

BECKER PUBLIC SCHOOLS
School Board Meeting Agenda

Monday, November 8, 2021 at 6:30 PM

Regular Meeting

Teaching & Learning Center, Becker High School

12000 Hancock Street

Becker, MN 55308

1. PROCEDURAL ITEMS	
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High School
11th & 12th Grade
Band & Choir Trip Proposal

Nashville/Memphis

March 31st-April 4th
2022

History & Purpose:

- This year will mark the 4th combined band/choir trip at BHS
- Experience musical and historical culture from other parts of the US
- Performance opportunities in wonderful venues
- Improve musicianship by working with music professionals from another part of the country
- Build stronger relationships with other members of their band/choir groups through traveling together
- Helps continue to build strong and vital music programs at BHS

Day 1 Thursday, March 31st

2:30 pm Load luggage and instruments. Bring dinner in a bag. Don't forget to pack everything you need for the night – toothbrush, medications, change of clothes

3:00 pm Depart for Nashville, TN (14 hours + stops: stops will be made every 4 hours) meals on your own.

Day 2 Friday, April 1st

Breakfast stop on your own and freshen up for the day.

9:30 am Visit the **Nashville's Country Music Hall of Fame**.

11:00 am Depart to the **Nashville's Farmers Market** for lunch on your own.

12:30 pm Depart for downtown Nashville for free time.

3:00 pm Depart for hotel to freshen up.

4:30 pm Depart for dinner near **Grand Ole Opry** (2 groups – 2 restaurants) *Included*

7:00 pm **Grand Ole Opry Concert**

Back Stage Tour of the **Grand Ole Opry** following concert.

Depart for hotel.

Day 3 Saturday, April 2nd

7:00 am Breakfast at hotel *included*

Check out and load luggage.

8:15 am Depart for Nashville's RCA Studio

9:00 am **Nashville's RCA Tour** (*including a Band & Choir recording session - based on availability*)

11:30 am **Wildhorse Saloon** for lunch and line-dancing *included*

3:30 pm Free time for souvenir shopping

5:30 pm Dinner at **Hard Rock Café** *included*

7:00 pm Depart for Memphis (Drive time: 4 hours)

9:30 pm Check in to your Memphis area hotel.

Day 4 Sunday, April 3rd

7:00 am Breakfast at hotel *Included*

8:00 am Depart for **University of Memphis (1 hr clinic each)**

Band Clinic (8:30 – 9:30)

Choir Clinic (9:30 – 10:30)

10:30 am Depart for Graceland.

11:00 am Admission to **Graceland Mansion - Elvis Experience**

After tour of the Mansion, time for souvenir shopping.

1:00 pm Depart for the National Civil Rights Museum (lunch on your own enroute)

2:30 pm **National Civil Rights Museum**

4:00 pm Depart to **Bass Pro Shop Memphis**

5:30 pm Depart to **Alfred's on Beale** for dinner *included*

7:00 pm Free time on Beale Street

8:00 pm Depart for hotel.

Day 5 Monday, April 4th

6:00 am Breakfast at hotel *included*

7:00 am Check out of hotel and load coaches

7:30 am Depart for home.

11:59 pm Arrive at High School.

Trip Highlights:

- Visit the Country Music Hall of Fame
- Watch a Concert at the Grand Ole Opry
- Tour Nashville's RCA Studio and Recording Session
- Visit Graceland Mansion
- University of Memphis band and choir clinic

Cost and Other Information:

- Our tour company is Leisure Time Tours, St. Cloud, MN
- The cost per student will be around \$900 - First deposit will be in November.
- We will be traveling via Motor Coach.
- Students have had fundraising opportunities to help offset the cost of this trip
- The trip coincides with our Spring Break this year - students will only miss the last block of school at the end of the day on Mar. 31st to load buses and depart for trip
- We have always used a 10:1 chaperone to student ratio
- We will be staying in the same hotel throughout trip
- Students and parents sign a contract stating they will follow MSHSL and Becker High School rules while on our trip.

COVID Protocol

- **Travel Insurance** - option for families - Safe Endeavor
<http://www.safeendeavor.com/wpcc/affiliate/ltt> - Ensure full refund if student tests positive before we leave on trip
- **While on the trip** - follow procedures as we have done in the past - if a student not feeling well, chaperones assist with accompanying and supervising - parents will be contacted
- **Unforeseen group cancellation** - tour company will refund money less a \$50 per student cancellation fee

Thank You!

**We look forward to making this
happen for our band & choir
students this year!**

Chair Jurek called the regular meeting of the School Board of District #726 to order on the 4th day of October, 2021 at 6:30 p.m. in the Teaching & Learning Center.

Roll Call.

Members present: Cindy Graham, Aaron Jurek, Ryan Obermoller, Connie Robinson (remotely), Sarah Schafer (remotely), Mark Swanson

Members absent: None

Others present: Jeremy Schmidt, Superintendent

Citizen Comments: Student Austin Clemen
 Presentation by Early Childhood Staff

Reports, provided by Superintendent Schmidt, School Board Student Representatives, TRAK, Certified Negotiations and 284 Negotiations

Motion by Ryan Obermoller, seconded by Mark Swanson, to ***Approve the Consent Agenda, as amended:***

- Remove ***First Reading Policy 470*** and ***Second Reading 524*** from the agenda. This will be brought back to the board in the future.
- Move ***Resolution for Election Judges*** to Regular Agenda for Roll Call Vote.

