



Independent School District #146  
Regular School Board Meeting  
7:15 PM on July 18, 2022  
Barnesville High School  
302 3rd Street South  
Barnesville, MN 56514

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes

1. Call to Order

Chair Bredman called the meeting to order at 7:02 PM

2. Roll Call

Members present: Dion Bredman, Marla Field, Ryan Lindbom, Jacob Thompson, Andrew Maier and Superintendent Ellerbusch

Guests present: Bryan Strand, Todd Henrickson, Jodi Samuelson, Erin Ellingson, Michael Stein and Greg Berg

3. Pledge of Allegiance

4. Approval of Agenda

Vote to approve the agenda as presented/amended. This motion, made by Ryan Lindbom and seconded by Andrew Maier, Passed.

5. Approval of Minutes

Vote to approve the minutes of the regular school board meeting on May 16, 2022 as presented/amended. This motion, made by Jacob Thompson and seconded by Marla Field, Passed.

6. Claims, Accounts and Financial

Vote to approve claims, wires and all other financial reports as presented. This motion, made by Jacob Thompson and seconded by Marla Field, Passed.

7. Appreciation, Recognition and Presentations

8. Recognition of Citizens for Input Purposes

9. Reports/News

9.A. High School Principal's Report

9.B. Elementary Principal/Activities Director's Report

9.C. Superintendent's Report

9.D. Board Committee Reports

10. Removal of Consent Items for Discussion

11. Approval of Consent Items

Vote to approve the consent agenda items as presented/amended items A-1-9, B-1-2 and add addendum items A and D-X. This motion, made by Marla Field and seconded by Andrew Maier, Passed.

11.A. Personnel

11.A.1) Hire Mary Spillum as a Special Education Teacher

11.A.2) Hire Amber Blilie as a Special Education Teacher

11.A.3) Hire Jacob Grosz as an Elementary PE Teacher

11.A.4) Hire Matt Askegaard as Head Boys Basketball Coach

11.A.5) Contract for Director of Student Activities and Community Education Coordinator

11.A.6) Marissa Westerberg's Resignation as a Teacher

11.A.7) C.J. Peeter's Resignation as a Teacher

11.A.8) Carol Dodge's Resignation as a Cook Helper

11.A.9) FMLA Request from Desiree Erickson

11.B. Donations

11.B.1) \$1,752.38 Donation from Barnesville Area Community Fund for AED

11.B.2) \$1,750 Donation from Barnesville Lions Club for AED

## 12. New Business

### 12.A. Budget Revisions for FY22

Vote to approve budget revisions for FY22. This motion, made by Ryan Lindbom and seconded by Marla Field, Passed.

### 12.B. Student Activity/Auxiliary Accounts for FY22

Approve Student Activity/Auxiliary Accounts for FY22. This motion, made by Jacob Thompson and seconded by Dion Bredman, Passed.

### 12.C. Inactive Student Activity Accounts

Vote to approve NOT terminating the inactive student activity accounts. This motion, made by Jacob Thompson and seconded by Andrew Maier, Passed.

### 12.D. Budgets for FY23

Vote to approve budgets for FY23. This motion, made by Ryan Lindbom and seconded by Andrew Maier, Passed.

### 12.E. Insurance and Risk Management

Vote to approve the insurance and risk management proposal from Vaaler for 2022-23 with the optional quote with a \$10,000 deductible. This motion, made by Jacob Thompson and seconded by Dion Bredman, Passed.

### 12.F. Designation of the Identified Official with Authority for Education Identity Access Management

Vote to approve Dr. Jon Ellerbusch, Superintendent as the District's Identified Official with Authority for Education Identity Access Management for SY2022-23. This motion, made by Ryan Lindbom and seconded by Andrew Maier, Passed.

### 12.G. Membership Agreement between Barnesville Public School and Lakes Country Service Cooperative

Vote to approve the Membership Agreement between Barnesville Public School and Lakes Country Service Cooperative from July 1, 2022 through June 30, 2023. This motion, made by Jacob Thompson and seconded by Marla Field, Passed.

