Details on Back.

FIRST FARMERS AND MERCHANTS
NATIONAL BANK
WWW.FFMBANK.COM

FOR Grant:

Rob Brockberg

RF

⑆091216007⑆ ⑆4860003830⑆ 1152 Sharon Gray



Independent School District No. 2689
Pipestone, Minnesota 56164

Date 3-23-22

29567

Received of PAFL

Amount \$ 491.44

For Donation to Meinders Community Library

Code	Amount	Description
	491.44	check


Signed [Signature]

PIPESTONE AREA
FRIENDS OF THE LIBRARY
1401 7TH ST SW
PIPESTONE, MN 56164

DATE 3-11-22

EXECUTIVE GRAY

PAY TO THE ORDER OF Meinders Community Library \$ 330.99

Three Hundred Thirty and 99/100 DOLLARS  Security Features Including Details on Back.

FIRST FARMERS AND MERCHANTS

NATIONAL BANK

WWW.FFMBANK.COM

FOR Grant MN book award books. 2022 Deb Brockberg MF

⑆091216007⑆ ⑆4860003830⑆ 1151

Independent School District No. 2689
Pipestone, Minnesota 56164

29568

Date 3-23-22

Received of PAFL Amount \$ 330.99

For Donation to Meinders Library, 2022 MN BOOK AWARD BOOKS

Code	Amount	Description
	330.99	check

Signed DF

DOUBLE D GRAVEL, INC.

611 4TH ST. NE.
PO BOX 400
PIPESTONE, MN 56164-3254
(507) 825-5552

FirstFarmers&Merchants
www.ffmbank.com

75-1600/912



3/14/2022

PAY TO THE ORDER OF Pipestone Area Arrowbots

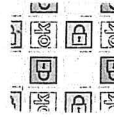
\$ **200.00

Two Hundred and 00/100*****

DOLLARS

Pipestone Area Arrowbots

MEMO



[Handwritten Signature]

AUTHORIZED SIGNATURE

⑈041070⑈ ⑆091216007⑆ 4531030119⑈

WHIP'S AUTO SALES
BUY, SELL OR TRADE

PH. 507-825-4155
N. HIGHWAY 75, 503 8TH AVE NE
PIPESTONE, MN 56164

5413
78-844/914

3-16-22

Date

Pay to the Order of Pipestone Area Arrowbots \$ 30.00

Dollars



P.O. Box 190
Pipestone, MN 56164
(507) 825-3344

For [Handwritten Signature] MP

⑆091408446⑆ 118885⑈ 05413

JOHN WHIPPLE AGENCY

PH. 507-825-2853
409 8TH AVE SE
PIPESTONE, MN 56164

75-1600
912 2

14265

DATE 3-16-22 PWP

PAY TO THE ORDER OF Pipestone Area Arrowbots \$ 70.00

Seventy & 00/100 DOLLARS



MEMO

⑆091216007⑆ 4531028487⑈ 14265

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

DARVEAUX FOODS OF PIPESTONE, INC.
HANK'S FOODS
504 - 7TH STREET SW
PIPESTONE, MN 56164

First Bank & Trust
P.O. Box 190
Pipestone, MN 56164
(507) 825-3344
78-844/914

39853

DATE 3-22-2022

PAY TO THE ORDER OF Pipestone Robotics

Two hundred fifty and 20/100

\$ 250.00

DOLLARS

FOR Am. Danneberg

⑆039853⑆ ⑆091408446⑆ 115596⑆

78-844/914

149

Christensen Broadcasting LLC
KLOH 1050 & 94.1 KJOE 106.1 KISD 98.7 KDRADIO 99.3
P.O. Box 456
Pipestone, MN 56164
507-825-4282

Pay to the order of PIPESTONE ROBOTICS \$ \$100.00
one hundred & 00/100 dollars

3/18/22
date

First Bank & Trust
P.O. Box 190
Pipestone, MN 56164
(507) 825-3344

Am. Danneberg
MP

For Sponsorship

⑆091408446⑆ 1800365402⑆ 00149

ARROW BOOSTER CLUB

PO BOX 431
PIPESTONE, MN 56164

1516

78-844/914

3/28/22

Date

CHECK ARMOR
TRADE PROTECTION

Pay to the
Order of

PAS Nat'l Honor Society

\$ 100⁰⁰

One hundred & no/100

Dollars



Photo
Safe
Deposit
Details on back



P.O. Box 190
Pipestone, MN 56164
(507) 825-3344

For

Donation

[Signature]

MP

⑆091408446⑆

348269 01516

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

Dr. Paul Henriksen

212 West Main
PO Box 686
Pipestone MN 56164

First Bank and Trust
78-844/914

26296

3/20/2022

PAY TO THE
ORDER OF

Pipestone Area Arrowbots

\$ **50.00

Fifty and 00/100*****

DOLLARS

Pipestone Area Arrowbots

[Signature]

MP

⑆026296⑆

⑆091408446⑆

115254⑆

UTOPIAN PARADISE LLC

123 WEST MAIN STREET
PIPESTONE, MN 56164
PHONE: 507-562-2580

FIRST BANK & TRUST
P.O. BOX 190 • PIPESTONE, MN 56164
(507) 825-3344

75-844-914

001478

3/21/2022

PAY
TO THE
ORDER OF

Pipestone Area Arrowbots

\$ **200.00

Two Hundred and 00/100*****

DOLLARS

Pipestone Area Arrowbots

[Signature]

AUTHORIZED SIGNATURE

⑆001478⑆

⑆091408446⑆

1800357485⑆

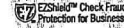
MEMO

GREEN SECURED INK GRAY AND GREEN DIAMONDS APPEAR WHEN COPIED. (HEAT SENSITIVE) MICR CODES APPEAR WHEN HEATED.

3408

MIDLAND TIRE, LLC

ALAN or KAREN LANGE
202 2ND STREET NW
PIPESTONE, MN 56164
(507) 825-3708



3/16/2022

PAID TO THE ORDER OF PIPESTONE ARROWBOTS

\$ **200.00

Two Hundred and 00/100*****

DOLLARS

PIPESTONE ARROWBOTS



Karen Lange
AUTHORIZED SIGNATURE

Security features. Details on back.



MEMO

⑈003408⑈ ⑆091206101⑆ 200 001 251⑈

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

Batch	Vo	St Ty Description	SKU Code	PO No	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount	
1	7376	H & B SPECIALIZED PRODUCTS, INC		17617			04/04/2022		30631										
	91521	P I 3 Free Standing Referee Stands w/padding	MP		101	E	06	005	870	000	000	530	202210	100.00%	1.00	3,112.00	100.00%	3,112.00	
		Voucher Total																	3,112.00
1	7051	FIRST STATE BANK SOUTHWEST					04/19/2022		04/19/2022										
	91606	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202210	100.00%	1.00	31,367.80	100.00%	31,367.80	
		Voucher Total																	31,367.80
1	5181	TRANE					04/19/2022		04/19/2022										
	91607	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202210	100.00%	1.00	1,489.29	100.00%	1,489.29	
		Voucher Total																	1,489.29
1	9764	THOMPSON ELECTRIC COMPANY					04/19/2022		04/19/2022										
	91608	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202210	100.00%	1.00	95,413.83	100.00%	95,413.83	
		Voucher Total																	95,413.83
		Report Total																	131,382.92

INDEPENDENT SCHOOL DISTRICT NO. 2689							
PIPESTONE AREA SCHOOLS							
ELEMENTARY SCHOOL BUILDING BONDS							
FOR THE MONTH ENDED MARCH 31, 2022							
		CASH BALANCE			CASH BALANCE		CASH BALANCE
	FUND	BEGINNING			END OF		END OF
FUNDS	NUMBER	OF MONTH	NET CASH ACTIVITY		MONTH	ADJUSTMENTS	MONTH FY22
ELEMENTARY SCHOOL BOND	06	\$520,554.85	(\$70,282.01)		\$450,272.84		\$450,272.84
TOTAL		\$520,554.85	(\$70,282.01)		\$450,272.84	\$0.00	\$450,272.84
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS							
		CURRENT	BALANCE			OTHER	BALANCE PER
DESCRIPTION	ACCOUNT	RATE OF	PER BANK	OUTSTANDING	OUTSTANDING	RECONCILING	TREASURER'S
	NUMBER	INTEREST	STATEMENT	CHECKS	DEPOSITS	ITEMS	BOOKS
MNTRUST		0.04%	\$450,272.84	\$0.00	\$0.00	\$0.00	\$450,272.84
MNTRUST TERM SERIES		1.54%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SECURITY(BONDS OR TREASURY NOTES)		Various	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CERTIFICATES OF DEPOSIT		Various	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL			\$450,272.84	\$0.00	\$0.00	\$0.00	\$450,272.84
						Signed	Jacque Kennedy

Budget Presentation to the Board					
Expenditures as of 04/19/2022		FY2022			
General Fund				4/19/2022	Year to
Classification	Code	FY22REVISED	Year to Date		Date %
Administrative Salaries	110	\$523,368.00	\$433,279.62		83%
Teacher Salaries	140	\$4,647,198.00	\$3,094,327.22		67%
Non-Licensed Classroom Personnel	141	\$129,685.00	\$99,842.55		77%
Licensed Instructional Support Personnel	143	\$59,750.00	\$39,833.32		67%
Non-License Instructional Support Personnel	144	\$19,797.00	\$13,807.58		70%
Substitute Salaries	145	\$100,000.00	\$77,830.43		78%
Substitute Non-Licensed Classroom Salaries	146	\$40,000.00	\$18,656.31		47%
Language Pathologist	152	\$75,633.00	\$50,422.01		67%
School Nurse	154	\$95,500.00	\$60,133.55		63%
School Social Worker	156	\$52,993.00	\$35,048.37		66%
Certified Paraprofessional	161	\$418,969.00	\$266,616.85		64%
Certified One-to-One Paraprofessional	162	\$221,593.00	\$140,468.38		63%
School Counselor	165	\$115,496.00	\$76,177.27		66%
Non-Instructional Support	170	\$754,347.00	\$535,676.09		71%
DAPE Specialist	174	\$0.00	\$0.00		#DIV/0!
Other Salary Payment	185	\$578,534.00	\$492,062.02		85%
Severance	191	\$21,825.00	\$5,324.78		24%
Third Party Pay Expense Salaries	195	\$0.00	\$0.00		#DIV/0!
FICA	210	\$594,102.00	\$400,413.10		67%
PERA	214	\$125,035.00	\$80,002.17		64%
TRA	218	\$498,341.00	\$352,998.13		71%
Health Insurance	220	\$710,008.00	\$480,466.68		68%
Life Insurance	230	\$5,466.00	\$3,783.88		69%
Dental Insurance	235	\$1,191.00	\$931.76		78%
Long Term Disability	240	\$340.00	\$280.20		82%
TSA Match	250	\$92,450.00	\$64,011.39		69%
Employer Sponsored HSA's	251	\$86,486.00	\$68,226.42		79%
Workmens Comp	270	\$44,464.00	\$28,433.17		64%
Unemployment Compensation	280	\$0.00	\$0.00		#DIV/0!
Other Post-Employment Benefits	291	\$0.00	\$0.00		#DIV/0!
Third Party Pay Benefits	295	\$0.00	\$0.00		#DIV/0!
Total Salaries and Fringe		\$10,012,571.00	\$6,919,053.25		69%
Other Employee Benefits	299	\$0.00	\$0.00		#DIV/0!
Fed Sub Awards Under \$25,000	303	\$56,000.00	\$19,954.00		36%
Fed Sub Awards Over \$25,000	304	\$1,100.00	\$0.00		0%
Consulting and Servicing Fees	305	\$294,523.00	\$218,427.36		74%
School Resource Officer	310	\$46,350.00	\$34,248.00		74%
Services Purchased from Coop	316	\$126,641.00	\$95,051.33		75%
Computer and Technology Services	319	\$0.00	\$0.00		#DIV/0!
Communications/Phone	320	\$41,590.00	\$23,194.27		56%
Postage and Express	329	\$8,932.00	\$2,269.38		25%
Utility Services	330	\$280,246.00	\$205,042.79		73%
Property Insurance	340	\$108,976.00	\$108,676.46		100%
Repairs and Maintenance	350	\$167,437.00	\$162,233.08		97%
Transportation	360	\$1,122,482.00	\$811,191.50		72%
Travel	366	\$143,984.00	\$40,220.23		28%
Entry Fees/Student Travel	369	\$54,817.00	\$18,161.37		33%
Rentals and Leases	370	\$86,532.00	\$56,383.50		65%
Mental Health Professional Services	379	\$5,000.00	\$4,725.00		95%
Third Party Reimbursement Services	385	\$0.00	\$0.00		0%
To Other MN School Districts	390	\$60,000.00	\$39,486.90		66%
To Out of State Districts	392	\$29,600.00	\$9,318.75		31%
Special Ed Contracted Services	393	\$105,000.00	\$62,545.25		60%
To Non-Ed Agency	394	\$289,350.00	\$223,254.40		77%
Spec Ed Salary Purchased from Co-op	396	\$435,385.00	\$288,267.99		66%
Spec Ed Benefits Purchased from Co-op	397	\$23,767.00	\$12,061.95		51%
Charge Back	398	\$0.00	\$0.00		0%
General Supplies	401	\$266,941.36	\$156,044.11		58%
Non instructional Computer Software	405	\$52,464.00	\$35,998.33		69%
Instructional Software License	406	\$92,490.00	\$92,467.70		100%
Instructional Supplies	430	\$130,360.00	\$87,336.49		67%
Individualized Materials	433	\$31,375.00	\$23,007.74		73%
Fuel for Buildings	440	\$71,500.00	\$49,557.33		69%
Noninstructional Tech Supplies	455	\$15,000.00	\$9,432.34		63%
Instructional Tech Supplies	456	\$40,000.00	\$19,999.42		50%
Textbooks/Workbooks	460	\$68,713.00	\$47,744.07		69%
Standarized Tests	461	\$2,800.00	\$216.00		8%
Non-Instructional Tech Devices	465	\$32,609.64	\$31,525.69		97%