Upon roll call vote, motion carried unanimously.

CONSENT AGENDA

MINUTES: September 13, 2021 Regular School Board Meeting

FINANCIAL REPORT

EXPENDITURES

Fund	2021-22	September 2021	2021-22	Remaining	%
	Budget		Year-to-Date	Budget	Spent
General	35,337,094	2,921,378	4,814,566	30,522,528	13.62%
Food Service	1,732,509	80,906	137,278	1,595,231	7.92%
Community Service	1,543,562	126,172	292,224	1,251,338	18.93%
Debt Service	3,426,201	-	414,308	3,011,893	12.09%
	\$ 42,039,366	\$ 3,128,456	\$ 5,658,376	\$ 36,380,990	13.46%

DISBURSEMENTS – in the amount of \$1,312,085.55

PERSONNEL

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
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Aaseby, Sarah	Change in Hours	Administrative Assistant	HS	3 Hours Per Day (was 3.5)	Multi	n/a	10/1/21	Use Current
Aaseby, Sarah	Change in Hours	Special Education Paraprofessional	HS	3.5 Hours Per Day (was 3)	Multi	n/a	10/1/2021	Use Current
Agnew, Cindy	Resignation	Volleyball Coach	MS	Seasonal	BEA - Schedule C	n/a	09/10/21	n/a
Barthel, Kali	Resignation	Transportation Paraprofessional	Bus Garage	1.5 Hours Per Day	NonUnion	n/a	9/14/2021	n/a
Bauer, Chery	New	Food Service Worker	HS	2 Hours, 25 Minutes Per Day	NonUnion	K. Steffens	10/04/21	\$14.25 Per Hour
Beck, Sam	Increase in Hours	Special Education Paraprofessional	MS	30 Minutes Per Day	Multi	n/a	10/01/21	Use Current
Beck, Susan	Resignation	Camp Opportunity Lead	IS/PS	4.5 Hours Per Day	Camp Opportunity	n/a	9/17/2021	n/a
Crowley, Nick	New	Special Education Paraprofessional	HS	6.5 Hours Per Day	Multi	B. Gunderson	9/20/2021	\$16.41 Per Hour (Step 1)
Fluck, Katie	Increase in Hours	Special Education Paraprofessional	MS	30 Minutes Per Day	Multi	n/a	10/01/21	Use Current
Goenner, Marlene	Resignation	Special Education Paraprofessional	PS	4 Hours, 45 Minutes Per Day x 4 Days Per Week	Multi	n/a	11/30/21	n/a
Gunderson, Brittany	Resignation	Special Education Paraprofessional	HS	6.5 Hours Per Day	Multi	n/a	09/01/21	n/a
Hodges, Stacy	New	Special Education Paraprofessional	IS	6.5 Hours Per Day	Multi	R. Elvester	9/9/2021	\$18.42 Per Hour (Step 5)
Jorgenson, Madison	New	Camp Opportunity Lead	PS/IS	5.5 Hours Per Day	Camp Opportunity	n/a	10/7/2021	\$15.72 Per Hour
Lemire, Jeanne	Increase in Hours	Special Education Paraprofessional	PS	15 Minutes Per Day	Multi	n/a	10/01/21	Use Current
Marx, Kyanna	New	8th Grade Volleyball Coach	MS	10 Seasonal	BEA - Schedule C	J. Vesledahl	9/20/2021	\$2,240 Per Season

Miller, Ashley	Increase in Hours	Special Education Paraprofessional	PS	15 Minutes Per Day	Multi	n/a	10/1/21	Use Current
Niedfeldt, Tyler	Resignation	7th Grade Boys Basketball Caoch	MS	Seasonal	BEA - Schedule C	n/a	09/20/21	n/a
Olson, JeNee	Correction to Lane Placement	Behavior Interventionist	IS	1 FTE	BEA	n/a	Beginning of 21-22 School Year	MA15 Lane
Opsted, Breann	New	Special Education Paraprofessional	MS	6.5 Hours Per Day	Multi	n/a	9/22/21	\$17.89 Per Hour (Step 4)
Pritzl, Dawn	New	Special Education Paraprofessional	HS	7 Hours Per Day	Multi	n/a	9/15/2021	\$18.77 Per Hour (Step 6)
Puckett, Lorie	Increase in Hours	Special Education Paraprofessional	PS	15 Minutes Per Day	Multi	n/a	10/1/21	Use Current
Revier, Allison	Increase in Hours	Special Education Paraprofessional	MS	30 Minutes Per Day	Multi	n/a	10/1/21	Use Current
Rosenow, Jessica	New	Ala Carte Cashier	HS	2 Hours, 15 Minutes Per Day	NonUnion	K. Johnson	9/21/2021	\$14.25 Per Hour
Sakry, Sheileen	Increase in Hours	Special Education Paraprofessional	PS	15 Minutes Per Day	Multi	n/a	10/1/21	Use Current
Skelton, Carrie	Increase in Hours	Special Education Paraprofessional	PS	15 Minutes Per Day	Multi	n/a	10/1/21	Use Current
Spanier, Julie	Increase in Hours	Special Education Paraprofessional	PS	15 Minutes Per Day	Multi	n/a	10/01/21	Use Current
Spoden, Kim	Change in Assignment	Transportation Dispatcher (was Bus Driver)	Bus Garage	8 Hours Per Day	Transportation	n/a	9/27/2021	\$27.44 Per Hour
Spoden, Kim	Resignation	Bus Driver	Bus Garage	2 Routes Per Day	Transportation	n/a	9/24/2021	n/a
Stroman, Brittany	Increase in Hours	Special Education Paraprofessional	HS	15 Minutes Per Day	Multi	n/a	10/01/21	Use Current
Thorpe, Mary	Additional Assignment	EL Teacher	District-Wide	11 .5 FTE	BEA	A. Nelson-Sivertson	9/15/21	Use Current