### 12.H. 10-Year Sports Medicine Agreement with Essentia Health

Vote to approve 10-year sports medicine agreement with Essentia Health. This motion, made by Dion Bredman and seconded by Ryan Lindbom, Passed.

## 13. Addendum

### 13.A. Project Application and Project Certification for Payment (Draw 26)

### 13.B. Memorandum of Understanding Between Clay County Collaborative, Clay County Social Services, Lakeland Mental Health and Barnesville Public Schools

Vote to approve Memorandum of Understanding Between Clay County Collaborative, Clay County Social Services, Lakeland Mental Health and Barnesville Public Schools from July 1, 2022 through June 30, 2023. This motion, made by Andrew Maier and seconded by Jacob Thompson, Passed.

### 13.C. Contract Between Clay County Collaborative and Barnesville Public Schools

Vote to approve contract between Clay County Collaborative and Barnesville Public Schools from July 1, 2022 through June 30, 2023. This motion, made by Jacob Thompson and seconded by Andrew Maier, Passed.

### 13.D. Advertise for Quotes for Sanitation Services

### 13.E. Tracy Hinsz's Resignation as an Assistant Boys Basketball Coach

### 13.F. Hire Kailee Strand as a 6th Grade Teacher

- 13.G. Amanda Grover as Kids Club Program Assistant Leader for Summer 2022
- 13.H. Annabelle Ellerbusch as Kids Club Program Assistant Leader for Summer 2022
- 13.I. Dawson Leabo as 2022 Summer Recreation Youth Baseball/Tball Coach
- 13.J. Kiana Amundson as 2022 Summer Recreation Youth 14 Under Softball Coach
- 13.K. Jayla Amundson as 2022 Summer Recreation Youth Softball/Tball Coach
- 13.L. Erica Field as 2022 Summer Recreation Youth Softball/Tball Coach
- 13.M. Anika Cossette as 2022 Summer Recreation Youth Softball/Tball Coach
- 13.N. Macie Blilie as 2022 Summer Recreation Youth Softball/Tball Coach
- 13.O. \$1,798 Donation from Pheasants Forever, Inc. for Trap Team Auxiliary Account
- 13.P. \$1,235 Donation from Barnesville Rod & Gun for Trap Team Auxiliary Account
- 13.Q. \$1,291.66 Donation from Microsoft-Benevity Fund for Softball Auxiliary Account
- 13.R. \$912.50 Donation from Microsoft-Benevity Fund for Softball Auxiliary Account
- 13.S. \$100 Donation from Barnesville Bus Company for Summer Recreation
- 13.T. \$100 Donation from Barnesville Chiropractic for Summer Recreation
- 13.U. \$100 Donation from Barnesville Drug & Hardware for Summer Recreation
- 13.V. \$100 Donation from Barnesville Record Review for Summer Recreation
- 13.W. \$100 Donation from Barnesville Dairy Queen for Summer Recreation
- 13.X. \$100 Donation from K & M Tires for Summer Recreation
- 14. Discussion/Information
  - 14.A. Resolution Providing that School Board General Elections are Held in Even-Numbered Years  
Motion tabled.
  - 14.B. All School Reunion
- 15. Dates to Remember
  - 15.A. Regular School Board Meeting
    - 15.A.1) Monday, July 18, 2022, 7:00 PM, Barnesville High School  
Organization meeting will begin at 6:45 PM on Monday July 18th, 2022.
- 16. Adjournment
  - Vote to adjourn the meeting at 8:55 PM. This motion, made by Andrew Maier and seconded by Ryan Lindbom, Passed.