Instructional Technology Devices	466	\$289,568.00	\$286,803.11	99%
Library Books	470	\$17,800.00	\$4,577.00	26%
Audio Visual Aids	480	\$0.00	\$0.00	0%
Electronic Format	485	\$4,000.00	\$2,755.00	69%
Capital Non-Instruction Tech Software	505	\$8,500.00	\$8,500.00	100%
Site or Grounds Acquisition	510	\$365,000.00	\$356,290.00	98%
Building Acquisition and Construction	520	\$169,643.00	\$166,890.00	98%
Equipment Purchased	530	\$130,509.00	\$125,359.99	96%
Special Education Equipment	533	\$3,500.00	\$3,210.00	92%
Charge Back Tennis Courts	545	\$0.00	\$0.00	#DIV/0!
Eligible Pupil Transportation	548	\$65,000.00	\$0.00	0%
Vehicles Purchased	550	\$56,125.00	\$56,124.76	100%
Non-Instructional Technology Hardware	555	\$48,215.00	\$42,157.20	87%
Capitalized Instructional Technology Hardware	556	\$7,547.00	\$7,278.93	96%
Principal on Capital Lease	580	\$75,000.00	\$75,000.00	100%
Interest on Capital Lease	581	\$17,026.00	\$17,025.75	100%
Dues and Memberships	820	\$23,196.00	\$15,370.29	66%
Taxes and Special Assessments	896	\$5,340.00	\$5,331.04	100%
Affordable Care Act Penalties	897	\$10,625.00	\$10,625.00	100%
Miscellaneous Other Expenses	899	\$2,000.00	\$539.87	27%
Contingency		\$1,450.00	\$0.00	0%
Total		\$15,604,580.00	\$11,090,933.92	71%
The prior year to date percentage was 69%				

INDEPENDENT SCHOOL DISTRICT NO. 2689								
PIPESTONE AREA SCHOOLS								
TREASURER'S REPORT TO SCHOOL BOARD								
FOR THE MONTH ENDED MARCH 31, 2022								
		CASH BALANCE			CASH BALANCE		CASH BALANCE	
FUNDS	FUND NUMBER	BEGINNING	NET CASH ACTIVITY		END OF	ADJUSTMENTS	END OF	END OF
		OF MONTH			MONTH		MONTH FY22	MONTH FY21
GENERAL FUND	01,03,05	\$5,378,099.43		\$585,683.55	\$5,963,782.98		\$5,963,782.98	\$5,914,840.89
FOOD SERVICE FUND	02	\$483,721.22		\$57,414.78	\$541,136.00		\$541,136.00	\$590,031.60
COMMUNITY SERVICE FUND	04	\$428,224.60		(\$25,386.40)	\$402,838.20		\$402,838.20	\$329,405.48
TOTAL OPERATING FUNDS		\$6,290,045.25		\$617,711.93	\$6,907,757.18		\$6,907,757.18	\$6,834,277.97
BUILDING FUND	06	\$27,320.18		\$0.00	\$27,320.18		\$27,320.18	(\$66,041.69)
DEBT SERVICE FUND	07	\$601,793.27		\$0.00	\$601,793.27		\$601,793.27	\$526,399.00
AGENCY FUND	09	\$345.00		\$0.00	\$345.00		\$345.00	\$345.00
CERTIFICATES OF DEPOSIT		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
TOTAL		\$6,919,503.70		\$617,711.93	\$7,537,215.63	\$0.00	\$7,537,215.63	\$7,294,980.28
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS								
		CURRENT	BALANCE	OUTSTANDING	OUTSTANDING	OTHER	BALANCE PER	BALANCE PER
DESCRIPTION	ACCOUNT NUMBER	RATE OF INTEREST	PER BANK STATEMENT	CHECKS	DEPOSITS	RECONCILING ITEMS	TREASURER'S BOOKS	TREASURER'S BOOKS
FIRST NATIONAL BANK-PAYROLL	200563	0.05%	\$149,765.86	(\$1,284.51)	\$0.00	\$0.00	\$148,481.35	\$74,059.40
FIRST NATIONAL BANK-MM	808263	0.10%	\$1,537,823.54	\$0.00	\$0.00	\$0.00	\$1,537,823.54	\$112,695.26
FIRST F&M	4534150062	0.0800%	\$767,361.21	(\$93,821.18)	\$156.95	\$1,227.85	\$674,924.83	\$2,218,139.10
MNTrust	6770	0.04%	\$4,677,137.22	\$0.00	\$0.00	\$0.00	\$4,677,137.22	\$3,410,245.15
TOTAL			\$7,132,087.83	(\$95,105.69)	\$156.95	\$1,227.85	\$7,038,366.94	\$5,815,138.91
							Dollar Amount	Dollar Amount
CERTIFICATES OF DEPOSIT	CD #	Date Purchased	Maturity Date	Maturity Period	Interest Rate			
MNTrust Term Series		2/25/2022	3/25/2022	30 Days	0.03%		\$0.00	
Goldman Sachs Bank DTC 48283-1		5/5/2021	5/5/2023	24 Months	0.100%		\$249,248.69	
Servisfirst Bank		10/14/2020	4/14/2022	18 Months	0.100%		\$249,600.00	
Total							\$498,848.69	\$1,479,841.37
Grand Total							\$7,537,215.63	\$7,294,980.28
						Signed	Jacque Kennedy	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	64698	5249		VISA		Check
				E 01	300 301 501 830 369	Entry Fees/Student Travel	\$22.52
				E 01	300 361 442 000 369	Travel Robotics Students	\$74.00
				E 01	300 361 442 000 369	Travel Robotics Students	\$78.00
				E 01	300 361 442 000 369	Travel Robotics Students	\$35.00
				E 01	300 361 442 000 369	Travel Robotics Students	\$14.96
				E 01	300 361 442 000 369	Travel Robotics Students	\$19.20
				E 01	300 361 442 000 369	Travel Robotics Students	\$88.25
				E 01	300 361 442 000 369	Travel Robotics Students	\$71.25
				E 01	300 294 203 000 366	Travel, FB	\$65.65
				E 01	300 294 203 000 366	Travel, FB	\$30.00
				E 01	005 296 205 000 369	Entry Fees/Student Travel	\$40.04
				E 01	005 640 173 316 366	Curriculum Staff Development	\$80.93
				E 01	300 301 501 000 369	Entry Fees/Student Travel	\$77.19
				E 01	005 640 173 316 366	Entry Fees/Student Travel	\$22.73
				E 01	300 301 501 000 369	Entry Fees/Student Travel	\$27.86
				E 01	300 296 205 000 366	Travel, GYMNASTICS	\$88.21
				E 01	300 258 233 000 369	Entry Fees/Student Travel	\$49.54
				E 01	300 294 210 000 369	Entry Fees/Student Travel	\$97.00
				E 01	300 294 203 000 366	Travel, FOOTBALL	\$34.35
				E 01	300 640 172 316 366	MS/HS Staff Development	\$37.90
				E 01	300 301 501 000 366	Travel	\$39.22
				E 01	300 301 501 000 369	Entry Fees/Student Travel	(\$77.19)
				E 01	300 301 501 830 369	Entry Fees/Student Travel	\$77.19
				E 01	300 301 501 000 369	Entry Fees/Student Travel	(\$27.86)
				E 01	300 301 501 830 369	Entry Fees/Student Travel	\$27.86
PO#:	Voucher #:	91465	Invoice	Invoice No:	9871	3/22/2022	Paid Amt: \$1,093.80
							Check Amount: \$1,093.80
2689	FIN	64699	7663		UNIVERSITY OF MINNESOTA		Check
				E 01	300 810 000 000 366	Travel, DANNY	\$75.00
PO#:	Voucher #:	91466	Invoice	Invoice No:	03/22/2022	3/22/2022	Paid Amt: \$75.00
							Check Amount: \$75.00
2689	FIN	64700	5249		VISA		Check
				E 04	005 249 000 321 366	Travel, DR ED	\$37.12
PO#:	Voucher #:	91467	Invoice	Invoice No:	1739	3/22/2022	Paid Amt: \$37.12
							Check Amount: \$37.12
2689	FIN	64701	5249		VISA		Check
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$39.00
				E 01	005 605 150 000 456	Instructional Tech Supplies	\$21.90

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	64701	5249		VISA		Check
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$39.00
				E 01	300 294 210 000 401	General Supplies	\$26.96
PO#:	Voucher #:	91468	Invoice	Invoice No:	1739	3/23/2022	Paid Amt: \$126.86
							Check Amount: \$126.86
2689	FIN	64702	6813		COBORN'S INC.		Check
				E 01	005 720 000 000 401	Case of Kleenex	\$214.80
PO#: 17752	Voucher #:	91469	Invoice	Invoice No:	03/23/2022	3/23/2022	Paid Amt: \$214.80
							Check Amount: \$214.80
2689	FIN	64703	00096		EDGERTON CHRISTIAN ELEM		Check
				E 03	005 760 000 720 360	Transp Cntrt W/Public Reg, FEB. 2022	\$2,764.80
PO#:	Voucher #:	91474	Invoice	Invoice No:	03/28/2022	3/28/2022	Paid Amt: \$2,764.80
							Check Amount: \$2,764.80
2689	FIN	64704	00256		HILLYARD INC/ SIOUX FALLS		Check
				E 01	005 810 000 000 401	General Supplies	\$529.05
PO#:	Voucher #:	91472	Invoice	Invoice No:	700498575	3/28/2022	Paid Amt: \$529.05
							Check Amount: \$529.05
2689	FIN	64705	8216		UNIVERSITY OF MINNESOTA		Check
				E 01	300 211 966 000 394	PSEO, SPRING 2022	\$4,060.00
PO#:	Voucher #:	91473	Invoice	Invoice No:	4567027	3/28/2022	Paid Amt: \$4,060.00
							Check Amount: \$4,060.00
2689	FIN	64706	4661		DVS RENEWAL		Check
				E 01	005 810 000 000 820	Dues & Membership, DODGE VAN	\$12.50
PO#:	Voucher #:	91476	Invoice	Invoice No:	03/29/2022	3/29/2022	Paid Amt: \$12.50
							Check Amount: \$12.50
2689	FIN	64707	5249		VISA		Check
				E 01	300 420 000 740 366	Travel	\$32.36
				E 01	005 640 173 316 366	Curriculum Staff Development	\$11.41
				E 01	005 296 205 000 369	Entry Fees/Student Travel	\$75.23
				E 01	005 296 205 000 369	Entry Fees/Student Travel	\$21.57
				E 01	005 296 205 000 369	Entry Fees/Student Travel	\$53.07
				E 01	005 296 205 000 369	Entry Fees/Student Travel	\$57.27
				E 01	300 294 210 000 369	Entry Fees/Student Travel	\$56.98
				E 01	300 294 210 000 369	Entry Fees/Student Travel	\$13.15
				E 01	300 294 210 000 369	Entry Fees/Student Travel	\$212.19
				E 01	300 294 210 000 369	Entry Fees/Student Travel	\$192.00
				E 01	300 294 210 000 369	Entry Fees/Student Travel	\$20.00
				E 01	300 294 210 000 369	Entry Fees/Student Travel	\$20.00

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	64707	5249		VISA		Check
				E 01	300 294 210 000 369	Entry Fees/Student Travel	\$20.00
				E 01	300 294 210 000 369	Entry Fees/Student Travel	\$25.00
				E 01	300 294 210 000 369	Entry Fees/Student Travel	\$25.00
				E 01	300 294 210 000 369	Entry Fees/Student Travel	\$70.21
				E 01	300 294 210 000 369	Entry Fees/Student Travel	\$2,189.30
				E 01	300 296 206 000 401	General Supplies	\$2,669.00
				E 01	300 292 207 000 401	General Supplies	\$4,737.00
				E 01	103 216 635 401 401	General Supplies	\$9.17
				E 01	103 203 171 000 430	General Supplies	\$40.00
				E 01	103 204 000 414 366	Travel	\$86.54
				E 01	103 204 000 414 366	Travel	\$57.98
				E 01	103 216 635 401 401	General Supplies	\$850.00
				E 01	103 203 011 161 430	Instructional Supply ESSER III LL	\$71.87
				E 01	103 201 171 000 430	Instructional Supply	\$148.00
				E 01	300 219 173 317 406	Instructional Software License	\$5.95
				E 01	207 211 173 000 406	Instructional Software License	\$4.20
				E 01	300 301 173 830 433	Individualized Mat.	\$33.11
				E 01	300 420 000 740 433	Individualized Mat.	\$15.75
				E 01	300 260 173 000 430	Instructional Supply	\$127.87
				E 01	300 260 173 000 430	Instructional Software License	\$11.50
				E 01	207 211 011 155 406	Instructional Software License	\$12.50
				E 01	300 211 000 320 430	Instructional Supply Am Indian Grant	\$68.00
				E 01	300 211 011 155 406	Instructional Software License	\$11.50
				E 01	300 292 000 000 401	General Supplies	\$119.94
				E 01	300 710 172 000 401	General Supplies	\$13.37
				E 01	300 292 000 000 401	General Supplies	\$318.75
				E 01	300 292 000 000 401	General Supplies	\$41.19
				E 01	300 296 205 000 366	Travel	\$8.43
				E 01	300 296 205 000 366	Travel	\$10.00
				E 01	300 296 205 000 366	Travel	\$35.48
				E 01	300 296 201 000 366	Travel - GB	\$9.75
				E 01	300 292 000 000 366	Travel	\$10.68
				E 01	300 294 210 000 401	General Supplies	\$37.98
				E 01	300 294 203 000 366	Travel	\$60.00
				E 01	300 294 203 000 366	Travel	\$30.00
				E 01	300 294 203 000 366	Travel	\$60.00
				E 01	300 294 203 000 366	Travel	\$329.84
				E 01	300 294 203 000 366	Travel	\$329.84