Tierney, Tonya	End of Assignment	Camp Opportunity Lead	IS/PS	40 Hours Per Week	Camp Opportunity	n/a	9/16/21	n/a
Vesledahl, Judee	Resignation	Volleyball Coach	MS	Seasonal	BEA - Schedule C	n/a	09/10/21	n/a

MEMORANDUM OF UNDERSTANDING WITH LOCAL 284

AGREEMENTS BETWEEN BECKER PUBLIC SCHOOLS AND ARCHITECT, CONSTRUCTION MANAGER

Motion by Mark Swanson, seconded by Ryan Obermoller, to *Approve the Resolution Approving Election Judges*. Upon roll call vote, motion carried unanimously.

Becker Public Schools received a positive Review and Comment, and it is a requirement to hold a *Public Hearing to Discuss Commissioner’s Review & Comment*.

Motion by Mark Swanson, seconded by Cindy Graham, to *Accept the Following Gifts*:

Donor Name	Description of Gift	Purpose of Gift
Becker Lions	\$2,000.00	Heart Rate Monitors for PE Dept.
Becker PTSA	\$300.00	Dance Team Expenses
Clear Lake Lions	\$2,000.00	Dance Team Uniforms
Clear Lake Lions	\$1,000.00	Heart Rate Monitors for PE Dept.
Dylan's Hope Foundation	\$15,000.00	Mental Health Program
Santiago Lions	\$1,000.00	Heart Rate Monitors for PE Dept.

Motion carried unanimously.

Motion by Mark Swanson, seconded by Ryan Obermoller, to *Approve the Following Policy Recommendations*:

- | | | |
|------------|---------|--|
| 102 | Revised | Equal Educational Opportunity |
| 406 | Revised | Public and Private Personnel Data |
| 413 | Revised | Harassment and Violence |
| 501 | Revised | School Weapons |

Motion carried unanimously.

The meeting was adjourned at 7:25 p.m.

Aaron Jurek, Chair

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 Ryan Obermoller, Clerk

Recorder: Angela Oswald

**BECKER PUBLIC SCHOOLS
MONTHLY FINANCIAL REPORT
October 2021**

EXPENDITURES

Fund	2021-22 Budget	October 2021	2021-22 Year-to-Date	Remaining Budget	% Spent
General	35,337,094	2,691,259	7,505,825	27,831,269	21.24%
Food Service	1,732,509	178,832	316,110	1,416,399	18.25%
Community Service	1,543,562	122,066	414,290	1,129,272	26.84%
Debt Service	3,426,201	-	414,308	3,011,893	12.09%
	\$ 42,039,366	\$ 2,992,157	\$ 8,650,533	\$ 33,388,833	20.58%