TREASURER'S REPORT

		<u>2021-22</u>	<u>2020-21</u>
Book Balance	6/1/2022	\$1,183,073.98	\$1,907,377.37
Receipts			
	6/1/2022	172.29	
	6/2/2022	11,516.37	
	6/3/2022	4,465.16	
	6/6/2022	1,080.12	
	6/7/2022	552.70	
	6/8/2022	568.38	
	6/9/2022	388,186.95	
	6/10/2022	3,550.34	
	6/13/2022	1,920.56	
	6/14/2022	400,236.42	
	6/15/2022	336.10	
	6/16/2022	1,341.23	
	6/17/2022	1,095.27	
	6/21/2022	328.10	
	6/22/2022	965.00	
	6/23/2022	716.22	
	6/24/2022	815.42	
	6/27/2022	979.62	
	6/28/2022	26,532.30	
	6/29/2022	1,050.77	
	6/30/2022	380,777.19	
Net in transit		<u>\$1,229,266.84</u>	<u>\$2,160,063.09</u>
		\$2,412,340.82	\$4,067,440.46
Disbursements		<u>\$1,218,368.82</u>	<u>\$1,647,356.01</u>
Book Balance	6/30/2022	\$1,193,972.00	\$2,420,084.45
Student Activities		\$159,776.52	\$199,094.66
MSDLAF Investment		\$2,237,328.13	\$1,272,574.47
Bond 2019A Investments		\$923,672.57	\$12,334,637.99
Midwest Money Market		<u>\$930,527.29</u>	<u>\$927,840.67</u>
Actual Balance		<u><u>\$5,445,276.51</u></u>	<u><u>\$17,154,232.24</u></u>

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE	BALANCE
General	\$3,250,509.68	\$958,012.21	\$1,087,760.83	\$3,120,761.06 *	\$3,583,986.10 ^
Student Activities	\$173,119.81	\$12,220.10	\$25,563.39	\$159,776.52	\$199,094.66
Food Service	\$277,587.24	\$74,929.41	\$52,563.31	\$299,953.34	\$234,216.23
Community Service	(\$10,193.67)	\$71,343.81	\$73,644.63	(\$12,494.49)	\$14,041.10
Building Construction	\$1,640,185.55	\$564.35	\$377,222.47	\$1,263,527.43	\$12,334,637.99
Debt Service	\$384,609.79	\$229,142.86	\$0.00	\$613,752.65	\$788,256.16
Total	<u>\$5,715,818.40</u>	<u>\$1,346,212.74</u>	<u>\$1,616,754.63</u>	<u>\$5,445,276.51</u>	<u>\$17,154,232.24</u>

\* Balance includes \$12,300,567 of restricted/committed funds, including \$10,255,316 for the current building project.

^ Balance includes \$26,980,698 of restricted/committed fund, including \$24,641,643 for the current building project.

Minnesota School District Liquid Asset Fund Plus  
June 2022

Max Account	\$1,838,901.31
Liquid Account	\$6,426.82
Certificate of Deposit	\$392,000.00

Investment Date	Institution	Maturity Date	Rate	Investment Amount	Value at Maturity
4/19/2022	Cfg Community Bank, Lutherville, MD	1/17/2023	1.35%	\$150,000.00	\$151,682.88
6/23/2022	First Mid-Illinois Bank & Trust, Mattoon, IL	6/23/2023	2.85%	\$242,000.00	\$249,260.00

Total Minnesota School District Liquid Asset Fund Plus	\$2,237,328.13
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Midwest Bank  
P.O. Box 703  
Detroit Lakes, MN 56502



Independent School Dist 146  
PO Box 189  
Barnesville, MN 56514

Contact Us  
**218-847-4771**  
[www.midwestbank.net](http://www.midwestbank.net)



Account  
**Independent School Dist 146**

Date  
**06/30/2022**

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**IntraFi® Network Deposits<sup>SM</sup> Monthly Statement**  
**Demand or Savings Option (formerly known as ICS®)**

The following information is a summary of activity in your account(s) for the month of June 2022 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through IntraFi Network Deposits. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law.

If you have any questions regarding your ICS statement, please contact your local Midwest Bank office.