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	64707	5249		VISA		Check
				E 01	005 810 190 000 366		Travel Custodial \$100.00
				E 01	005 810 000 000 401		General Supplies \$7.05
				E 01	005 810 000 000 401		General Supplies \$18.46
				E 01	300 292 000 000 401		Spotify \$10.68
				E 01	005 810 000 000 401		General Supplies \$10.68
				E 01	005 810 000 000 401		General Supplies \$54.45
				E 01	005 810 000 000 401		General Supplies \$170.99
				E 01	005 810 000 000 401		General Supplies \$7.65
				E 01	005 810 000 000 401		General Supplies \$9.06
				E 01	005 810 000 000 401		General Supplies \$34.18
				E 01	005 810 000 000 401		General Supplies \$37.68
				E 01	005 810 000 000 401		General Supplies \$7.47
				E 01	005 810 000 000 401		General Supplies \$51.26
				E 01	005 810 000 000 401		General Supplies \$9.59
				E 01	005 810 190 000 366		Travel Custodial \$85.12
				E 01	005 810 000 000 401		General Supplies \$24.01
				E 01	005 810 000 000 401		General Supplies \$15.80
				E 01	005 810 000 000 401		General Supplies \$21.36
				E 01	005 810 000 000 401		General Supplies \$61.98
				E 01	005 810 000 000 401		General Supplies \$12.78
				E 01	005 810 000 000 401		General Supplies \$6.94
				E 01	300 211 180 000 401		General Supplies \$3.21
				E 01	300 420 000 740 433		Individualized Mat. \$41.45
				E 01	300 211 197 000 401		Special Ed Coffee Fund \$29.00
				E 01	207 361 849 000 430		Instructional Supply \$226.94
				E 01	300 331 172 830 433		Individualized Mat. \$92.88
				E 01	300 810 000 000 401		General Supplies \$72.23
				E 01	300 301 501 830 433		Individualized Mat. \$21.58
				E 01	300 301 501 830 433		Individualized Mat. \$29.37
				E 01	300 331 172 830 433		Individualized Mat. \$102.93
				E 01	300 301 501 830 433		Individualized Mat. \$25.39
				E 01	005 110 000 000 401		General Supplies \$19.58
				E 01	300 420 000 740 433		Individualized Mat. \$58.88
				E 01	300 331 172 830 433		Individualized Mat. \$43.08
				E 01	300 331 172 830 433		Individualized Mat. \$227.45
				E 01	300 211 197 000 401		Special Ed Coffee Fund \$40.89