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
Aeshliman, Melissa	New	Paraprofessional	Small Wonders	3.25 Hours Per Day x 2 Days	NonUnion	n/a	10/04/21	\$14.25 Per Hour
Beck, Sam	Additional Time	Special Education Paraprofessional	MS	Additional 30 Minutes Per Day	MultiUnit	n/a	10/11/2021	n/a
Blomquist, Carolyn	Additional Assignment	Mid-Day Bus Driver	Bus Garage	1.75 Hours Per Day	Transportation	n/a	9/13/2021	\$51.25 Per Route
Buntrock, Elizabeth	New	Camp Opportunity	PS/IS	3 Hours Per Day	Camp Opportunity	C. Hinrichs	11/8/2021	\$9.60 Per Hour
Fluck, Katey	Additional Time	Special Education Paraprofessional	MS	Additional 30 Minutes Per Day	MultiUnit	n/a	10/11/2021	n/a
Handel, Toni	New	Camp Opportunity Lead: One-on-One	PS/IS	4 Hours Per Day	Camp Opportunity	n/a	11/1/2021	\$15.72 Per Hour
Heimerl, Dayna	New Assignment	Special Education Paraprofessional	MS	7 Hours Per Day	MultiUnit	D. Hosier	10/18/21	Use Current Wage
Henry, Lynnea	Resignation	Administrative Assistant to the Principal	HS	8 Hours Per Day	MultiUnit	n/a	09/10/21	n/a
Hosier, Denise	Resignation	Special Education Paraprofessional	MS	7 Hours Per Day	MultiUnit	n/a	9/30/21	n/a
Lawrence, Abigail	Additional Assignment	Safety Patrol Supervisor	IS	30 Minutes Per day	MultiUnit	J. Spear	11/03/21	Use Current Wage
Lemire, Jeaanne	Resignation	Paraprofessional	PS	7 Hours Per Day	MultiUnit	n/a	11/30/2021	n/a
Lemire, Jeaanne	Correction to Increase in Hours from October	Paraprofessional	PS	10 Minutes	MultiUnit	n/a	10/1/21	Use Current Wage
Lommel, Samantha	Change in Assignment	Administrative Assistant to the Principal	PS	8 Hours Per Day	MultiUnit	P. Tessin	11/15/21	Step 1: \$16.41 Per Hour
Offerdahl, Denise	Resignation Correction to Increase in Hours from October	Paraprofessional	IS	3.25 Hours Per Day	MultiUnit	n/a	10/27/21	n/a
Puckett, Lorie		Paraprofessional	PS	10 Minutes	MultiUnit	n/a	10/1/21	Use Current Wage
Revier, Allison	Additional Time Correction to Increase in Hours from October	Special Education Paraprofessional	MS	Additional 30 Minutes Per Day	MultiUnit	n/a	10/11/2021	n/a
Sakry, Sheileen		Paraprofessional	PS	10 Minutes	MultiUnit	n/a	10/01/21	Use Current Wage
Sjoquist, Erick	New	Asst. Boys Hockey Coach	HS	Seasonal	BEA - Schedule C	J. Hartfiel	11/15/21	\$3,708 Per Season
Spear, Jessica	Resignation	Safety Patrol Supervisor	IS	1 Hour Per Day	MultiUnit	n/a	10/26/21	n/a
Spear, Jessica	New Assignment	Bus Supervisor	IS	1 Hour Per Day	MultiUnit	D. Offerdahl	10/27/2021	n/a
Stone, Sierra	New	Camp Opportunity	PS/IS	4 Hours Per Day	Camp Opportunity	C. Hinrichs	11/15/2021	\$14.13 Per Hour
Tessin, Peggie	Resignation	Administrative Assistant to the Principal	PS	8 Hours Per Day	MultiUnit	n/a	11/12/21	n/a
Thorpe, Mary	Resignation	.5 Special Education, .5 FTE EL Teacher	IS/District	1 FTE	BEA	n/a	10/27/21	n/a
Thorpe, Mary	New Assignment	EL Teacher	District	1 FTE	BEA	A. Nelson-Sivertson	10/27/21	Use Current Wage
Vekved, Mariah	New	COVID Technician	District	7 Hours Per Day	MultiUnit	n/a	10/26/21 Through June 30, 2022	\$16.89 Per Hour
Venberg, Brooklyn	Resignation	Camp Opportunity	PS/IS	Varied	Camp Opportunity	n/a	10/14/21 10/26/21	n/a
Whitney, Brook	New	COVID Technician	District	7 Hours Per Day	MultiUnit	n/a	through June 30, 2022	\$17.89 Per Hour
Wilhelm, Grace	New	Camp Opportunity	PS/IS	4 Hours Per Day x 3 Days Per Week	Camp Opportunity	n/a	10/26/21	\$14.13 Per Hour
Wuollet, Brent	New	Asst. Gymnastics Coach / Spotter	HS	Seasonal	BEA - Schedule C	J. Wiley	11/8/2021	\$3,708 Per Season

FORM A

RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of _____ recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of _____ supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Date

Board Chair/Head of School

Date

Board Clerk – Treasurer/ Finance Director

Becker 726

Board

Classified NEGOTIATIONS COST SHEET SUMMARY

Hours on Staff Roster 160558

Settlement Date 10/6/21

Make NO Entries on this Worksheet

	2019-20	%Change	2020-21	% Change	2021-22
SALARY SCHEDULE & PART-TIME SALARIES					
SALARY RATE CHANGES	\$ 3,190,709	2.14%	\$ 3,258,909	3.07%	\$ 3,359,017
CAREER INCREMENT PAY	\$ 69,872	50.13%	\$ 104,897	0.51%	\$ 105,434
<i>Schedule and Part Time Salaries Total</i>	\$ 3,260,581	3.17%	\$ 3,363,807	2.99%	\$ 3,464,452

SPECIAL ASSIGNMENT SALARIES					
CUSTODIAN LEAD PAY	\$ 12,327	0.00%	\$12,327	8.33%	\$13,354
BOILER & POOL CERTIFICATIONS	\$ 8,632	0.00%	\$ 8,632	0.00%	\$ 8,632
LONGEVITY PAY	\$ 11,366	8.64%	\$ 12,349	9.29%	\$ 13,496
FOOD SERVICE CERTIFICATION	\$ 7,195	0.00%	\$ 7,195	0.00%	\$ 7,195
ADMINISTRATIVE ASSIST. TO PRINCIPLE AND DIREC	\$ -		\$ -		\$ 12,539
<i>Special Assignment Salaries Total</i>	\$ 39,520	2.49%	\$ 40,502	36.33%	\$ 55,215

INSURANCE RELATED BENEFITS (TRA & FICA are not charged to these expenditures)					
Health Insurance	\$ 1,206,066	0.87%	\$ 1,216,508	0.89%	\$ 1,227,362
Dental Insurance	\$ 60,815	0.00%	\$ 60,815	0.00%	\$ 60,815
Life Insurance	\$ 9,332	0.00%	\$ 9,332	0.00%	\$ 9,332
Long Term Disability	\$ 16,831	3.16%	\$ 17,362	3.39%	\$ 17,950
Other Benefits	\$ -		\$ -		\$ -
<i>Total Insurance Related Benefits Costs</i>	\$ 1,293,044	0.85%	\$ 1,304,017	0.88%	\$ 1,315,460