**Summary of Accounts**

Account ID	Deposit Option	Interest Rate	Opening Balance	Ending Balance
*****648	Savings	0.60%	\$1,268,427.17	\$923,672.57
<b>TOTAL</b>			<b>\$1,268,427.17</b>	<b>\$923,672.57</b>

Date  
06/30/2022

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**DETAILED ACCOUNT OVERVIEW**

Account ID: \*\*\*\*\*648  
Account Title: Independent School Dist 146

**Account Summary - Savings**

Statement Period	6/1-6/30/2022	Average Daily Balance	\$1,256,935.35
Previous Period Ending Balance	\$1,268,427.17	Interest Rate at End of Statement Period	0.60%
Total Program Deposits	0.00	Statement Period Yield	0.55%
Total Program Withdrawals	(345,318.95)	YTD Interest Paid	2,413.76
Interest Capitalized	564.35		
<b>Current Period Ending Balance</b>	<b>\$923,672.57</b>		

**Account Transaction Detail**

Date	Activity Type	Amount	Balance
06/30/2022	Withdrawal	(\$345,318.95)	\$923,108.22
06/30/2022	Interest Capitalization	564.35	923,672.57

**Summary of Balances as of June 30, 2022**

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
First-Citizens Bank & Trust Company	Raleigh, NC	11063	\$248,461.61
Israel Discount Bank of New York	New York City, NY	19977	11.55
NexBank	Dallas, TX	29209	248,461.61
Pinnacle Bank	Nashville, TN	35583	178,168.67
U.S. Bank National Association	Cincinnati, OH	6548	107.52
Western Alliance Bank	Phoenix, AZ	57512	248,461.61

**Barnesville Public Schools #146**  
**Revenue Guideline by Source**  
**Period Ending June 30, 2022**

Sequence: Fd, O/S

Description		B22 Annual Budget	Period 202212	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
001	Levies	(1,152,980.00)	(147,774.43)	(950,812.99)	82%	0.00	82%	(202,167.01)
004	Tax Increment Finance Revenue	(8,100.00)	0.00	(8,158.52)	101%	0.00	101%	58.52
010	County Apport	(23,790.00)	(1,967.86)	(25,194.77)	106%	0.00	106%	1,404.77
019	Misc Local	(19,270.00)	(29.01)	(19,296.11)	100%	0.00	100%	26.11
021	Revenue from MN Dist	(114,130.00)	0.00	0.00	0%	0.00	0%	(114,130.00)
050	Fees from Patrons	(83,000.00)	1,476.00	(73,829.49)	89%	0.00	89%	(9,170.51)
060	Student Activity	(112,550.00)	(10,745.52)	(95,806.22)	85%	0.00	85%	(16,743.78)
061	Entry Fee	(9,500.00)	(300.00)	(5,800.00)	61%	0.00	61%	(3,700.00)
071	Med Assist Fr Dept of HS	(65,000.00)	0.00	(60,628.36)	93%	0.00	93%	(4,371.64)
092	Interest	(12,000.00)	(2,378.02)	(12,403.01)	103%	0.00	103%	403.01
093	Rent Facilities	(1,000.00)	(2,750.63)	(3,993.58)	399%	0.00	399%	2,993.58
096	Gifts/Bequests	(81,000.00)	(107.64)	(54,310.01)	67%	0.00	67%	(26,689.99)
099	Misc Revene	(31,010.00)	(2,143.70)	(30,704.85)	99%	0.00	99%	(305.15)
201	Endowment Fund Appr	(38,040.00)	0.00	(37,728.21)	99%	0.00	99%	(311.79)
211	Foundation Aid	(7,412,060.00)	(178,583.17)	(6,711,592.85)	91%	0.00	91%	(700,467.15)
212	Literacy Incentive Aid	(54,550.00)	(53,819.86)	(53,819.86)	99%	0.00	99%	(730.14)
227	Abatement	(1,430.00)	0.00	(72.91)	5%	0.00	5%	(1,357.09)
229	Disparity Reduction	(670.00)	0.00	(29.74)	4%	0.00	4%	(640.26)
234	Hmstd/Ag Market Value Credit	(7,800.00)	0.00	(4,591.69)	59%	0.00	59%	(3,208.31)
317	LTFM State Aid	(63,350.00)	0.00	(65,348.73)	103%	0.00	103%	1,998.73
360	Spec Ed General	(819,980.00)	(128,370.73)	(674,789.18)	82%	0.00	82%	(145,190.82)
370	Misc Rev fm MDE	(6,710.00)	0.00	(6,705.00)	100%	0.00	100%	(5.00)
400	Federal Funds and Grants	(467,320.00)	(20,608.33)	(368,424.68)	79%	0.00	79%	(98,895.32)
401	Federal Funds & Grants	(117,200.00)	(7,497.79)	(93,368.89)	80%	0.00	80%	(23,831.11)
500	Federal Aid	(302,680.00)	(26,320.00)	(302,680.00)	100%	0.00	100%	0.00
619	COM Rev Producing Act (Contra)	35,000.00	14.49	33,880.43	97%	0.00	97%	1,119.57
620	Sale Mat-Rev Producing Act	(65,000.00)	0.00	(66,687.01)	103%	0.00	103%	1,687.01
621	Sale Mat-Resale Mat	(9,050.00)	(9.31)	(5,103.33)	56%	0.00	56%	(3,946.67)
624	Sale of Equipment	(95,770.00)	0.00	(95,767.52)	100%	0.00	100%	(2.48)