PO#: Voucher #: 91475 Invoice Invoice No: 9897

3/29/2022

Paid Amt: \$15,261.98

Check Amount: \$15,261.98

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	64708	01942		BOB'S PIANO SERVICE INC		Check		
				E 01	300 258 234 000 350	Repair&maint Service		\$405.00	
	PO#:	Voucher #:	91485	Invoice	Invoice No: 70965	3/30/2022	Paid Amt:	\$405.00	
							Check Amount:	\$405.00	
2689	FIN	64709	10053		COORDINATED BUSINESS SERVICES LTD		Check		
				E 01	005 110 000 000 370	Rentals & Leases, 2/28-3/30		\$7,101.33	
	PO#:	Voucher #:	91486	Invoice	Invoice No: 211572	3/30/2022	Paid Amt:	\$7,101.33	
							Check Amount:	\$7,101.33	
2689	FIN	64710	4661		DVS RENEWAL		Check		
				E 01	005 810 000 000 820	Dues & Membership, 2007 GMC SIE		\$59.25	
	PO#:	Voucher #:	91481	Invoice	Invoice No: 00-031681009	3/30/2022	Paid Amt:	\$59.25	
							Check Amount:	\$59.25	
2689	FIN	64711	6081		FAIRMONT HIGH SCHOOL		Check		
				E 01	300 291 220 000 369	Entry Fees/Student Travel, SPEECH		\$17.00	
	PO#:	Voucher #:	91482	Invoice	Invoice No: 03/30/2022	3/30/2022	Paid Amt:	\$17.00	
							Check Amount:	\$17.00	
2689	FIN	64712	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 02	005 770 000 701 401	General Supplies		\$413.50	
	PO#:	Voucher #:	91487	Invoice	Invoice No: 604570985	3/30/2022	Paid Amt:	\$413.50	
							Check Amount:	\$413.50	
2689	FIN	64713	8073		INTERSTATE BATTERY CENTER		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$38.70	
	PO#:	Voucher #:	91478	Invoice	Invoice No: 1912999028905	3/30/2022	Paid Amt:	\$38.70	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$171.90	
	PO#:	Voucher #:	91489	Invoice	Invoice No: 1912903025314	3/30/2022	Paid Amt:	\$171.90	
							Check Amount:	\$210.60	
2689	FIN	64714	10079		IS RESTAURANT DESIGN EQUIPMENT AND SUPPLY		Check		
				E 02	005 770 000 701 350	Repair&maint Service		\$562.35	
	PO#:	Voucher #:	91480	Invoice	Invoice No: AR8552	3/30/2022	Paid Amt:	\$562.35	
							Check Amount:	\$562.35	
2689	FIN	64715	4626		PIPESTONE CO. TRANSIT		Check		
				E 01	300 420 000 723 360	Transp Cntrt W/Publc		\$200.00	
	PO#:	Voucher #:	91477	Invoice	Invoice No: 03/30/2022	3/30/2022	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
2689	FIN	64716	01179		RATWIK ROSZAK & MALONEY PA		Check		
				E 01	005 010 113 000 305	Consult & Serv.fees		\$117.50	
	PO#:	Voucher #:	91484	Invoice	Invoice No: 03/30/2022	3/30/2022	Paid Amt:	\$117.50	
							Check Amount:	\$117.50	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	64717	10087		REHABMART		Check
				E 01	103 420 000 740 433	47798 (SMW-16034) Juni postural chair for ki	\$784.95
				E 01	103 420 000 740 433	46105 (R82-991051-3R43F) R82 scalloped c	\$213.21
				E 01	103 420 000 740 433	QUOTE: QT40894LM (see as attached)	\$0.00
		PO#: 17742	Voucher #: 91490	Invoice	Invoice No: 58675	3/30/2022	Paid Amt: \$998.16
							Check Amount: \$998.16
2689	FIN	64718	7261		RTR HIGH SCHOOL		Check
				E 01	300 291 220 000 369	Entry Fees/Student Travel, SPEECH	\$42.00
		PO#:	Voucher #: 91483	Invoice	Invoice No: 03/30/2022	3/30/2022	Paid Amt: \$42.00
							Check Amount: \$42.00
2689	FIN	64719	9372		SPARKLE CAR WASH		Check
				E 01	005 810 000 000 350	Repair&maint Service	\$17.10
		PO#:	Voucher #: 91488	Invoice	Invoice No: 245728	3/30/2022	Paid Amt: \$17.10
							Check Amount: \$17.10
2689	FIN	64720	8702		TROPHIES PLUS, INC		Check
				E 01	300 258 233 000 430	Instructional Supply	\$70.00
		PO#:	Voucher #: 91479	Invoice	Invoice No: 03/30/2022	3/30/2022	Paid Amt: \$70.00
							Check Amount: \$70.00
2689	FIN	64721	3512		CHILDRENS CARE HOSP & SCHOOL		Check
				E 01	100 411 000 000 392	to Out-of-State Dist, JAN 2022	\$1,430.60
				E 01	100 411 000 740 393	Sp Ed Contr Svcs Pup, JAN 2022	\$7,715.65
				E 01	103 412 000 000 392	to Out-of-State Dist, JAN 2022	\$286.12
				E 01	103 412 000 740 393	Sp Ed Contr Svcs Pup	\$941.88
		PO#:	Voucher #: 91493	Invoice	Invoice No: 30000944	3/30/2022	Paid Amt: \$10,374.25
							Check Amount: \$10,374.25
2689	FIN	64722	00063		CITY OF PIPESTONE		Check
				E 01	005 810 183 000 330	Utilities, MARCH 2022	\$61.61
				E 01	005 810 183 000 330	Utilities, MARCH 2022	\$1,323.41
				E 01	005 810 183 000 330	Utilities, MARCH 2022	\$1,679.51
				E 01	005 810 182 000 330	Garbage, MARCH 2022	\$750.00
		PO#:	Voucher #: 91491	Invoice	Invoice No: 03/30/2022	3/30/2022	Paid Amt: \$3,814.53
							Check Amount: \$3,814.53
2689	FIN	64723	00256		HILLYARD INC/ SIOUX FALLS		Check
				E 01	005 810 011 155 401	General Supplies ESSER II	\$114.81
		PO#:	Voucher #: 91492	Invoice	Invoice No: 604681119	3/30/2022	Paid Amt: \$114.81
							Check Amount: \$114.81
2689	FIN	64724	10094		MINN-E-MAX SELF STORAGE		Check
				E 04	005 505 904 321 335	Short Term Rentals, JAN-JUNE 2022	\$210.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
2689	FIN	64724	10094		MINN-E-MAX SELF STORAGE		Check			
				E 04 005 505 980 321 335	Short Term Rentals, JAN-JUNE 2022			\$210.00		
		PO#:	Voucher #:	91494	Invoice	Invoice No: 03/30/2022		3/30/2022	Paid Amt:	\$420.00
								Check Amount:	\$420.00	
2689	FIN	64725	6855		Baker & Taylor Books		Check			
				E 04 005 591 000 000 470	Library Books			\$538.63		
		PO#:	Voucher #:	91504	Invoice	Invoice No: 2036571599		4/1/2022	Paid Amt:	\$538.63
				E 04 005 591 000 000 470	Library Books			\$181.49		
		PO#:	Voucher #:	91509	Invoice	Invoice No: 2036600012		4/1/2022	Paid Amt:	\$181.49
								Check Amount:	\$720.12	
2689	FIN	64726	7403		BOMGAARS SUPPLY INC		Check			
				E 01 005 810 000 000 401	General Supplies			\$30.77		
		PO#:	Voucher #:	91501	Invoice	Invoice No: 046-573-3		4/1/2022	Paid Amt:	\$30.77
								Check Amount:	\$30.77	
2689	FIN	64727	5949		CDW GOVERNMENT, INC.		Check			
				E 01 005 020 000 000 465	Non-Instructional Tech Devices			\$1,426.20		
		PO#:	Voucher #:	91497	Invoice	Invoice No: S992007		4/1/2022	Paid Amt:	\$1,426.20
				E 01 005 605 150 000 455	NonInstructional Tech Supplies			\$85.20		
		PO#:	Voucher #:	91502	Invoice	Invoice No: S864612		4/1/2022	Paid Amt:	\$85.20
				E 01 005 605 150 000 455	NonInstructional Tech Supplies			\$9.54		
		PO#:	Voucher #:	91503	Invoice	Invoice No: S607281		4/1/2022	Paid Amt:	\$9.54
								Check Amount:	\$1,520.94	
2689	FIN	64728	9535		CREATIVE PRODUCT SOURCE INC		Check			
				E 04 005 591 000 000 401	General Supplies			\$1,222.12		
		PO#:	Voucher #:	91508	Invoice	Invoice No: CPI094004		4/1/2022	Paid Amt:	\$1,222.12
				E 04 005 591 000 000 401	General Supplies			\$1,222.12		
		PO#:	Voucher #:	91506	Invoice	Invoice No: CPI093939		4/1/2022	Paid Amt:	\$1,222.12
								Check Amount:	\$2,444.24	
2689	FIN	64729	9926		DTB SYSTEMS		Check			
				E 01 005 605 150 000 455	NonInstructional Tech Supplies			\$421.62		
		PO#:	Voucher #:	91499	Invoice	Invoice No: 8799B		4/1/2022	Paid Amt:	\$421.62
								Check Amount:	\$421.62	
2689	FIN	64730	9564		GOPHERMODS		Check			
				E 01 005 605 150 000 455	NonInstructional Tech Supplies			\$444.00		
		PO#:	Voucher #:	91498	Invoice	Invoice No: 3658		4/1/2022	Paid Amt:	\$444.00
								Check Amount:	\$444.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	64731	7376		H & B SPECIALIZED PRODUCTS, INC		Check		
				E 01	300 810 000 000 350	Repair&maint Service		\$1,632.00	
PO#:	Voucher #:	91505	Invoice	Invoice No:	32088	4/1/2022	Paid Amt:	\$1,632.00	
							Check Amount:	\$1,632.00	
2689	FIN	64732	8277		MEASURE BY DESIGN		Check		
				E 01	005 810 000 000 401	General Supplies		\$20.00	
PO#:	Voucher #:	91507	Invoice	Invoice No:	3532	4/1/2022	Paid Amt:	\$20.00	
							Check Amount:	\$20.00	
2689	FIN	64733	9554		PIPESTONE FLORAL LLC		Check		
				E 01	300 211 172 000 430	Instructional Supply		\$136.62	
PO#:	Voucher #:	91496	Invoice	Invoice No:	04/01/2022	4/1/2022	Paid Amt:	\$136.62	
							Check Amount:	\$136.62	
2689	FIN	64734	7050		SCHOOL NURSE SUPPLY, INC.		Check		
				E 01	103 720 000 000 401	22731 - Biofreeze 16oz pump		\$33.75	
				E 01	103 720 000 000 401	20163 - Therma-kool reusable hot/cold pack, 4		\$23.80	
				E 01	103 720 000 000 401	20215 Ice pack disposable covers, 100ct		\$26.50	
				E 01	103 720 000 000 401	39242 Sharps container - 2 gal		\$6.49	
				E 01	103 720 000 000 401	18282 Disposable eye cup, 6ct		\$3.98	
				E 01	103 720 000 000 401	24522 Kotex maxi pad		\$22.50	
				E 01	103 720 000 000 401	22101 Cup dispenser		\$17.95	
				E 01	103 720 000 000 401	50302 glove dispenser		\$15.95	
				E 01	103 720 000 000 401	37911 Sam Splint - wrist		\$28.74	
				E 01	103 720 000 000 401	663402 Kdgn vision chart, 11 line - 10ft		\$35.98	
				E 01	103 720 000 000 401	54613 Orange glucose tablets		\$7.29	
				E 01	103 720 000 000 401	44240 Vision charts, 20ft		\$19.90	
				E 01	103 720 000 000 401	13481 Emesis bags		\$23.90	
				E 01	103 720 000 000 401	16401 Lice combs, ea		\$13.05	
				E 01	103 720 000 000 401	32122 Specula pediatric refill - 2.75mm		\$42.00	
				E 01	103 720 000 000 401	15941 Coban wrap - 2"		\$49.00	
				E 01	103 720 000 000 401	99597 Nurse visit pad		\$9.60	
				E 01	103 720 000 000 401	51040 Lubriderm lotion pump		\$12.95	
				E 01	103 720 000 000 401	50360 baby powder		\$2.49	
				E 01	103 720 000 000 401	50241 Sheer bandaid - 1500ct		\$36.95	
				E 01	103 720 000 000 401	31500C - Exam table paper rolls (case) - 21"		\$39.00	
				E 01	103 720 000 000 401	42600C - Safe & Soft plastic dispenser tampo		\$45.00	
				E 01	103 720 000 000 401	SHIPPING - FREE over \$125		\$0.00	
PO#:	17733	Voucher #:	91500	Invoice	Invoice No:	0880294	4/1/2022	Paid Amt:	\$516.77
							Check Amount:	\$516.77	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	64735	10060		SHIFFLER		Check		
				E 01	300 810 000 000 401	General Supplies, CHAIR SEATS		\$2,240.00	
	PO#:	Voucher #:	91495	Invoice	Invoice No: 2133504700	4/1/2022	Paid Amt:	\$2,240.00	
							Check Amount:	\$2,240.00	
2689	FIN	64736	00276		XCEL ENERGY		Check		
				E 01	005 810 184 000 330	Electricity - Paulsen Field FEB. 2022		\$329.72	
	PO#:	Voucher #:	91510	Invoice	Invoice No: 51-6709448-8	4/1/2022	Paid Amt:	\$329.72	
							Check Amount:	\$329.72	
2689	FIN	64737	00890		STOUT & EVINK		Check		
				E 01	005 810 000 000 401	General Supplies		\$93.47	
	PO#:	Voucher #:	91511	Invoice	Invoice No: 94469	4/1/2022	Paid Amt:	\$93.47	
							Check Amount:	\$93.47	
2689	FIN	64738	00224		LUDOLPH BUS INCORPORATED		Check		
				E 01	300 294 201 733 360	Transp Cntrt W/Pubc BB		\$2,250.75	
	PO#:	Voucher #:	91512	Invoice	Invoice No: 4134	4/1/2022	Paid Amt:	\$2,250.75	
							Check Amount:	\$2,250.75	
2689	FIN	64739	00224		LUDOLPH BUS INCORPORATED		Check		
				E 03	005 760 000 720 360	Transp Cntrt W/Pubc Reg MARCH 2022		\$74,963.00	
	PO#:	Voucher #:	91513	Invoice	Invoice No: 1923	4/1/2022	Paid Amt:	\$74,963.00	
							Check Amount:	\$74,963.00	
2689	FIN	64740	00224		LUDOLPH BUS INCORPORATED		Check		
				E 03	005 760 000 723 360	Transp Cntrt W/Pubc Handicap		\$27,265.28	
				E 03	005 760 000 713 360	Transp Cntrt W/Pubc, LB		\$4,478.10	
				E 01	006 203 000 733 360	Transp Cntrt W/Pubc, COLONY		\$887.62	
				E 01	300 291 224 733 360	Transp Cntrt W/Pubc, KB		\$276.12	
				E 01	300 291 220 733 360	Transp Cntrt W/Pubc, SPEECH		\$943.95	
				E 01	300 240 000 733 360	Transp Cntrt W/Pubc Phy Ed		\$212.55	
				E 01	300 258 233 733 360	Transp Cntrt W/Pubc Band		\$272.87	
				E 01	300 258 234 733 360	Transp Cntrt W/Pubc Choir		\$51.00	
				E 01	300 211 000 733 360	Transp Cntrt W/Pubc, HS		\$451.70	
				E 01	005 640 173 316 366	TYPE III		\$76.89	
	PO#:	Voucher #:	91514	Invoice	Invoice No: 1924	4/4/2022	Paid Amt:	\$34,916.08	
							Check Amount:	\$34,916.08	
2689	FIN	64741	00927		AUGUSTANA COLLEGE		Check		
				E 01	300 294 200 000 369	Entry Fees/Student Travel		\$150.00	
	PO#:	Voucher #:	91516	Invoice	Invoice No: 04/04/2022	4/4/2022	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	64743	5949		CDW GOVERNMENT, INC.		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$45.72	
	PO#:	Voucher #:	91519	Invoice	Invoice No: Q979308	4/4/2022	Paid Amt:	\$45.72	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$145.08	
	PO#:	Voucher #:	91520	Invoice	Invoice No: V236018	4/4/2022	Paid Amt:	\$145.08	
							Check Amount:	\$190.80	
2689	FIN	64744	6299		HERC-U-LIFT		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$833.71	
	PO#:	Voucher #:	91517	Invoice	Invoice No: W543714	4/4/2022	Paid Amt:	\$833.71	
							Check Amount:	\$833.71	
2689	FIN	64745	00550		MIDLAND TIRE LLC		Check		
				E 01	005 810 000 000 401	General Supplies		\$204.00	
	PO#:	Voucher #:	91518	Invoice	Invoice No: 90755	4/4/2022	Paid Amt:	\$204.00	
							Check Amount:	\$204.00	
2689	FIN	64746	7376		H & B SPECIALIZED PRODUCTS, INC		Check		
				E 06	005 870 000 000 530	3 Free Standing Referee Stands w/padding		\$3,112.00	
	PO#: 17617	Voucher #:	91521	Invoice	Invoice No: 30631	4/4/2022	Paid Amt:	\$3,112.00	
							Check Amount:	\$3,112.00	
2689	FIN	64747	10096		HERMELLA SUDA		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$45.00	
	PO#:	Voucher #:	91522	Invoice	Invoice No: 04/04/2022	4/4/2022	Paid Amt:	\$45.00	
							Check Amount:	\$45.00	
2689	FIN	64748	6880		ITC		Check		
				E 01	006 810 000 000 320	Communications/Phone	4/1-4/30	\$38.69	
	PO#:	Voucher #:	91524	Invoice	Invoice No: 11438279	4/4/2022	Paid Amt:	\$38.69	
							Check Amount:	\$38.69	
2689	FIN	64749	00300		PIPESTONE PUBLISHING CO INC		Check		
				E 01	005 010 000 000 305	Consult & Serv.fees, MARCH 2022		\$1,426.68	
	PO#:	Voucher #:	91523	Invoice	Invoice No: 04/04/2022	4/4/2022	Paid Amt:	\$1,426.68	
							Check Amount:	\$1,426.68	
2689	FIN	64750	8470		BRIAN DANKS		Check		
				E 01	300 294 200 000 305	Consult & Serv.fees, BB	04/04/2022	\$140.00	
	PO#:	Voucher #:	91525	Invoice	Invoice No: 04/05/2022	4/5/2022	Paid Amt:	\$140.00	
							Check Amount:	\$140.00	
2689	FIN	64751	6458		HUBERT COMPANY LLC		Check		
				E 02	005 770 000 701 401	General Supplies		\$138.90	
	PO#:	Voucher #:	91527	Invoice	Invoice No: 654599B1	4/5/2022	Paid Amt:	\$138.90	
							Check Amount:	\$138.90	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	64752	5976		IS RESTAURANT EQUIPMENT SERVICES LLC		Check
				E 02	005 770 000 701 350 Repair&maint Service		\$407.70
	PO#:	Voucher #:	91528	Invoice	Invoice No: AR8590	4/5/2022	Paid Amt: \$407.70
							Check Amount: \$407.70
2689	FIN	64753	10098		PIPESTONE AUTO BODY AND GLASS		Check
				E 01	005 810 000 000 350 Repair&maint Service		\$235.95
	PO#:	Voucher #:	91526	Invoice	Invoice No: 5243	4/5/2022	Paid Amt: \$235.95
							Check Amount: \$235.95
2689	FIN	64754	5976		IS RESTAURANT EQUIPMENT SERVICES LLC		Check
				E 02	005 770 000 701 350 Repair&maint Service		\$425.70
	PO#:	Voucher #:	91529	Invoice	Invoice No: AR8588	4/5/2022	Paid Amt: \$425.70
							Check Amount: \$425.70
2689	FIN	64755	4894		MNSTA TREASURER		Check
				E 01	300 640 172 316 366 MS/HS Staff Development, INGRID WIELENB		\$390.00
	PO#:	Voucher #:	91530	Invoice	Invoice No: 04/05/2022	4/5/2022	Paid Amt: \$390.00
							Check Amount: \$390.00
2689	FIN	64756	4330		CABANA BANNERS		Check
				E 01	300 292 000 000 401 General Supplies		\$2,230.00
	PO#:	Voucher #:	91533	Invoice	Invoice No: 616066	4/5/2022	Paid Amt: \$2,230.00
							Check Amount: \$2,230.00
2689	FIN	64757	01622		PEPSI-COLA BOTTLING CO.		Check
				E 01	300 211 180 000 401 General Supplies		\$154.00
	PO#:	Voucher #:	91532	Invoice	Invoice No: PAS COMMONS	4/5/2022	Paid Amt: \$154.00
							Check Amount: \$154.00
2689	FIN	64758	00928		POSTMASTER		Check
				E 01	103 203 171 000 430 Instructional Supply, POSTAGE		\$16.90
	PO#:	Voucher #:	91536	Invoice	Invoice No: 04/06/2022	4/6/2022	Paid Amt: \$16.90
							Check Amount: \$16.90
2689	FIN	64759	6616		NATIONAL RIFLE ASSOCIATION		Check
				E 01	300 301 502 000 820 Dues & Membership		\$40.00
	PO#:	Voucher #:	91538	Invoice	Invoice No: ID: B69911	4/7/2022	Paid Amt: \$40.00
							Check Amount: \$40.00
2689	FIN	64760	6323		PIPESTONE CO. SHERIFF'S OFFICE		Check
				E 01	005 715 000 342 310 School Resource Officer		\$11,748.00
	PO#:	Voucher #:	91539	Invoice	Invoice No: 04/07/2022	4/7/2022	Paid Amt: \$11,748.00
							Check Amount: \$11,748.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	64763	6855		Baker & Taylor Books		Check
				E 04	005 591 000 000 470	Library Books	\$238.00
PO#:	Voucher #:	91551	Invoice	Invoice No:	2036609057	4/8/2022	Paid Amt: \$238.00
							Check Amount: \$238.00
2689	FIN	64764	3512		CHILDRENS CARE HOSP & SCHOOL		Check
				E 01	100 411 000 000 392	to Out-of-State Dist, FEB 2022	\$1,072.95
				E 01	100 411 000 740 393	Sp Ed Contr Svcs Pup, FEB 2022	\$5,479.55
				E 01	103 412 000 000 392	to Out-of-State Dist, FEB 2022	\$1,072.95
				E 01	103 412 000 740 393	Sp Ed Contr Svcs Pup	\$3,532.05
PO#:	Voucher #:	91553	Invoice	Invoice No:	30000944	4/8/2022	Paid Amt: \$11,157.50
							Check Amount: \$11,157.50
2689	FIN	64765	8719		HAUFF MID-AMERICA		Check
				E 01	300 292 208 000 401	General Supplies	\$79.60
PO#:	Voucher #:	91542	Invoice	Invoice No:	104531	4/8/2022	Paid Amt: \$79.60
							Check Amount: \$79.60
2689	FIN	64766	00256		HILLYARD INC/ SIOUX FALLS		Check
				E 01	005 810 000 000 401	General Supplies	\$52.08
PO#:	Voucher #:	91556	Invoice	Invoice No:	604697734	4/8/2022	Paid Amt: \$52.08
							Check Amount: \$52.08
2689	FIN	64767	6458		HUBERT COMPANY LLC		Check
				E 02	005 770 000 701 401	SEE ATTACHED	\$1,222.98
				E 02	005 770 000 701 401	Freight	\$142.95
PO#: 17753	Voucher #:	91543	Invoice	Invoice No:	672971	4/8/2022	Paid Amt: \$1,365.93
				E 02	005 770 000 701 401	WATERPROOF APRONS	\$164.10
				E 02	005 770 000 701 401	Freight	\$21.93
PO#: 17756	Voucher #:	91544	Invoice	Invoice No:	676513	4/8/2022	Paid Amt: \$186.03
							Check Amount: \$1,551.96
2689	FIN	64768	7255		NATIONAL RECOGNITION PRODUCTS		Check
				E 01	300 211 000 000 401	General Supplies	\$60.81
PO#:	Voucher #:	91554	Invoice	Invoice No:	4586814	4/8/2022	Paid Amt: \$60.81
							Check Amount: \$60.81
2689	FIN	64769	00430		PIPESTONE CO. TREASURER		Check
				E 01	005 105 000 000 896	Taxes and Special Assessments, 2022	\$144.00
PO#:	Voucher #:	91546	Invoice	Invoice No:	RCPT # 5653	4/8/2022	Paid Amt: \$144.00
				E 01	005 105 000 000 896	Taxes and Special Assessments, 2022	\$468.00
PO#:	Voucher #:	91547	Invoice	Invoice No:	RECEIPT # 5522	4/8/2022	Paid Amt: \$468.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	64769	00430		PIPESTONE CO. TREASURER		Check		
				E 01	005 105 000 000 896	Taxes and Special Assessments, 2022		\$180.00	
	PO#:	Voucher #:	91548	Invoice	Invoice No: RECEIPT # 6856	4/8/2022	Paid Amt:	\$180.00	
							Check Amount:	\$792.00	
2689	FIN	64770	3697		SW/WC SERVICE COOPERATIVE		Check		
				E 01	300 211 000 000 394	to Non-Ed Agency, FEB. 2022 ALC TUITION		\$15,229.26	
	PO#:	Voucher #:	91552	Invoice	Invoice No: 69136	4/8/2022	Paid Amt:	\$15,229.26	
				E 01	005 850 000 000 390	to Other MN District, 3RD QUARTER LEASE /		\$5,972.75	
	PO#:	Voucher #:	91555	Invoice	Invoice No: 69172	4/8/2022	Paid Amt:	\$5,972.75	
				E 01	005 605 000 000 316	Tech Services Purchased Coop, FEB. 2022		\$7,897.50	
	PO#:	Voucher #:	91549	Invoice	Invoice No: 69023	4/8/2022	Paid Amt:	\$7,897.50	
				E 01	005 110 000 000 316	Data Processing Svcs, E-RATE 2022		\$2,350.00	
	PO#:	Voucher #:	91550	Invoice	Invoice No: 69116	4/8/2022	Paid Amt:	\$2,350.00	
				E 01	300 291 224 000 369	Entry Fees/Student Travel		\$330.00	
	PO#:	Voucher #:	91545	Invoice	Invoice No: 69075	4/8/2022	Paid Amt:	\$330.00	
							Check Amount:	\$31,779.51	
2689	FIN	64771	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 02	005 770 000 701 401	General Supplies		\$241.84	
	PO#:	Voucher #:	91557	Invoice	Invoice No: 317712	4/8/2022	Paid Amt:	\$241.84	
				E 01	005 810 011 155 401	General Supplies ESSER II		\$3,685.74	
	PO#:	Voucher #:	91558	Invoice	Invoice No: 604694784	4/8/2022	Paid Amt:	\$3,685.74	
							Check Amount:	\$3,927.58	
2689	FIN	64772	7213		LIGHTSPEED TECHNOLOGIES INC		Check		
				E 01	103 420 000 740 533	TCN-FF TOPCAT WITH FLEXMIKE		\$3,210.00	
	PO#: 17741	Voucher #:	91559	Invoice	Invoice No: 141994	4/8/2022	Paid Amt:	\$3,210.00	
							Check Amount:	\$3,210.00	
2689	FIN	64773	8794		BIG SOUTH CONFERENCE		Check		
				E 01	300 292 000 000 366	Travel, COACHES		\$108.00	
	PO#:	Voucher #:	91562	Invoice	Invoice No: 04/08/2022	4/8/2022	Paid Amt:	\$108.00	
							Check Amount:	\$108.00	
2689	FIN	64775	7266		JEFFREY SUDENGA		Check		
				E 01	300 296 206 000 305	Consult & Serv.fees, SB 04/11/2022		\$110.00	
	PO#:	Voucher #:	91561	Invoice	Invoice No: 04/08/2022	4/8/2022	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	
2689	FIN	64776	9074		A-OX WELDING SUPPLY INC		Check		
				E 01	300 301 501 830 433	Individualized Mat.		\$133.20	
	PO#:	Voucher #:	91567	Invoice	Invoice No: 00264814	4/11/2022	Paid Amt:	\$133.20	
							Check Amount:	\$133.20	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	64777	9574		BOLE-MOR LANES		Check		
				E 01	300 240 172 000 430	Instructional Supply		\$976.00	
	PO#:	Voucher #:	91563	Invoice	Invoice No: 04/11/2022	4/11/2022	Paid Amt:	\$976.00	
							Check Amount:	\$976.00	
2689	FIN	64778	5949		CDW GOVERNMENT, INC.		Check		
				E 01	005 020 000 000 465	Non-Instructional Tech Devices		\$83.44	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$78.75	
	PO#:	Voucher #:	91568	Invoice	Invoice No: V117789	4/11/2022	Paid Amt:	\$162.19	
				E 01	103 203 171 000 430	Instructional Supply		\$102.03	
	PO#:	Voucher #:	91569	Invoice	Invoice No: T995947	4/11/2022	Paid Amt:	\$102.03	
							Check Amount:	\$264.22	
2689	FIN	64779	00063		CITY OF PIPESTONE		Check		
				E 01	005 810 000 000 350	Repair&maint Service, SANDING LOTS MAR		\$850.00	
	PO#:	Voucher #:	91566	Invoice	Invoice No: 35349	4/11/2022	Paid Amt:	\$850.00	
							Check Amount:	\$850.00	
2689	FIN	64780	9704		DAHL MOTORS, LLC		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$1,094.08	
	PO#:	Voucher #:	91564	Invoice	Invoice No: 255861	4/11/2022	Paid Amt:	\$1,094.08	
							Check Amount:	\$1,094.08	
2689	FIN	64781	5505		MARK'S GENERAL MACHINE		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$107.10	
	PO#:	Voucher #:	91565	Invoice	Invoice No: 83712	4/11/2022	Paid Amt:	\$107.10	
							Check Amount:	\$107.10	
2689	FIN	64782	6836		Midwest Alarm		Check		
				E 02	005 770 000 701 350	Repair&maint Service		\$73.50	
	PO#:	Voucher #:	91571	Invoice	Invoice No: 307159	4/11/2022	Paid Amt:	\$73.50	
							Check Amount:	\$73.50	
2689	FIN	64783	9186		TAHER, INC.- BIN# 135092		Check		
				E 01	103 201 171 000 430	Instructional Supply		\$100.00	
	PO#:	Voucher #:	91570	Invoice	Invoice No: 1040	4/11/2022	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
2689	FIN	64784	7292		SOUTHWEST SIGN COMPANY		Check		
				E 01	300 294 203 000 401	General Supplies		\$220.00	
	PO#:	Voucher #:	91572	Invoice	Invoice No: 04/11/2022	4/11/2022	Paid Amt:	\$220.00	
							Check Amount:	\$220.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	64785	9186		TAHER, INC.- BIN# 135092		Check		
				E 02	005 770 000 701 305	Consult & Serv.fees, FEB 2022		\$74,734.30	
	PO#:	Voucher #:	91573	Invoice	Invoice No: 0061462	4/11/2022	Paid Amt:	\$74,734.30	
							Check Amount:	\$74,734.30	
2689	FIN	64786	3920		CENTER POINT INC.		Check		
				E 04	005 591 000 000 470	Library Books		\$275.04	
	PO#:	Voucher #:	91574	Invoice	Invoice No: 1920909	4/11/2022	Paid Amt:	\$275.04	
							Check Amount:	\$275.04	
2689	FIN	64787	9186		TAHER, INC.- BIN# 135092		Check		
				E 02	005 770 000 701 305	Consult & Serv.fees, FEB, 2022		\$84,874.10	
	PO#:	Voucher #:	91575	Invoice	Invoice No: 0061663	4/11/2022	Paid Amt:	\$84,874.10	
							Check Amount:	\$84,874.10	
2689	FIN	64788	10066		ADLER COUNSELING PLLC		Check		
				E 01	005 730 011 155 379	Mental Health Professional Ser		\$2,100.00	
	PO#:	Voucher #:	91584	Invoice	Invoice No: 22-03-01	4/12/2022	Paid Amt:	\$2,100.00	
							Check Amount:	\$2,100.00	
2689	FIN	64789	8470		BRIAN DANKS		Check		
				E 01	300 296 206 000 305	Consult & Serv.fees, SB 04/11/2022		\$400.00	
	PO#:	Voucher #:	91560	Invoice	Invoice No: 04/08/2022	4/12/2022	Paid Amt:	\$400.00	
							Check Amount:	\$400.00	
2689	FIN	64790	7266		JEFFREY SUDENGA		Check		
				E 01	300 296 206 000 305	Consult & Serv.fees, SB 4/11/2022		\$90.00	
	PO#:	Voucher #:	91576	Invoice	Invoice No: 04/12/2022	4/12/2022	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
2689	FIN	64791	7865		MUSIC STREET		Check		
				E 01	300 258 233 000 401	General Supplies		\$52.20	
	PO#:	Voucher #:	91577	Invoice	Invoice No: 105456	4/12/2022	Paid Amt:	\$52.20	
				E 01	300 258 233 000 350	Repair&maint Service		\$20.00	
	PO#:	Voucher #:	91578	Invoice	Invoice No: 105485	4/12/2022	Paid Amt:	\$20.00	
				E 01	300 258 233 000 350	Repair&maint Service		\$35.00	
	PO#:	Voucher #:	91579	Invoice	Invoice No: 105524	4/12/2022	Paid Amt:	\$35.00	
				E 01	300 258 233 000 401	General Supplies		\$31.50	
	PO#:	Voucher #:	91580	Invoice	Invoice No: 105824	4/12/2022	Paid Amt:	\$31.50	
				E 01	300 258 233 000 350	Repair&maint Service		\$40.00	
	PO#:	Voucher #:	91581	Invoice	Invoice No: 105826	4/12/2022	Paid Amt:	\$40.00	
				E 01	300 258 233 000 401	General Supplies		\$330.00	
	PO#:	Voucher #:	91582	Invoice	Invoice No: 105829	4/12/2022	Paid Amt:	\$330.00	
							Check Amount:	\$508.70	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	64792	01300		PIPESTONE CO. MEDICAL CENTER		Check		
				E 01	103 420 000 740 394	to Non-Ed Agency		\$3,941.02	
	PO#:	Voucher #:	91583	Invoice	Invoice No:	PI PIP JAS S	4/12/2022	Paid Amt:	\$3,941.02
								Check Amount:	\$3,941.02
2689	FIN	64793	5983		SIOUX VALLEY ENERGY		Check		
				E 01	005 810 000 000 330	Utility Services, MARCH 2022		\$14,068.00	
	PO#:	Voucher #:	91585	Invoice	Invoice No:	7058684000	4/12/2022	Paid Amt:	\$14,068.00
				E 01	300 810 184 000 330	Utilities - Electricity, FLASHING LIGHT MARCH		\$88.00	
	PO#:	Voucher #:	91586	Invoice	Invoice No:	7058684200	4/12/2022	Paid Amt:	\$88.00
								Check Amount:	\$14,156.00
2689	FIN	64794	4054		PIPESTONE KIWANIS CLUB		Check		
				E 01	005 640 173 316 366	Curriculum Staff Development		\$80.00	
	PO#:	Voucher #:	91587	Invoice	Invoice No:	04/12/2022	4/12/2022	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	64795	01468		DOUBLE D GRAVEL		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$179.82	
	PO#:	Voucher #:	91589	Invoice	Invoice No:	45849	4/13/2022	Paid Amt:	\$179.82
								Check Amount:	\$179.82
2689	FIN	64796	3551		HOUGHTON MIFFLIN COMPANY		Check		
				E 01	006 203 173 302 460	See attached Proposal #008348055		\$609.10	
	PO#: 17751	Voucher #:	91588	Invoice	Invoice No:	955537070	4/13/2022	Paid Amt:	\$609.10
								Check Amount:	\$609.10
2689	FIN	64797	8018		OUTLAW CUSTOMS		Check		
				E 01	005 810 000 000 350	Repair&maint Service, SNOW REMOVAL MAF		\$1,351.25	
	PO#:	Voucher #:	91590	Invoice	Invoice No:	2376	4/13/2022	Paid Amt:	\$1,351.25
								Check Amount:	\$1,351.25
2689	FIN	64798	01414		BUILDERS SUPPLY COMPANY		Check		
				E 01	005 810 000 000 401	General Supplies		\$815.00	
	PO#:	Voucher #:	91593	Invoice	Invoice No:	180702	4/13/2022	Paid Amt:	\$815.00
								Check Amount:	\$815.00
2689	FIN	64799	00226		CENTER SPORTS INC		Check		
				E 01	300 294 200 000 401	General Supplies		\$173.82	
	PO#:	Voucher #:	91591	Invoice	Invoice No:	AAD012698	4/13/2022	Paid Amt:	\$173.82
								Check Amount:	\$173.82
2689	FIN	64800	9372		SPARKLE CAR WASH		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$44.10	
	PO#:	Voucher #:	91592	Invoice	Invoice No:	248606	4/13/2022	Paid Amt:	\$44.10
								Check Amount:	\$44.10