SALARY MATCHING PROGRAMS (TRA & FICA are not charged to these expenditures)					
<i>District Expenditures for Salary Match Programs</i>	\$ 72,750	7.97%	\$ 78,546	3.01%	\$ 80,910

PERA and FICA					
<i>TRA & FICA are computed on Schedule and Extra Salaries</i>					
	7.50%		7.50%		7.50%
PERA	\$ 247,508	3.16%	\$ 255,323	3.39%	\$ 263,975
	7.65%		7.65%		7.65%
FICA	\$ 252,458	3.16%	\$ 260,430	3.39%	\$ 269,255
<i>Total TRA and FICA Costs</i>	\$ 499,965	3.16%	\$ 515,753	3.39%	\$ 533,230

<i>Read the comment in the cell below</i>		%Change	% Change
TOTAL TWO YEAR AGREEMENT COSTS	\$5,165,860	2.65%	\$5,302,625
	<i>2019-20</i>		<i>2020-21</i>
	Dollar Increase in Each Year		\$136,765
	Dollar Increase Per FTE in Each Year (FTE=2080 hrs)		\$1,772
	Dollar Increase Per FTE over Two Years		\$3,671
	Sum or Year (1) Percentage and Year (2) Percentage		5.41%
	Weighted Percent for Settlement (2xYr1+Yr2)/3		2.69%

<i>Salary Adjustments Anticipated from Staffing Changes, Severance, and Retiree Benefits</i>		\$0	\$0
TOTAL TWO YEAR ANTICIPATED SALARY COSTS	\$5,165,860	\$5,302,625	\$5,449,266
Comment	PERCENTAGE CHANGE	2.65%	2.77%

BECKER

726

Board

TEACHER NEGOTIATIONS COST SHEET SUMMARY 2021-2023

Dollar Amount Adjustments to Salary Schedule

	2021-22	2022-23
Dollar Amount Adjustments to Salary Schedule	0	0
Percentage Adjustments to Salary Schedule	1.00%	1.00%
Sum of 2 Year % Increase	5.13%	

Percentage Adjustments to Salary Schedule

Sum of 2 Year % Increase

#FTE's 189.75

Proposal Date 9/16/21

Make NO Entries on this Worksheet

	2020-21	%Change	2021-22	% Change	2022-23
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SALARY SCHEDULE & PART-TIME SALARIES

SALARY RATE CHANGES	\$ 13,103,246	2.22%	\$ 13,394,730	2.06%	\$ 13,671,091
LANE CHANGES	-		\$ 52,500	100.00%	\$ 105,000
Co-Curricular Salaries	\$413,752	1.00%	\$417,890	1.00%	\$422,068
ECFE/SR teachers	\$ 186,368	2.27%	\$ 190,598	2.33%	\$ 195,033
Longevity	\$ 284,000	13.03%	\$ 321,000	12.15%	\$ 360,000
<i>Schedule and Part Time Salaries Total</i>	\$ 13,987,366	2.78%	\$ 14,376,717	2.62%	\$ 14,753,192

Benefit Costs

Health Insurance	\$ 2,853,618	1.50%	\$ 2,896,422	1.50%	\$ 2,939,869
HRA Contribution Cost	\$ 89,674	0.00%	\$ 89,674	0.00%	\$ 89,674
HSA Contribution Cost	\$ 294,263	-0.75%	\$ 292,050	-8.44%	\$ 267,392
Life Insurance	\$ 17,647	0.00%	\$ 17,647	0.00%	\$ 17,647
Dental Insurance Cost	\$ 152,324	0.00%	\$ 152,324	0.00%	\$ 152,324
Employer Match 403B	\$ 295,625	4.02%	\$ 307,500	4.29%	\$ 320,700
Other Benefits	-		-		-
<i>Total Insurance Related Benefits Costs</i>	\$ 3,703,151	1.42%	\$ 3,755,617	0.85%	\$ 3,787,605

Compensation totals for TRA and FICA \$ 13,987,366 \$ 14,376,717 \$ 14,753,192

TRA and FICA

<i>TRA & FICA are computed on Schedule and Extra Salaries</i>	8.13%		8.34%		8.55%
TRA	\$ 1,137,173	5.44%	\$ 1,199,018	5.20%	\$ 1,261,398
	7.65%		7.65%		7.65%
FICA	\$ 1,070,034	2.78%	\$ 1,099,819	2.62%	\$ 1,128,619
<i>Total TRA and FICA Costs</i>	\$ 2,207,206	4.15%	\$ 2,298,837	3.97%	\$ 2,390,017

Read the comment in the cell below

	2020-21	%Change	2021-22	% Change	2022-23
TOTAL TWO YEAR AGREEMENT COSTS	\$19,897,723	2.681%	\$20,431,171	2.445%	\$20,930,814
Dollar Increase in Each Year			\$533,448		\$499,643
Dollar Increase Per FTE in Each Year			\$2,811		\$2,633
Dollar Increase Per FTE over Two Years					\$5,444
Sum or Year (1) Percentage and Year (2) Percentage					5.126%
Weighted Percent for Settlement (2xYr1+Yr2)/3					2.602%
MSBA (2) Year Percentage					3.936%

Salary Adjustments Anticipated from Staffing Changes, Severance, and Retiree Benefits

	\$0		\$0		\$0
TOTAL TWO YEAR ANTICIPATED SALARY COSTS	\$19,897,723		\$20,431,171		\$20,930,814
Comment	PERCENTAGE CHANGE	2.68%		2.45%	

November, 2021

Policy 706 Acceptance of Gifts permits the school board to accept donations or gifts under the terms of the policy. I recommend accepting the gifts as described below.