**Barnesville Public Schools #146**  
**Revenue Guideline by Source**  
**Period Ending June 30, 2022**

Sequence: Fd, O/S

Description		B22 Annual Budget	Period 202212	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
625	Insurance Recovery	(5,000.00)	0.00	0.00	0%	0.00	0%	(5,000.00)
01	General Fund	(11,144,940.00)	(581,915.51)	(9,793,767.08)	88%	0.00	88%	(1,351,172.92)
02	Food Service							
092	Interest	(250.00)	0.00	0.00	0%	0.00	0%	(250.00)
099	Misc Revene	(4,200.00)	(2,100.00)	(2,593.95)	62%	0.00	62%	(1,606.05)
300	State & Grants	(44,530.00)	(1,688.59)	(25,338.13)	57%	0.00	57%	(19,191.87)
471	School Lunch Fed	(20,210.00)	0.00	(20,206.08)	100%	0.00	100%	(3.92)
472	Free & Reduced Meals	(500,000.00)	(57,195.49)	(483,058.13)	97%	0.00	97%	(16,941.87)
473	Commodity Cash Program	(50.00)	0.00	0.00	0%	0.00	0%	(50.00)
474	Commodities	(39,630.00)	0.00	0.00	0%	0.00	0%	(39,630.00)
476	Breakfast Revenue	(80,000.00)	(12,837.43)	(101,358.56)	127%	0.00	127%	21,358.56
479	Summer Food Service	(2,720.00)	0.00	(2,718.74)	100%	0.00	100%	(1.26)
601	Type A Pupil	(75,000.00)	(2,978.81)	(89,736.55)	120%	0.00	120%	14,736.55
606	Type A Adult	(7,030.00)	0.00	(6,834.55)	97%	0.00	97%	(195.45)
02	Food Service	(773,620.00)	(76,800.32)	(731,844.69)	95%	0.00	95%	(41,775.31)
04	Community Service							
001	Levies	(54,140.00)	(7,339.23)	(49,066.04)	91%	0.00	91%	(5,073.96)
019	Misc Local	(50.00)	0.00	(43.07)	86%	0.00	86%	(6.93)
021	Revenue from MN Dist	(25,000.00)	(13,237.57)	(13,237.57)	53%	0.00	53%	(11,762.43)
050	Fees from Patrons	(217,150.00)	(32,473.75)	(223,598.26)	103%	0.00	103%	6,448.26
092	Interest	(180.00)	0.00	0.00	0%	0.00	0%	(180.00)
096	Gifts/Bequests	(28,400.00)	(18,200.00)	(23,400.00)	82%	0.00	82%	(5,000.00)
227	Abatement	(10.00)	0.00	0.00	0%	0.00	0%	(10.00)
229	Disparity Reduction	(130.00)	0.00	(4.59)	4%	0.00	4%	(125.41)
234	Hmstd/Ag Market Value Credit	(1,570.00)	0.00	(708.91)	45%	0.00	45%	(861.09)
258	Wetland & Native	(20.00)	0.00	0.00	0%	0.00	0%	(20.00)
300	State & Grants	(42,280.00)	(12,559.70)	(37,996.16)	90%	0.00	90%	(4,283.84)
301	Non-Public Aid	(370.00)	0.00	(410.15)	111%	0.00	111%	40.15
04	Community Service	(369,300.00)	(83,810.25)	(348,464.75)	94%	0.00	94%	(20,835.25)