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	64801	10102		BRIAN MAUER		Check
				E 01	300 294 200 000 305	Consult & Serv.fees, BASEBALL 04/16/2022	\$124.50
PO#:	Voucher #:	91594	Invoice		Invoice No: 04/13/2022	4/13/2022	Paid Amt: \$124.50
							Check Amount: \$124.50
2689	FIN	64802	9434		INTERNATIONAL ACADEMY OF SCIENCE		Check
				E 01	300 211 011 155 406	Instructional Software License	\$900.00
PO#:	Voucher #:	91595	Invoice		Invoice No: 84835	4/13/2022	Paid Amt: \$900.00
							Check Amount: \$900.00
2689	FIN	64803	00096		EDGERTON CHRISTIAN ELEM		Check
				E 03	005 760 000 720 360	Transp Cntrt W/Public Reg, MARCH 2022	\$3,373.20
PO#:	Voucher #:	91596	Invoice		Invoice No: 04/13/2022	4/13/2022	Paid Amt: \$3,373.20
							Check Amount: \$3,373.20
2689	FIN	64804	9784		SCHOLASTIC BOOK FAIRS - 15		Check
				B 01	206 504	Elem Book Fair, SPRING 2022	\$2,001.38
PO#:	Voucher #:	91597	Invoice		Invoice No: FAIR ID 5195850	4/13/2022	Paid Amt: \$2,001.38
							Check Amount: \$2,001.38
2689	FIN	64805	9366		SYNCB/AMAZON		Check
				E 01	300 211 000 320 460	Am Indian Ed Grant Textbooks	\$27.05
				E 01	207 361 849 000 430	Instructional Supply	\$260.68
				E 01	005 110 000 000 401	General Supplies	\$85.17
				E 01	300 420 000 740 433	Individualized Mat.	\$287.58
				E 01	103 640 173 316 401	General Supplies	\$79.99
				E 01	103 620 591 000 401	General Supplies	\$29.99
				E 01	005 810 000 000 401	General Supplies	\$179.55
				E 01	103 203 171 000 401	General Supplies	\$241.95
				E 01	300 050 172 000 401	General Supplies	\$108.73
				E 01	103 216 000 401 401	General Supplies	\$7.99
				E 01	103 640 171 316 401	General Supplies	\$175.52
				E 01	300 710 305 000 401	General Supplies	\$963.94
				E 01	103 201 171 000 430	Instructional Supply	\$145.88
PO#:	Voucher #:	91598	Invoice		Invoice No: 6045787810217568	4/13/2022	Paid Amt: \$2,594.02
							Check Amount: \$2,594.02
2689	FIN	64806	6855		Baker & Taylor Books		Check
				E 04	005 591 000 000 470	Library Books	\$267.52
PO#:	Voucher #:	91603	Invoice		Invoice No: 2036636747	4/19/2022	Paid Amt: \$267.52
							Check Amount: \$267.52

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	64807	7170		ENABLING DEVICES		Check
				E 01	300 403 000 740 433 Individualized Mat.		\$644.60
	PO#:	Voucher #:	91604	Invoice	Invoice No: 0466102-IN	4/19/2022	Paid Amt: \$644.60
							Check Amount: \$644.60
2689	FIN	64808	8925		VAST BROADBAND		Check
				E 01	005 810 000 000 320 Communications/Phone, 4/10-5/9		\$1,647.36
	PO#:	Voucher #:	91602	Invoice	Invoice No: 000459101	4/19/2022	Paid Amt: \$1,647.36
							Check Amount: \$1,647.36
2689	FIN	64809	7051		FIRST STATE BANK SOUTHWEST		Check
				E 06	005 870 000 000 520 Build Acq/Construct		\$31,367.80
	PO#:	Voucher #:	91606	Invoice	Invoice No: 04/19/2022	4/19/2022	Paid Amt: \$31,367.80
							Check Amount: \$31,367.80
2689	FIN	64810	9764		THOMPSON ELECTRIC COMPANY		Check
				E 06	005 870 000 000 520 Build Acq/Construct		\$95,413.83
	PO#:	Voucher #:	91608	Invoice	Invoice No: 04/19/2022	4/19/2022	Paid Amt: \$95,413.83
							Check Amount: \$95,413.83
2689	FIN	64811	5181		TRANE		Check
				E 06	005 870 000 000 520 Build Acq/Construct		\$1,489.29
	PO#:	Voucher #:	91607	Invoice	Invoice No: 04/19/2022	4/19/2022	Paid Amt: \$1,489.29
							Check Amount: \$1,489.29
Report Total:							\$574,762.31