Donor Name	Description of Gift	Purpose of Gift
Becker Lions Club	\$1,500.00	Girls Soccer Program
Becker Lions Club	\$5,000.00	Robotics
Becker Lions Club	\$3,000.00	School Readiness: Supplement Tuition for Families Unable to Pay
Becker Lions Club	\$3,000.00	BBB Leadership Group
BYSA	\$200.00	Robotics
Clear Lake Lions	\$5,000.00	Robotics
Clear Lake Lions	\$750.00	BBB Leadership Group
Clear Lake Lions	\$1,000.00	Girls Swim/Dive Team
Palmer Day Committee	\$200.00	Gymnastics Team (for working at Palmer Days)
Palmer Day Committee	\$700.00	Girls Soccer Program (for volunteering at Palmer Days)
Speer, Rick	\$400.00	PS School Supplies, Clothes, etc.
Xcel Energy	\$200.00	Robotics

INDEPENDENT SCHOOL DISTRICT NO. 726
(BECKER PUBLIC SCHOOLS), MINNESOTA

Pursuant to due call and notice thereof, a special meeting of the School Board of Independent School District No. 726, (Becker Public Schools), Minnesota, was held on the 8th day of November, 2021, at 6:30 o'clock PM.

The following Board Members were present: Cindy Graham, Aaron Jurek, Ryan Obermoller, Connie Robinson, Sarah Schafer, Mark Swanson

and the following were absent: None

RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT SPECIAL ELECTION
HELD ON NOVEMBER 2, 2021

BE IT RESOLVED by the School Board of Independent School District No. 726 (Becker Public Schools), as follows:

1. It is hereby found, determined and declared that the special election of the voters of this district held on November 2, 2021, was in all respects duly and legally called and held.
2. As specified in the attached Abstract and Return of Votes Case, a total of 2171 voters of the district voted at said election on the question of the Approving the Issuance of General Obligation School Building Bonds (District Question 1), of which 1403 voted in favor, 763 voted against the same.
3. Question 1, having received the approval of at least a majority of such votes, is hereby declared to have passed.
4. As specified in the attached Abstract and Return of Votes Case, a total of 2171 voters of the district voted at said election on the question of the Approving the Issuance of General Obligation School Building Bonds (District Question 2), of which 1199 voted in favor, 966 voted against the same.
5. Question 2, having received the approval of at least a majority of such votes, is hereby declared to have passed.
6. The school district clerk is hereby directed to certify the results of the special election to the County Auditor of Sherburne County.
7. The school district clerk is further directed to notify the Commissioner of Education of the results of the special election and to provide the certified vote totals for the ballot question in written form within 15 days after the results of the election have been certified by the school board.

(Attach Abstract and Return of Votes Cast)

CLERK'S CERTIFICATE AS TO ABSTRACT AND RETURN OF VOTES CAST

STATE OF MINNESOTA)
) SS
COUNTY OF SHERBURNE)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 726 (Becker Public Schools), State of Minnesota, do hereby certify that I have carefully compared the attached copy of the Abstract and Return of Votes Cast in the November 2, 2021 election, with the original thereof on file and of record in my office and the same is a full, true and complete copy thereof.

WITNESS MY HAND officially as Clerk of said School District this 8th day of November, 2021.

School District Clerk

Abstract of Votes Cast
Independent School District No. 726 Becker
at the Special Election
Held Tuesday, November 2, 2021
Compiled from the Official Returns.

Summary of Totals
Independent School District No. 726 Becker

Number of persons registered as of 7 a.m.	7994
Number of persons registered on Election Day	63
Number of accepted regular, armed forces and temporarily overseas absentee ballots	289
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	2172

Summary of Totals
Independent School District No. 726 Becker

SCHOOL DISTRICT QUESTION 1 (ISD 726)

YES	No
1403	763

SCHOOL DISTRICT QUESTION 2 (ISD 726)

YES	No
1199	966

We, the school board members of Independent School District No. 726 Becker, certify that we have canvassed the returns of the Special Election held on Tuesday, November 2, 2021, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 726 Becker.

Witness our official signature at Becker Public Schools in Sherburne County this 8th day of November, 2021.

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

State of Minnesota
Independent School District No. 726 Becker

I, Ryan Obermoller, Clerk of the Independent School District No. 726 Becker do hereby certify the within and foregoing pages to be a full and correct copy of the original abstract and return of the votes cast at the Independent School District No. 726 Becker Special Election held on Tuesday, November 2, 2021.

Witness my hand and official seal of office this 8th day of November, 2021.

Adopted: June 3, 2013

Revised:

470 POLITICAL CAMPAIGNS AND ACTIVITIES

I. PURPOSES

The purpose of this policy is to recognize the participation of students and employees in political issues. Further, the purpose of this policy is to define limitations on procedures and guidelines for the participation of students and employees in political campaigns, partisan or non-partisan election activities, and the distribution of political or partisan materials.