**Barnesville Public Schools #146  
Revenue Guideline by Source  
Period Ending June 30, 2022**

Sequence: Fd, O/S

Description		B22 Annual Budget	Period 202212	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
06	Building Construction							
092	Interest	(69,220.00)	(564.35)	(59,222.67)	86%	0.00	86%	(9,997.33)
06	Building Construction	(69,220.00)	(564.35)	(59,222.67)	86%	0.00	86%	(9,997.33)
07	Debt Redemption							
001	Levies	(1,510,960.00)	(228,053.16)	(1,177,229.45)	78%	0.00	78%	(333,730.55)
019	Misc Local	(1,500.00)	0.00	(1,662.21)	111%	0.00	111%	162.21
092	Interest	(500.00)	0.00	0.00	0%	0.00	0%	(500.00)
229	Disparity Reduction	(200.00)	0.00	(177.17)	89%	0.00	89%	(22.83)
234	Hmstd/Ag Market Value Credit	(34,500.00)	0.00	(27,356.20)	79%	0.00	79%	(7,143.80)
258	Wetland & Native	(596,960.00)	0.00	(584,817.35)	98%	0.00	98%	(12,142.65)
317	LTFM State Aid	(71,900.00)	0.00	(71,341.70)	99%	0.00	99%	(558.30)
07	Debt Redemption	(2,216,520.00)	(228,053.16)	(1,862,584.08)	84%	0.00	84%	(353,935.92)
21	Student Activities Fund							
099	Misc Revene	(200,000.00)	(284,621.56)	(284,621.56)	142%	0.00	142%	84,621.56
21	Student Activities Fund	(200,000.00)	(284,621.56)	(284,621.56)	142%	0.00	142%	84,621.56
<b>Report Totals:</b>		<b>(14,773,600.00)</b>	<b>(1,255,765.15)</b>	<b>(13,080,504.83)</b>	<b>89%</b>	<b>0.00</b>	<b>89%</b>	<b>(1,693,095.17)</b>