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	HS	52126	6131		TRAVIS DETHLEFS		Check		
				E 21	005 298 944 301 401	Robotics		\$438.13	
PO#:	Voucher #:	91464	Invoice	Invoice No:	03/21/2022		3/21/2022	Paid Amt:	\$438.13
								Check Amount:	\$438.13
2689	HS	52127	5249		VISA		Check		
				E 21	005 298 956 301 401	Winter Concessions		\$55.48	
				E 21	005 298 956 301 401	Winter Concessions		\$11.54	
				E 21	005 298 913 301 401	Baseball		\$243.00	
PO#:	Voucher #:	91470	Invoice	Invoice No:	9897		3/23/2022	Paid Amt:	\$310.02
								Check Amount:	\$310.02
2689	HS	52128	5249		VISA		Check		
				E 21	005 298 922 301 401	FFA		\$111.21	
				E 21	005 298 913 301 401	Baseball		\$374.05	
				E 21	005 298 939 301 401	Spanish Club		\$1,098.00	
PO#:	Voucher #:	91471	Invoice	Invoice No:	0671		3/24/2022	Paid Amt:	\$1,583.26
								Check Amount:	\$1,583.26
2689	HS	52129	01622		PEPSI-COLA BOTTLING CO.		Check		
				E 21	005 298 956 301 401	Winter Concessions		\$215.60	
PO#:	Voucher #:	91531	Invoice	Invoice No:	WINTER CONC.		4/5/2022	Paid Amt:	\$215.60
								Check Amount:	\$215.60
2689	HS	52130	9186		TAHER, INC.- BIN# 135092		Check		
				E 21	005 298 934 301 401	MS Student Council, MS DANCE		\$86.40	
PO#:	Voucher #:	91534	Invoice	Invoice No:	1037		4/6/2022	Paid Amt:	\$86.40
								Check Amount:	\$86.40
2689	HS	52131	7485		AMY LORANG		Check		
				E 21	005 298 925 301 401	French Club		\$174.55	
PO#:	Voucher #:	91535	Invoice	Invoice No:	04/06/2022		4/6/2022	Paid Amt:	\$174.55
								Check Amount:	\$174.55
2689	HS	52132	01916		BRIAN BOS		Check		
				E 21	005 298 948 301 401	Wrestling Club, STATE		\$210.00	
PO#:	Voucher #:	91537	Invoice	Invoice No:	04/06/2022		4/6/2022	Paid Amt:	\$210.00
								Check Amount:	\$210.00
2689	HS	52133	8902		KRISTIN ZOLLNER		Check		
				E 21	005 298 916 301 401	Cheerleading		\$75.75	
PO#:	Voucher #:	91605	Invoice	Invoice No:	04/19/2022		4/19/2022	Paid Amt:	\$75.75
								Check Amount:	\$75.75
								Report Total:	\$3,093.71

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
August	2016-2017	20	97	78	89	82	82	99	82	93	80	81	105	57	83	19	1147	45
	2017-2018	26	101	91	75	86	82	86	103	84	87	91	73	104	56	17	1162	
	2018-2019	30	105	76	90	71	85	79	86	103	81	85	95	69	96	18	1169	90
	2019-2020	22	109	87	74	86	73	80	83	80	105	83	89	78	73	15	1137	73
	2020-2021	25	86	79	79	69	84	73	78	81	79	108	86	80	83	14	1104	67
	2021-2022	23	101	78	81	82	71	86	73	77	79	79	112	74	72	12	1100	68
September	2004-2005	18	80	78	81	85	80	85	100	106	92	93	108	95	95	27	1243	
	2005-2006	16	69	70	71	84	86	80	95	94	105	103	90	112	90	28	1211	33
	2006-2007	19	96	61	77	77	85	83	81	100	93	111	86	91	106	25	1191	32
	2007-2008	37	82	92	59	74	78	93	82	84	97	103	101	88	84	23	1177	32
	2008-2009	28	91	77	93	71	77	85	89	85	82	95	99	94	85	24	1175	34
	2009-2010	29	104	84	75	93	65	81	89	87	79	89	91	96	92	24	1178	35
	2010-2011	35	108	86	85	71	93	70	79	84	90	91	75	81	90	22	1160	33
	2011-2012	33	98	94	82	88	72	90	70	77	83	98	86	79	80	22	1152	34
	2012-2013	36	96	93	87	81	83	76	94	69	75	97	90	80	71	24	1152	34
	2013-2014	41	89	88	96	87	91	80	78	97	64	79	91	77	74	22	1154	34
	2014-2015	31	89	87	85	94	82	92	84	73	108	71	75	77	78	24	1150	46
	2015-2016	28	88	85	85	87	100	82	93	87	68	112	64	79	73	19	1150	37
	2016-2017	24	100	79	90	79	84	100	82	93	79	80	105	57	76	19	1147	42 (plus 16 in ECSE)
	2017-2018	28	96	92	73	85	80	86	103	84	88	91	72	101	56	17	1152	90
	2018-2019	35	102	74	86	72	82	79	82	98	79	88	86	73	97	18	1151	95
	2019-2020	25	105	88	73	83	68	83	80	78	107	87	86	79	67	15	1124	78
	2020-2021	25	83	77	78	69	84	75	78	80	76	108	81	77	83	14	1088	63
	2021-2022	24	105	78	80	82	71	89	73	76	80	78	108	72	75	12	1103	75
October																		
(MARSS)	2005-2006	17	69	70	73	84	86	80	95	93	103	103	91	113	90	28	1217	33
	2006-2007	21	95	63	77	77	87	81	82	100	94	111	86	90	104	25	1193	32
	2007-2008	30	85	91	59	74	79	94	84	85	96	102	100	88	85	23	1175	32
	2008-2009	32	92	75	93	69	78	84	90	83	81	95	100	95	82	24	1173	34
	2009-2010	32	104	84	73	93	64	79	86	87	78	89	89	94	91	24	1167	35
	2010-2011	33	107	85	85	71	89	69	79	83	89	89	74	78	89	22	1142	34

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
	2011-2012	33	98	93	81	87	72	91	69	77	83	99	87	78	79	22	1149	35
	2012-2013	38	95	93	87	81	82	75	93	69	74	97	89	79	72	24	1148	34
	2013-2014	37	89	88	94	87	88	81	79	98	65	86	88	81	73	22	1156	34
	2014-2015	31	89	87	86	94	82	91	85	73	106	72	73	77	78	24	1148	47
	2015-2016	29	88	85	85	85	100	81	91	87	68	111	62	80	72	20	1144	39
	2016-2017	26	99	80	88	79	84	100	81	92	78	80	104	56	75	19	1141	46 (\$ped included)
	2017-2018	28	95	92	73	85	80	85	102	86	84	91	72	101	54	17	1145	93
	2018-2019	33	100	74	86	72	80	79	81	97	77	88	84	72	95	18	1136	93
	2019-2020	25	104	89	73	83	68	83	78	78	104	85	84	79	65	15	1113	78
	2020-2021	27	83	79	77	71	84	76	79	80	75	107	81	76	80	14	1089	66
	2021-2022	24	106	78	81	82	70	90	74	76	81	79	107	72	73	12	1105	78
November																		
	2005-2006	17	68	72	75	84	87	81	97	93	103	99	86	109	90	28	1211	33
	2006-2007	32	93	64	76	76	88	82	81	99	93	109	83	90	102	25	1193	32
	2007-2008	32	88	92	60	75	79	94	85	85	96	100	99	87	83	26	1181	33
	2008-2009	36	91	76	94	68	78	84	90	84	80	94	101	95	81	24	1176	34
	2009-2010	34	105	86	73	94	65	78	85	88	77	89	86	95	92	24	1171	35
	2010-2011	32	108	86	86	71	90	69	78	83	89	87	75	78	91	22	1145	34
	2011-2012	33	98	92	82	88	72	91	67	77	82	98	85	78	79	22	1144	35
	2012-2013	45	94	94	86	82	82	73	95	69	74	97	87	78	71	24	1151	34
	2013-2014	36	90	87	94	87	88	80	78	98	66	86	88	82	73	22	1155	34
	2014-2015	30	88	88	86	92	80	90	86	73	106	71	74	78	78	24	1144	47
	2015-2016	26	90	86	85	86	100	82	92	86	67	111	62	79	73	20	1145	43
	2016-2017	30	96	80	89	79	82	98	81	92	78	79	103	54	73	19	1133	44 (\$ped Inc)
	2017-2018	29	97	93	73	85	80	86	102	86	84	90	71	101	54	17	1148	95
	2018-2019	34	101	74	87	73	80	80	80	100	78	87	84	71	97	18	1144	90
	2019-2020	26	106	92	73	84	69	84	82	81	103	87	86	79	65	15	1132	78
	2020-2021	28	82	81	79	71	84	77	77	80	77	108	81	76	82	14	1097	66
	2021-2022	24	109	80	84	79	70	90	74	76	82	80	106	71	72	12	1109	79
December																		
	2005-2006	27	68	72	76	84	87	82	98	92	103	98	86	110	90	28	1223	33
	2006-2007	31	92	65	76	76	88	82	80	97	93	109	84	89	102	25	1189	32
	2007-2008	31	88	93	60	75	79	92	85	84	95	100	99	87	83	26	1177	33
	2008-2009	38	92	74	95	70	78	84	89	86	79	94	100	95	81	24	1179	34

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
	2009-2010	35	106	86	74	93	64	76	85	87	76	88	86	94	91	24	1165	35
	2010-2011	33	107	86	86	70	90	69	78	83	89	86	75	78	89	22	1141	35
	2011-2012	35	97	92	83	88	71	91	69	77	82	98	85	78	79	22	1147	35
	2012-2013	45	96	96	87	86	83	72	94	69	75	98	87	78	70	24	1160	35
	2013-2014	36	90	87	92	86	87	82	78	99	65	87	84	77	73	22	1145	34
	2014-2015	30	89	88	85	92	79	90	86	71	104	69	73	79	77	25	1137	47
	2015-2016	28	90	86	86	86	100	82	92	86	67	111	61	80	73	19	1147	43
	2016-2017	31	96	80	88	80	83	99	82	93	78	78	103	57	73	19	1140	45
	2017-2018	30	95	92	73	84	79	86	103	86	84	88	71	101	54	17	1143	95
	2018-2019	36	103	74	86	73	79	81	82	101	80	88	85	71	99	18	1156	92
	2019-2020	28	107	91	73	84	69	83	81	81	102	87	86	79	65	15	1131	81
	2020-2021	30	82	80	79	71	82	77	75	80	77	110	81	75	82	14	1095	66
	2021-2022	24	107	79	84	78	70	91	72	76	82	81	104	72	72	12	1104	80
January																		
	2005-2006	28	69	73	76	85	87	83	98	91	103	100	86	106	89	28	1225	33
	2006-2007	32	91	65	75	77	89	82	81	97	95	108	84	88	103	25	1192	32
	2007-2008	35	86	94	60	76	79	90	87	85	95	101	99	87	83	26	1183	33
	2008-2009	38	92	74	96	70	76	84	91	87	79	95	98	93	81	24	1178	34
	2009-2010	35	105	86	72	93	63	77	84	87	77	89	84	94	91	24	1161	36
	2010-2011	40	106	86	85	70	90	70	77	84	88	88	75	79	90	22	1150	36
	2011-2012	38	98	91	83	88	72	93	69	76	83	99	85	78	79	22	1154	35
	2012-2013	44	95	95	86	85	82	74	94	69	73	97	87	77	69	24	1151	35
	2013-2014	37	90	86	93	84	90	81	78	98	63	86	85	80	75	22	1148	34
	2014-2015	32	88	87	85	93	79	89	85	72	104	68	73	80	78	24	1137	48
	2015-2016	30	89	88	86	86	99	83	95	86	68	109	62	80	73	19	1153	43
	2016-2017	31	96	79	86	79	83	99	82	93	77	78	106	57	72	19	1137	66
	2017-2018	33	94	92	73	83	79	84	104	86	82	88	71	99	52	17	1137	92
	2018-2019	36	102	74	86	74	79	82	82	103	81	88	85	71	97	18	1158	94
	2019-2020	28	109	90	71	83	70	82	81	82	103	87	85	79	65	15	1130	79
	2020-2021	31	84	80	78	70	83	77	76	80	76	110	78	75	79	14	1091	68
	2021-2022	25	107	81	84	78	70	91	72	76	81	84	104	75	72	12	1112	82
February																		
	2005-2006	29	67	74	74	85	86	83	99	91	103	101	84	105	88	28	1224	33
	2006-2007	38	91	63	76	78	88	81	79	96	95	108	84	89	106	25	1197	32

July 2022 - June 2023

July 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-No School
11 – Early Dismissal – 2:00
18, 25 – Early Dismissal – 2:00
20 – End of First Semester
23- Workday/No School
20 – S 21-T 20-P

August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29-31 – In-Service
0-S 3-T 2-P

February 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1 – Early Dismissal – 2:00
8 – Early Dismissal – 2:00
15, 22 – Early Dismissal – 2:00
20 – President’s Day/No School
19-S 19-T 19-P

September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 – In-Service
5 – Labor Day
6 – First Day of School
21-28 Early Dismissal – 2:00
19-S 20-T 19-P

March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1, 8 – Early Dismissal – 2:00
14 -Township Elec/No Mtgs
15 – Early Dismissal – 2:00
17 – No School
22, 29 – Early Dismissal – 2:00
22-S 22-T 22-P

October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 – Early Dismissal – 2:00
12 - Early Dismissal – 2:00
19 – 2:00 Dismiss 20-21 MEA
26 – Early Dismissal – 2:00
19-S 19-T 19-P

April 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6-7,10 – Spring Break
12 – Early Dismissal – 2:00
19 – Early Dismissal – 2:00
26 – Early Dismissal – 2:00
17-S 17-T 17-P

November 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2,9,16,30 – Early Dismissal 2:00
8 – Election Day/No Mtg/Act
11 – Veteran’s Day/No Mtgs
23 – In-Service/No School
24 – Thanksgiving/25-No School
19-S 20-T 20-P

May 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 – Early Dismissal – 2:00
10 – Early Dismissal – 2:00
17 – Early Dismissal – 2:00
28 - Graduation
29 – Memorial Day
22-S 22-T 22-P

December 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7 – Early Dismissal – 2:00
14 – Early Dismissal – 2:00
23-30 – Winter Break/No School
16-S 16-T 16-P

June 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 – Last Day of School
2 - Workday
1-S 2-T 2-P

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum of school board members-or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific

description of those matters.

- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or interactive technology in compliance with Minn. Stat. § 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative offices.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.

2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)

- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege.

Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.

- e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:

- (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- (2) active investigative data collected or created by a law enforcement agency;
- (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- (4) an individual's personal medical records.

- b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:

- (1) to determine the asking price for real or personal property to be sold by the school district;
- (2) to review confidential or nonpublic appraisal data; and
- (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.

- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting

must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures))
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary

action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the

designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public-school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the

name of group represented (if any), and the subject to be covered or the issue to be addressed.

2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities

involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures;
Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head
Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination;
Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School
Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts
or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance about the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minnesota Statutes section 466.07, subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that the school board member or employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minnesota Statutes Section 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district must provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.
- C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 and to the Family Educational Rights and Privacy Act, 20 United States Code § 1232g, and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, to the employee will inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official designated as the responsible authority for the collection, use, and dissemination of data.

D. Service of Subpoenas

School district officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minnesota Statutes section 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision whether to reimburse shall be made in the school board's discretion. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. To promote that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless extenuating circumstances exist, the matter being investigated is school-related, or as otherwise provided by law.
2. If questioning at school is unavoidable, the school district will attempt to maintain confidentiality to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes section 260E.22), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) and 20 United States Code section. 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel; Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)

Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308(1975)

Adopted: 4/15/1996
Revised: 1/23/2006, 8/26/2019
Revised: 4/25/2022

PAS Policy 305
Orig. 1995
Rev. 2022

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school district policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school board policies. These procedures, guidelines, and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Adopted: 7/15/1996
Revised: 2/27/2006, 2/24/2017
Revised: 7/22/2019, 7/27/2020, 9/27/2021
Revised: 4/25/2022

PAS Policy 414
Orig. 1995
Rev. 2022

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. Ch. 260E 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 that:
 - 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 (Juvenile Safety and Placement) 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 maltreated or has been maltreated within the preceding three years.

- E. “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.
- F. “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, or other care required for the child’s physical or mental health when reasonably able to do so;
 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, 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;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s 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 as defined in state law 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, 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 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 that 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 occur solely because the child’s parent, guardian, or other person

responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care. .

- G. "Nonmaltreatment mistake" occurs when: (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.
- H. "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 employee or agent, 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.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child 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 that 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 that 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 that 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 that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination,

or judgment, or that result in sickness or internal injury, or that 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.

- J. "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 maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "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.
- L. "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 that 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 that requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- 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 (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative..

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.

- B. An oral report shall be made immediately 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 assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, 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 custodial or 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. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- 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, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering 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 the alleged offender or parent, legal guardian, or 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 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 an interview on school property.
- C. Except where the alleged offender 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 offender 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. Ch. 260E (Reporting of Maltreatment of Minors)
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)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. DEFINITIONS

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. “Vaping” means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on

school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent

such access from occurring.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon 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. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. 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.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School

Disclosure of
Violence or Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting to Professional
Educator Licensing and Standards Board or Board of School
Administrators)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate
discharge of teachers with license revocations due to child or sex abuse
convictions)
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position
of authority” as well as detailing various sex offenses)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher or a related service professional when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher or a related service professional which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

477 SCHOOL VEHICLE USE POLICY

I. PURPOSE

The purpose of this policy is to communicate the proper use of school vehicles and the responsibilities when using the vehicle.

II. REQUESTING A SCHOOL VEHICLE

- A. Generally, school-owned vehicles should be reserved as soon as the need for their use is determined. Reserving the vehicle(s) should be done online at <https://www.pas.k12.mn.us/page/5466/3510>. The keys can be picked up from Deb Peschon in the District Office.
- B. Whenever possible the person(s) taking the longest trip will have priority. If a longer trip arises, previously scheduled trips cannot be bumped without 24-hour notice. Whenever there is a trip change, the parties will discuss the modified arrangement.
- C. There will be a travel log provided with the vehicle to be completed. All receipts for school-owned vehicle usage, including fuel, oil, etc., must be submitted upon the return of the vehicle at the completion of the trip. For budget and financial accountability, departments using the school-owned vehicle will be billed at a rate determined by the annual cost per mile for the use of the vehicle.

III. SCHOOL-OWNED VEHICLE USAGE

- A. School vehicles are for the exclusive use of employees and other individuals involved in school business. Unauthorized occupants are not allowed nor are vehicles to be used for personal use. Persons other than school employees are allowed as passengers only when necessary for conducting school business. Specific notification of passengers must be provided to the school prior to travel.
- B. Use of a school vehicle to or from an employee's residence is prohibited except under very limited circumstances. A school vehicle may be used by a school employee to travel to or from an employee's residence under the following circumstances:
 - 1. If the employee has been assigned the use of a school vehicle for authorized school business away from the work station to which the employee is permanently assigned, and the number of miles traveled or the time needed to conduct the business will be minimized if the employee uses a school vehicle to travel to the employee's residence before or after traveling to the place of school business.
 - 2. Prior approval has been attained from the superintendent's office.
- C. Unauthorized personal use of a school vehicle may be grounds for disciplinary action.
- D. All school vehicles are smoke free.

- E. Electronic radar detectors are not permitted in school vehicles.
- F. The school vehicle must be returned to the storage site facility in the same condition in which the vehicle was received, **fully fueled and clean**. The driver will complete and turn in the trip log.
- G. The school owned vehicle will have a fuel card provided. Before filling the tank, make sure the card is accepted at the gas station. The following items can be purchased with the card:
 - 1. Fuel
 - 2. Oil
 - 3. Washer Fluid
 - 4. Emergency roadside assistance include – tow, jump, one gallon of gas or a locksmith.
 - 5. Carwash
 - 6. Parking Fees
 - 7. No other vehicle maintenance, repairs, services or merchandise purchases are to be charged on the fuel service card.
- H. If a fuel card is lost or stolen, it must be reported immediately to the Business Office. When fuel, repairs or service must be paid for with cash or a personal credit card, the driver must submit a voucher to the business office. Original receipts are required.
- I. The vehicle shall not be used for any of the following prohibited uses:
 - 1. Operation by an unauthorized driver.
 - 2. Operation by any driver under the influence of intoxicants, drugs or any other substance known to impair driving ability.
 - 3. For any illegal purpose.
 - 4. Operated in any abusive or reckless manner.
 - 5. Carrying or transporting firearms, intoxicants, drugs or any controlled substances.
 - 6. Towing or pushing anything.
 - 7. Operated in any race, test or contest.
 - 8. Operated off-road.
- J. Fines resulting from traffic citations involving either moving vehicle or parking violations are the obligation of the driver responsible for the vehicle involved and must be reported to the superintendent the next business day.

IV. PARKING AND STORAGE OF SCHOOL VEHICLE

- A. Parking of school vehicles shall be the responsibility of the driver.
 - 1. Vehicles shall have the keys removed and remained locked when parked.
 - 2. Vehicles shall be parked in a lot, if available; however, if no other parking is available, vehicles may be parked on the street if not in violation of local ordinance.
- B. The school vehicle shall be parked in the school parking lot when not in use.

V. USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

A. Employees are allowed to use their personal vehicles to conduct business and receive mileage reimbursement at the rate set forth by the school board if approved by the superintendent. When two or more are riding in one car, only the driver is compensated.

B. In the event the school-owned vehicle is in use, employees will be required to provide their own vehicle and will be paid at the mileage reimbursement rate set forth by the school board.

VI. REQUEST FOR REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

A. When travel is completed employees are to submit completed travel and expense reports to the Business Office. The report must be approved and forwarded to the payroll office who will process the request.

1. Travel and expense reports shall be accompanied by the following:
 - a. Receipt which must include date of service, itemized description of service and amount paid.
 - b. No item of expense shall be approved if a receipt is missing.
 - c. Credit card receipts are not sufficient documentation of expense unless they contain all of the information indicated above.
 - d. For claiming mileage, document the purpose of the travel and total miles traveled to and from the conference, workshop, seminar or meeting site.

VII. LIABILITY INSURANCE/DRIVERS LICENSE

A. Employees shall not drive any vehicle, personal or school-owned, on school business without a valid driver's license of the appropriate classification. Driving records and driver's license status of school employees who use school vehicles for school business will be checked on an annual basis.

B. It is the employee's responsibility to notify his/her supervisor if their license has been revoked or if there is any reason why they cannot drive a vehicle.

C. Employees are required to have liability insurance in compliance with Minnesota Statute 65B.49 in effect on all personal vehicles used for school purposes or while performing school business. The school may at any time require proof of such insurance.

D. Any employee transporting students to school related activities shall have completed Type III training and have a copy of that training certificate with them while transporting students.

VIII. SAFETY, ACCIDENTS, CLAIMS AND THEFT REPORTING

A. Safety: Employees are expected to operate vehicles in a safe and conscientious manner at all times. Seat belts are to be worn by all occupants at all times. All laws are to be obeyed.

B. Drivers will immediately report any accident, damage or theft to the law enforcement authority for the jurisdiction where the accident, damage or theft occurred. Drivers will deliver copies of documents, when received to the superintendent's office. Drivers will

cooperate fully with the Pipestone Area Schools' insurer in the investigation and defense of any claim or lawsuit.

IX. ACCIDENTS

In the event of an accident or any damage to a school vehicle, the driver must:

- A. Obtain all of the following information:
 - 1. Names and addresses of all vehicle occupants and any injured people.
 - 2. Location where injured were taken.
 - 3. Name and address of other vehicle owner and driver.
 - 4. Other vehicle license number and description of the other vehicle(s) including, make, model, color, etc.
 - 5. Names and addresses of all witnesses.
 - 6. Name of policy agency, police department and accident report number.

- B. Do not admit liability or make any statements concerning the accident, except to police.

X. THEFT

- A. Drivers are required to immediately report the theft of a school vehicle to local law enforcement and their immediate supervisor.

XI. ADDITIONAL INFORMATION

- A. Traffic Laws: Drivers of school vehicles are required to observe and obey all traffic laws regarding the operation of a motor vehicle including speed limits. Drivers of school vehicles are responsible for all fines and penalties imposed for parking or traffic violations with respect to the school vehicle while the school vehicle is in their possession.

- B. Any employee found in violation of this policy or making false claims shall be subject to corrective action, including discipline, termination of employment, and/or applicable State or Federal laws.

479 EMPLOYEE USE OF SOCIAL MEDIA

I. PURPOSE

The purpose of this policy is to address employee use of social media in the classroom and also to provide guidance to employees on the maintenance of professional ethics and boundaries when utilizing social media in their personal and professional lives. Employees must avoid posting any information or engaging in communications that violate state and/or federal laws along with District policies.

Pipestone Area Schools recognizes the value of staff inquiry, investigation and innovation using new technology tools to enhance the learning experience. The District also recognizes its obligation to ensure responsible and safe use of these technologies.

II. DEFINITIONS

- A. **Public Social Media Networks** are defined to include various forms of discussion and information sharing including; social networks, blogs, video sharing, podcasts, message boards, online forums or similar outlets.
- B. **District-adopted, password protected online social media** are interactive media within the District's electronic technologies network or which the District has approved for educational use. The district has greater authority and responsibility to protect minors from inappropriate content and can limit public access with this forum.

III. CLASSROOM USE OF ONLINE SOCIAL MEDIA

Staff may elect to utilize District-adopted, password protected online social media in the classroom for purposes of instruction. Staff may also elect to use public online social media in the classroom for purposes of instruction. Use of online social media in the classroom is subject to the following:

- A. Employees must ensure that student work, private student data and student images are not made public on public online social media sites unless written parental permission has been obtained.
- B. When utilizing either type of online social media in the classroom, employees shall ensure compliance with any applicable terms of use of the online social media site.
- C. An employee's use of any social media network and an employee's posting, displays or communications on any social media network must comply with all state and federal laws and any applicable District policies.

- D. Before creating any official Pipestone Area Schools social networking sites on a non-school site (such as Facebook and Twitter) you must contact the Technology Coordinator. If approved, the site creator must include the official District Logo, a link to the District's homepage and a respective Pipestone Area Schools email and telephone number; notify the Technology Director of the site location so the site can be added to Pipestone Area Schools social networking monitoring tool. Upon approval you will be given additional information that will need to be placed on the social media site.

IV. PERSONAL USE OF PUBLIC ONLINE SOCIAL MEDIA BY EMPLOYEES

The decision to make personal use of public online social media is left to the discretion of each employee. Our District does not monitor employee use of public online social media; however, we may take appropriate responsive action when it becomes aware of, or suspects conduct or communication on a public online social media site that adversely affects the workplace or violates applicable professional codes of ethics.

Because readers of social media networks may view the employee as a representative of the District, the District requires employees to observe the following rules when referring to the District, its schools, students, programs, activities, employees, volunteers and communities on any social media networks.

- A. An employee's use of any social media network and an employee's posting, displays or communications on any social media network should comply with all state and federal laws and any applicable District policies.
- B. Employees should consider their role as school personnel before posting or communicating content that is obscene, profane, vulgar, harassing, threatening, bullying, libelous or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior or sexual harassment.
- C. Employees should not use their District e-mail address for communications on public social media networks for personal use.
- D. Employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the District. **Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by Principals, Superintendent or the Superintendent's designee.**
- E. Employees may not disclose information on any public online social media site that is private, confidential or owned by the District, its students, or employees or that is protected by data privacy or copyright laws or District Policy 406 Public and Private Personnel Data and District Policy 515 Protection and Privacy of Student Records.
- F. Employees may not use or post a District or school logo on any public online social media site without permission from Principals, Superintendent or the Superintendent's designee.

- G. Employees have responsibility for maintaining appropriate employee- student relationships at all times. This includes using professional judgment when necessary or the safety of students online and responding appropriately as a mandated reporter when applicable.