II. GENERAL STATEMENT OF POLICY

A. The school district will maintain neutrality as to all political campaigns and issues. The school district will not expend public funds or resources to advocate for particular candidates or for only one side of a controversial question. However, the school district may expend reasonable amounts to apprise voters in the school district of facts pertinent to school election, bond issue or referendum.

B. The school district recognizes the rights of students and employees to participate in political campaigns and political issues, elections and public service and the right of students to pursue an education conducted in a suitable academic environment free from disruption.

C. To protect First Amendment rights, while at the same time preserving the integrity of the education objectives and responsibilities of the school district, the school board adopts the following regulations and procedures.

III. DEFINITIONS

A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material. This includes, but not limited to, posting on a wall, bulletin board or other building surface, or anywhere on school district property; leaving items for pick up by interested persons; directly giving items to persons; or placing items in rooms in a school district building.

B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored material include, but are not limited to, leaflets, brochures, buttons, badges, fliers, petitions, posters, and underground newspapers, whether written by students or employees.

C. “Nonschool person” means any person who is not currently enrolled as a student in or employed by the school district.

D. “Political materials” include, but are not limited to, any paper, handbill, poster, booklet, brochure, advertisement, sample ballot, display, or audio or video presentation, that pertains to a political candidate or political issue.

E. “Political issue” is an issue that is the subject of a public referendum which is being debated by political candidates or organizations.

F. “Political candidate” is a person who seeks nomination or election to partisan or nonpartisan public or party office or who has filed as candidate for election.

G. A “political activity” is an act that is of a nature, done with intent, or done in a way to influence or tend to influence, directly or indirectly, voting at a primary or if it is done because a person is about to vote, has voted, or has refrained from voting at a primary or an election.

H. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

I. “Work hours” for school district employees refer to the period between the time an employee is scheduled to begin work and the end of the employee’s assigned work day (excluding the employee’s lunch and break periods), and any paid overtime hours or extra-duty hours for which the employee has volunteered or been assigned.

IV. PROCEDURES

A. Political Activities Of Employees In General

1. Employees of the school district, while acting in the capacity of a school district employee, shall not engage in any political activity during the school day, during work hours or at school activities.

2. School district employees shall be free to engage in political activities outside of the school day, work hours or school activities and to campaign and run for political office. Employees shall not allow such political activities to interfere with the proper performance of their school duties and shall not use school time, supplies, or equipment in these activities.

3. A school district employee or official shall not use his or her official authority or influence to compel a person to take part in a political activity, to pay or promise to pay a political contribution, or apply for membership in or become a

member political organization.

4. Teachers or other school district employees may not use or recruit pupils during the school day, during work hours or at school activities for either distribution of political materials or other political activities.

5. School district employees, while acting in the capacity of a school district employee, shall refrain from any conduct that is intended to be or that reasonably could be perceived as endorsing or opposing specific political issues or political candidates.

6. The implementation of and compliance with this Policy shall be coordinated by the Superintendent. All inquires regarding school district elections referendum candidates and campaigns shall be referred to the Superintendent.

B. Distribution of Political Materials

1. The distribution of political materials on school district property by nonschool persons is governed by Policy 904, Distribution of Materials on School District Property by Nonschool Persons.

2. The distribution of political materials on school district property by students and employees is governed by Policy 505, Distribution of Nonschool-sponsored Materials on School Premises by Students and Employees.

C. School District Property, Facilities and Activities

1. Non-public forums. All school district property and facilities are nonpublic forums that are designated as reserved for their intended purpose of education and education-related activities. Political activities will not be allowed in such non-public forums unless it is part of approved curriculum. Further, reasonable time, place and manner restrictions may be imposed in such a nonpublic forum.

2. Public forums by designation. The building principal, with approval of the superintendent, may designate specific property for facilities of the school district as limited public forums open for certain expressive activity such as political speech. The open character of such property or facilities will not be retained indefinitely. Further, reasonable time, place and manner restrictions may be imposed. The building principal and the superintendent are responsible for establishing the time, place and manner restrictions and for ensuring equality of treatment toward all candidates and issues when such a designated public forum is created.

V. VIOLATION OF POLICY

A. Violation of this policy by a student will be halted and appropriate disciplinary action will be taken in accordance with the school district's student discipline policy and/or any governing statute.

B. Violation of this policy by an employee will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing state.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, law enforcement will be called. In addition, other action may be taken, if appropriate.

VI. IMPLEMENTATION/NOTICE OF POLICY

A. A copy of this policy will be posted on the district website.

B. The school district administration may develop any additional guidelines and procedures necessary to implement his policy.

Legal References: Minn. Stat. § 10A.01, Subd. 5
Minn. Stat. § 43A.32
Minn. Stat. § 211A.02, Subd.8
Minn. Stat. § 211B.09 (Prohibited public employee activities)
Op. Minn. Atty. Gen. 159a-3 (May 24, 1966) (concluding that a school district could not make expenditure of public funds for printing and mailing of literature urging passage of a bond issue)

Adopted: June 21, 2004

Revised: November, 2019

Reviewed: July 12, 2021

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

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

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.
 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy 514. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or

access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

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

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.