**Barnesville Public Schools #146**  
**Exp Summary - Fd, Pro**  
**Period Ending June 30, 2022**

Sequence: Fd, Pro

Description		B22 Annual Budget	Period 202212	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
010	Board-Education	48,260.00	4,851.18	44,501.02	92%	0.00	92%	3,758.98
020	Office/Supt	252,290.00	20,546.53	250,329.05	99%	0.00	99%	1,960.95
050	School Admin	466,710.00	38,569.13	444,506.54	95%	0.00	95%	22,203.46
105	General Adm. Support	9,960.00	327.32	9,533.52	96%	0.00	96%	426.48
108	Administrative Tech Services	15,000.00	0.00	13,758.62	92%	0.00	92%	1,241.38
110	Business Services	239,420.00	9,088.78	235,901.98	99%	0.00	99%	3,518.02
200	Class Size Reduction	34,090.00	3,770.66	38,508.47	113%	0.00	113%	(4,418.47)
201	Kindergarten	341,230.00	22,036.95	293,625.08	86%	668.00	86%	46,936.92
203	Elem Ed	312,080.00	19,902.93	320,871.17	103%	328.86	103%	(9,120.03)
204	First Grade	312,790.00	26,330.33	257,324.18	82%	0.00	82%	55,465.82
205	Second Grade	367,350.00	16,144.21	335,472.04	91%	0.00	91%	31,877.96
206	Third Grade	261,790.00	15,160.33	231,420.07	88%	0.00	88%	30,369.93
207	Fourth Grade	303,570.00	10,576.17	284,570.11	94%	0.00	94%	18,999.89
208	Fifth Grade	279,570.00	7,180.94	266,861.02	95%	0.00	95%	12,708.98
209	Sixth Grade	221,820.00	31,397.59	197,928.70	89%	29.99	89%	23,861.31
211	Secondary Ed-Gen	352,160.00	8,503.33	347,267.45	99%	20,146.60	104%	(15,254.05)
212	Art	75,810.00	5,871.52	65,148.23	86%	3,090.00	90%	7,571.77
213	Agriculture - Non Vocational	17,700.00	4,528.40	17,851.60	101%	0.00	101%	(151.60)
215	Business	800.00	0.00	157.88	20%	0.00	20%	642.12
216	Educ. Disadvantaged	90,610.00	10,371.82	79,038.04	87%	233.25	87%	11,338.71
218	Gifted And Talented	8,440.00	0.00	6,773.33	80%	0.00	80%	1,666.67
220	English	249,570.00	26,417.74	236,066.11	95%	0.00	95%	13,503.89
230	Foreign Language	53,650.00	4,316.59	45,130.20	84%	0.00	84%	8,519.80
240	Health/Phys Ed	230,170.00	20,453.79	191,212.43	83%	0.00	83%	38,957.57
249	Dr Trg/behind Wheel	19,840.00	1,568.50	5,267.49	27%	0.00	27%	14,572.51
250	FACS	48,860.00	40.19	43,989.72	90%	0.00	90%	4,870.28
254	Barnesville Branderz	3,000.00	0.00	153.23	5%	0.00	5%	2,846.77
255	Industrial Educ	107,110.00	1,699.51	106,342.23	99%	0.00	99%	767.77
256	Mathematics	254,570.00	17,280.06	224,003.99	88%	0.00	88%	30,566.01