Employees are expected to serve as positive ambassadors for Pipestone Area Schools and to remember they are role models to students in the community. Employees will be held responsible for their disclosure, whether purposeful or inadvertent, of confidential or private information that violates the privacy rights or other rights of a third party, or for the content of anything communicated by the employee on any online social media site. An employee who fails to comply with the guidance set forth in this policy may be subject to disciplinary action and other consequences, up to and including termination, subject to applicable collective bargaining agreements.

480 EMPLOYEE RETIREMENT RECOGNITION

I. PURPOSE

The purpose of this policy is to recognize employees who retire from Pipestone Area Schools by showing appreciation and thanks by presenting a retirement gift for said employee's years of service.

II. GENERAL STATEMENT OF POLICY

- A. Said employee must be retiring from the district.
- B. Gift shall not be a monetary award.
- C. Retirement gift will be set by the school board.

III. DEFINITION

"Retirement" means the action or fact of leaving one's job, career, or occupation permanently. If eligible, said retired employee may still sub within the district at the superintendent's discretion.

IV. PROCEDURES

Upon retirement, any employee who has worked for Pipestone Area Schools shall receive a gift of appreciation which will be given at the end of the school year.

- A. 0-19 Years of Service – An engraved plaque, purchased from a store or vendor, at the superintendent or his designee's discretion.
- B. 20+ Years of Service – An engraved clock, purchased from a store or vendor, at the superintendent or his designee's discretion.
- C. Upon the end of a school board member's term, he or she will receive an engraved plaque, purchased from a store or vendor, at the superintendent or his designee's discretion.

Legal References: Minn. Stat. § 123B.02, (General Powers of Independent School Districts) Subd. 14a (Employee Recognition)

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or

older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minnesota Statutes section 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- K. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;

5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This

provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

L. "Parent" for students 18 years old or older is the student.

M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications

remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

- Legal References:**
- Minn. Stat. § 13.32 (Student Health Data)
 - Minn. Stat. § 121A.21 (Hiring of Health Personnel)
 - Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
 - Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)

 - Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
 - Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
 - Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
 - Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
 - Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
 - Minn. Stat. § 152.01 (Definitions)

 - Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
 - Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
 - 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
 - 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be

a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property 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 district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district 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, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions or comments should contact Sarah Landin, MS/HS Social Worker, 1401 7th St SW, Pipestone, MN 56164, 504-562-6011. This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

IV. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

The following grievance procedure applies to claims of sex, disability, and racial discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 90 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. 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 grievance of unlawful discrimination. If the complaint involves a human rights officer, the complaint shall be filed directly with Jeff Baatz, School Board Chair, Jeff.Baatz@pas.k12.mn.us
- D. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- E. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

INVESTIGATION

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- 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 other methods deemed pertinent by the investigator.

- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.
- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.
- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Compliant Procedures."

SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the 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 shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

TITLE IX COORDINATOR

Rick Zollner
1401 7th St. SW
Pipestone, MN 56164
507-562-6099
rick.zollner@pas.k12.mn.us

SECTION 504 COORDINATOR

Sarah Landin
1401 7th St. SW
Pipestone, MN 56164
507-562-6111
sarah.landin@pas.k12.mn.us

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 agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

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

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

For complaints of employment discrimination:

Equal Employment Opportunity Commission
330 S. 2nd Avenue, Suite 720
Minneapolis, MN 55401
800-669-4000
TDD 800-669-6820

Legal References:

42 U.S.C. Ch. 126 (Equal Opportunity for Individuals with Disabilities)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Adopted: _____

PAS Policy 523
Orig. 1995
Rev. 2022

Revised: 8/26/2019, 4/25/2022

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in the school district's policies are applicable to students as well as to employees. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to students:

- Policy 413 Harassment and Violence
- Policy 417 Chemical Use and Abuse
- Policy 418 Drug-Free Workplace/Drug-Free School
- Policy 419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
- Policy 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power

of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team, building administrator, or the building

administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, 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.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minnesota Statutes section 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the

equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;

5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes Chapter .260E;
6. Physical holding (as defined in Minnesota Statutes section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes section 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals

for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

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PAS Policy 550

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Reviewed: 4-25-2022

STUDENT ACCELERATION TO HIGHER- LEVEL ATHLETIC ACTIVITIES POLICY

I. PURPOSE

The purpose of this policy is to provide guidelines for the promotion of middle school athletes to compete at a high school level.

II. GENERAL STATEMENT OF POLICY

It is the general policy of Pipestone Area School District not to accelerate students from Middle School (grades 7-8) athletic programs to high school (grades 9-12) athletic programs. Participation by students on athletic teams representing the high school of Pipestone Area School will normally be limited to those students who regularly attend high school classes. Such teams constitute an integral part of the total education program and are primarily designed to serve the needs of the high school students. This represents a basic guideline for athletic participation in our school district. However, on rare occasions, a middle school athlete in the 7th or 8th grade may be so physically gifted that consideration should be given to allowing the student to leave their middle school team and compete at the high school level. Such a decision requires a thoughtful and critical look at:

- 1) The needs of the student athlete and concern for their physical, mental and emotional well-being.
- 2) The effect on the student athlete's current grade level team.
- 3) The displacement of student athlete's currently on the team of the proposed acceleration.

At the middle school, emphasis shall be placed on participation and skill development as compared to the philosophy of stronger competitiveness and playing to win at the high school level.

III. DEFINITIONS:

Grades 9-12 shall be considered as the high school program.

Grades 7-8 shall be considered the middle school programs considered for acceleration.

IV. EXCEPTION:

Some 9th grade or junior varsity sports may have limited participants. A 9th grade or junior varsity sport that has limited participants may temporarily accelerate middle school participants on an as needed basis. The varsity coach of the activity must submit

a written request of need to temporarily accelerate middle school participants to the Activities Director or High School Principal or in their absence the Superintendent in absence of the principal. These students would continue to play at their respective middle school level. This acceleration is intended to allow the district to field a team in a time when its current players are not available (because of injury, illness, etc.). The administrator will make a determination if the temporary acceleration is necessary. A permission form will be signed by the parents or guardians of the middle school athlete who is being accelerated. It must be turned in to the athletic director prior to the participation. The coach is responsible to verify that the permission has been signed and turned into the activities director.

V. PROCEDURE

1. A formal request from the coach to the activities director must be made to accelerate the athlete and must be in writing.
2. A meeting will then take place between the head coach of the sport involved, the principal and the activities director. The three will discuss any issues (academic, social, eligibility, physical abilities, etc.) and make a consensus decision.
3. A meeting with both parents if available will be held to discuss the advancement.
 - a. If the consensus decision was a “no” a meeting will be held with the parent(s) to explain the rationale for saying “no”.
 - b. If the consensus decision was a “yes” a meeting will be held with the parent(s) to explain the advantages and disadvantages of acceleration.
4. The coach will be responsible to have both custodial parents sign all documents. The documents signify a meeting took place and the parents agreed the student athlete would be accelerated.

VI. PROBLEM CLAUSE

Within the course of the season, if the move is not working for the student, a meeting can be initiated by either the parent or the coach with the activities director and the principal to discuss any problems. If it is deemed that the move has not been the correct thing for the student, the student can be assigned to return back to their original team. However, the student cannot play on their original team and a higher level team at the same time.

VII. REFERENCES

MSHSL Bylaws - 105, 302, 109, 303.4 and 105.00 Interpretations

Advantages of Acceleration:

1. Need to challenge the athletes by placing with and against better competition.
2. Opportunity to participate in increased number of contests.
3. The athlete may experience frustrations due to the disparity in skill level if they continue to play at present level.
4. More opportunities will exist for the athletes from the team the player left. A non-starter now may become a starter.
5. The competition for positions on the team they are moved to may be increased, which may improve intensity and skill development for everyone.
6. Athletes will be given an opportunity to advance their skill level in a team sport just as they can in an individual sport.

Disadvantages of Acceleration:

1. The parents and athletes of members of the team the athlete is moving to will feel they or their child is being displaced.
2. The athletes/parents from the team they are leaving and the team they are going to could disagree with the promotion causing socialization issues in school and the community for the accelerated athlete.
3. Athletes will sometimes feel they are not connected to any team.
4. The team the athlete is moving from loses a role model and an extra peer teacher to help that team develop better skills.
5. Expectations for the accelerated athlete may be greater by the coaches, parents and fans. These expectations may not be realized and thus a sense of failure may emerge.
6. An increased time commitment, longer season, split shifts at practice, transportation issues, etc. may negatively impact school work and home responsibilities.
7. The continuity of the grade level team and the team accelerated to could be high disrupted.
8. Acceleration may open the athlete up to scrutiny by parents, classmates and community members.
9. The injury and risk factor is increased due to participation against bigger, faster and stronger athletes.

I _____, agree that my child,
Name of Parent

_____ may be accelerated in _____ in
Name of Student Sport

accordance with Pipestone Area School's Athletic Acceleration Policy. I also realize this acceleration is permanent.. I have read the policy and realize that I can say no to this suggested action.

___ I want my child accelerated on a permanent basis.

___ I do not wish my child accelerated on a permanent basis.

Parent

Date

Head Varsity Coach

Date

Athletic Director

Date

603 CURRICULUM DEVELOPMENT

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
 - 1. Provide for articulation of courses of study from kindergarten through grade twelve.
 - 2. Identify minimum objectives for each course and at each elementary grade level.
 - 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
 - 4. Provide a program for ongoing monitoring of student progress.

5. Provide for specific, particular, and special needs of all members of the student community.
 6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
 7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
 8. Meet all applicable requirements of the Minnesota Department of Education and federal law.
- D. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minnesota Statutes section 120B.12, Subd. 2.
- E. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes section 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.
- F. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently No Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
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 Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English
Language Development)
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)

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

- A. The school board accepts its responsibility to identify, evaluate, and provide special education and related services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all qualified children with a disability are provided special education and related services that are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (Definition of Child with a Disability)
Minn. Stat. §§ 125A.027, 125A.03, 125A.08, 125A.15, and 125A.29
(District Obligations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education
Improvement Act of 2004)

611 HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public-school students.

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

- 1. Minnesota State High School League-sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
- b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in

the Minnesota State High School League.

- c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public-school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

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PAS Policy 709
Orig. 1995
Rev. 2017

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the

second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.
 - f. No fighting, harassment, intimidation, or horseplay.

- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student’s ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning
 2nd offense – 3 school-day suspension from riding the bus
 3rd offense – 5 school-day suspension from riding the bus
 4th offense – 10 school-day suspension from riding the bus/meeting with parent
 Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning
 2nd offense – 5 school-day suspension from riding the bus
 3rd offense – 10 school-day suspension from riding the bus
 4th offense – 20 school-day suspension from riding the bus/meeting with parent
 5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student’s consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school

bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days

from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will

not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a

vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;

- (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied

consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.

- h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
- i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
- j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
- k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

- a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

- b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 3. A school bus operated under this section must bear a current certificate of inspection.
 - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date

of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
1. the student's name and address;
 2. the nature of the student's disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school

district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of

Commercial Driver)

Minn. Stat. § 171.321 (Qualifications of School Bus Driver)

Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)

Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)

Minn. Stat. Ch. 245C (Human Services Background Studies)

Minn. Stat. § 609.02 (Definitions)

Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)

49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)

49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)

49 C.F.R. § 383.5 (Transportation Definitions)

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750 GENERAL FUND BALANCE POLICY

I. PURPOSE

It is the desire of the school board to contribute to the successful education of students through sound fiscal management by maintaining a reasonable and responsible fund balance. The board recognizes that it has a responsibility to adhere to Minnesota statutes and Generally Accepted Accounting Practices (GAAP). The board further understands the need to be mindful of its obligation to the public trust and the rightful demand for accountability from its constituencies. The purpose of this policy is to establish guidelines for maintaining an acceptable fund balance.

II. GENERAL STATEMENT OF POLICY

- A. The board recognizes that the following conditions exist relative to financing the operation of a public school system:
1. Receipt of revenue from state and local sources is irregular when compared to the expenditure of funds, thereby creating periodic cash flow deficits during the year.
 2. Funds not needed to meet operating expenses provide opportunities to generate additional income through investment.
 3. Receipt of state revenue is subject to legislative change.
 4. Unexpected unaudited situations, including the following may occur during a fiscal year:
 - a. Rescission of state aid and/or state shut down.
 - b. Mandated, but not funded, state or federal programs.
 - c. Increased utility costs due to price increases or inclement weather.
 - d. Greater than expected inflation.
 - e. Unanticipated deficits in other operating funds.
 - f. Costs incurred due to natural disasters.
 - g. Increased fuel costs for bussing.
 5. Maintenance of an adequate, stable fund balance is important to the establishment of a

good credit rating for the district.

6. A fund balance reserve is important to the sound financial management of the district.

The policy of the school district is to classify its fund balances based on the nature of the particular net resources reported in the separate funds of the district. Fund Balance Categories will be identified according to the guidelines in Governmental Accounting Standards Board(GASB) Statement No. 54. Fund Balance categories will include Nonspendable, Restricted, Committed, Assigned and Unassigned.

- B. The Board of Education shall strive to maintain a fund balance of between 25% and 34% of total operating expenditures to fund balance. The fund balance shall be defined as the sum of the non-spendable, restricted, committed, assigned and unassigned fund balances in the General Fund. Total operating expenditures will include the expenditures in the funds noted above.

III. DEFINITIONS

- A. Nonspendable fund balance-Represents amounts that cannot be spent due to form such as inventories, prepaids, long-term loans and notes receivable, and property held for resale(unless the proceeds are restricted, committed or assigned).
- B. Restricted fund balance-Represents amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
- C. Committed fund balance-represents amounts constrained for a specific purpose determined by the School District Board of Directors. It requires formal action by the same group to remove or change the constraints placed on resources.
- D. Assigned fund balance-represents amounts constrained by the school district's intent To be used for a specific purpose, but are not restricted or committed. The School Board has delegated the authority to assign amounts to the District Business Manager and Superintendent. Assigned amounts or changes to Assigned amounts will be presented to the School Board for review.
- E. Unassigned fund balance-Represents resources available to meet current and future years' expenditures.

IV. GUIDELINES

The school board hereby establishes the following order for resource use:

non-spendable fund balance, Restricted fund balance, Committed fund balance, assigned fund balance, and Unassigned fund balance. Journal entries at the end of the fiscal year may be used to accomplish this.