- d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)

Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Policy 506 (Student Discipline)
Policy 514 (Bullying Prohibition Policy)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 519 (Interviews of Students by Outside Agencies)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Student Sex Nondiscrimination)
Policy 603 (Curriculum Development)
Policy 604 (Instructional Curriculum)
Policy 606 (Textbooks and Instructional Materials)
Policy 806 (Crisis Management Policy)
Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: _____

MSBA/MASA Model Policy 524

Orig. 1996

Revised: _____

Rev. 20192021

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

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

about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. *[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]*

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

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

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or

another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” ~~and~~ “Reddit,” and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy (~~MSBA/MASA Model Policy 514~~). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, ~~situations—serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. where the school district system is compromised or if a school district employee or student is negatively impacted.~~ If the school district receives a report of an unacceptable use originating from a non-school computer

or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts ~~which seek~~ seeking technology revenue pursuant to ~~Minnesota Statutes, Section~~ 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 1

[Note: For a school district ~~which that~~ does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under ~~state law, Minnesota Statutes, Section~~ 125B.15.]

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]

ALTERNATIVE NO. 2

[Note: Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.]

- A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.
- B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

ALTERNATIVE NO. 3

[Note: School districts ~~which that~~ receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy ~~whichthat~~ contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.

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

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes Chapter 13 (~~the~~ Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by ~~Policy 406~~, Public and Private Personnel Data Policy, and ~~Policy 515~~, Protection and Privacy of Pupil Records Policy.
 - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: [Minn. Stat. Ch. 13 \(Minnesota Government Data Practices Act\)](#)
 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
[20 U.S.C. § 1232g \(Family Educational Rights and Privacy Act\)](#)
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students) _____
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
[Mahanoy Area Sch. Dist. Vv. B.L., 594 U.S. _____, 141 S. Ct. 2038 \(2021\)](#)
[Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, ~~89 S.Ct. 733,~~](#)
[~~21 L.Ed.2d 731~~ \(1969\)](#)
[United States v. Amer. Library Assoc., 539 U.S. 194, ~~123 S.Ct. 2297, 56~~](#)
[~~L.Ed.2d 221~~ \(2003\)](#)
[Doninger v. Niehoff, 527 F.3d 41 \(2nd Cir. 2008\)](#)
[Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 \(D. Minn. 2015\)](#)
[R.S. v. Minnewaska Area Sch. Dist. No. 2149, ~~No. 12-588, 2012 WL~~](#)
[~~3870868- 894 F.Supp.2d 1128~~ \(D. Minn. 2012\)](#)
[Tatro v. Univ. of Minnesota, 800 N.W.2d 811 \(Minn. App. 2011\), aff’d on](#)
[other grounds 816 N.W.2d 509 \(Minn. 2012\)](#)
[S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 \(8th Cir. 2012\)](#)
[Kowalski v. Berkeley County Sch., 652 F.3d 565 \(4th Cir. 2011\)](#)
[Layshock v. Hermitage Sch. Dist., 650 F.3d 205 \(3rd Cir. 2011\)](#)
[Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton](#)
[R-III Sch. Dist., 853 F.Supp.2d 888 \(W.D. Mo. 2012\)](#)
[M.T. v. Cent. York Sch. Dist., 937 A.2d 538 \(Pa. Commw. Ct. 2007\)](#)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 ([Title IX Sex Nondiscrimination Grievance Procedures and Process](#)~~Student Sex Nondiscrimination~~)
 MSBA/MASA Model Policy 603 (Curriculum Development)
 MSBA/MASA Model Policy 604 (Instructional Curriculum)
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
 MSBA/MASA Model Policy 806 (Crisis Management Policy)
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: _____

MSBA/MASA Model Policy 534

Orig. 2017

Revised: _____

Rev. 2021

534 SCHOOL MEALS POLICY

[Note: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, that now states that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy].

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

A. [OPTION 1: *All meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge meals or a la carte items until additional money is deposited in the student's account.*]

[OPTION 2: *Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account]. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account*

balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]

[OPTION 3: *Insert a school district-specific process for payment of meals.*]

- B. If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.
- E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- F. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (*insert amount*) will be charged to the student's account or otherwise charged to the student.
- G. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- H. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches *insert amount* or *insert number of meals*. Families will be notified by *insert the method used to notify families (e.g., automated calling system, email, letters sent home)*.

- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$*[insert amount]*, not paid prior to *[enter time period (e.g., end of the month, end of the semester, end of the school year)]*, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 1. all households at or before the start of each school year;
 2. students and families who transfer into the school district, at the time of enrollment; and
 3. all school district personnel who are responsible for enforcing this policy.

- B. The school district will post this policy on the school district’s website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district’s school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: *None*

SUBSTITUTE PAY RATES	
Bus Drivers	
Regular, ECSE, Summer SPED	\$42 per route
Field & Athletic Trips	\$19 per hour
Custodian	
	\$16 per hour
Dishwasher / Server	
	\$16 per hour
LPN	
	\$16 per hour
Paraprofessional / Secretary	
	\$16 per hour
Playground / Lunchroom Supervisor	
	\$16 per hour
RN / Teacher	
<i>*Once you reach the 30 day marker, you stay at the rate, also these do not have to be consecutive days.</i>	\$145.00 per day After 15 Consecutive Days: BA1, retroactive to day 1 After 30 Days in District: \$160 District 726 Retirees: \$160 Long-Term Sub: Contract Experience
Van Driver	
	\$17 per hour