**Barnesville Public Schools #146**  
**Exp Summary - Fd, Pro**  
**Period Ending June 30, 2022**

Sequence: Fd, Pro

Description		B22 Annual Budget	Period 202212	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
258	Inst Music	69,300.00	525.57	70,644.58	102%	768.32	103%	(2,112.90)
259	Vocal Music	148,010.00	8,902.56	132,922.71	90%	540.49	90%	14,546.80
260	Science	288,650.00	16,603.06	256,677.91	89%	0.00	89%	31,972.09
261	Science - River Watch	3,800.00	1,282.27	1,366.13	36%	0.00	36%	2,433.87
270	Social-Scienc/Study	275,140.00	24,095.54	227,920.45	83%	0.00	83%	47,219.55
271	Remedial Reading/Lang Arts	0.00	738.18	738.18	0%	0.00	0%	(738.18)
272	Remedial Math	16,100.00	1,338.13	13,384.64	83%	0.00	83%	2,715.36
275	Kndrgrtn Indiv Instruction	0.00	0.00	64.99	0%	0.00	0%	(64.99)
277	Secondary Individualized Instr	29,540.00	2,961.03	29,315.78	99%	0.00	99%	224.22
288	Flow Thru/Sales	23,700.00	8,036.24	19,207.12	81%	0.00	81%	4,492.88
289	Flo Thru/Sales	71,200.00	4,503.66	70,789.97	99%	0.00	99%	410.03
292	Boys/Girls Athletic	42,780.00	10,263.91	39,639.72	93%	0.00	93%	3,140.28
294	Boys Athletics	176,140.00	7,662.53	172,660.11	98%	0.00	98%	3,479.89
295	Speech/Debate	3,670.00	0.00	1,914.03	52%	0.00	52%	1,755.97
296	Girls Athletics	112,250.00	3,605.40	106,266.19	95%	0.00	95%	5,983.81
298	Extra-Curricular	78,720.00	3,021.03	60,197.12	76%	5,283.15	83%	13,239.73
299	Concessions	38,710.00	2,798.63	41,785.01	108%	0.00	108%	(3,075.01)
301	Agriculture	92,590.00	23,442.75	93,725.86	101%	0.00	101%	(1,135.86)
331	Consumer Homemaking	48,490.00	1,512.83	49,381.99	102%	0.00	102%	(891.99)
341	Business and Office Education	98,270.00	9,923.03	82,676.73	84%	0.00	84%	15,593.27
400	General Special Education	300.00	0.00	123.00	41%	0.00	41%	177.00
401	Speech/Lang.impaired	134,080.00	19,048.77	119,814.96	89%	0.00	89%	14,265.04
402	M.I.-Mild-Moderate	100,500.00	8,088.85	83,144.16	83%	0.00	83%	17,355.84
403	M.I.-Moderate-Severe	120,220.00	9,496.85	102,956.33	86%	0.00	86%	17,263.67
404	Physically Impaired	37,090.00	487.40	33,192.88	89%	0.00	89%	3,897.12
405	Deaf-Hard of Hearing	12,020.00	1,008.63	10,092.14	84%	0.00	84%	1,927.86
406	Visually Impaired	17,090.00	1,580.45	12,680.07	74%	0.00	74%	4,409.93
407	Spec Learning Disabl	127,040.00	10,638.86	109,923.63	87%	0.00	87%	17,116.37
408	Emot/Behavior Disord	227,050.00	12,246.14	220,907.03	97%	0.00	97%	6,142.97

**Barnesville Public Schools #146**  
**Exp Summary - Fd, Pro**  
**Period Ending June 30, 2022**

Sequence: Fd, Pro

Description		B22 Annual Budget	Period 202212	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
410	Other Health Impair	186,980.00	7,702.94	167,194.67	89%	0.00	89%	19,785.33
411	Autistic	209,700.00	13,808.08	184,113.04	88%	314.50	88%	25,272.46
412	Develop Delayed	41,250.00	3,397.59	34,078.30	83%	0.00	83%	7,171.70
416	Multiple Handicap	30,800.00	2,474.56	25,203.64	82%	0.00	82%	5,596.36
420	Special Ed General	134,810.00	14,388.59	157,353.58	117%	0.00	117%	(22,543.58)
422	Early Intervening Services	133,850.00	10,275.09	116,191.59	87%	0.00	87%	17,658.41
430	Homebound	1,260.00	0.00	0.00	0%	0.00	0%	1,260.00
612	Technology	490,310.00	987.90	110,106.95	22%	299.97	23%	379,903.08
620	Educ.media/Library	74,950.00	6,656.01	64,069.04	85%	32.21	86%	10,848.75
625	Audio/Visual Dept.	280.00	0.00	40.00	14%	0.00	14%	240.00
630	Instruc-Related Technology	60,310.00	3,402.00	478,589.25	794%	0.00	794%	(418,279.25)
640	Staff Development	105,430.00	12,238.34	40,199.04	38%	0.00	38%	65,230.96
690	Other Inst Support	12,820.00	0.00	9,314.55	73%	0.00	73%	3,505.45
710	Counseling/Guidance	80,440.00	6,469.01	66,161.30	82%	0.00	82%	14,278.70
715	School Security	11,900.00	0.00	5,993.60	50%	0.00	50%	5,906.40
716	Drug Abuse Prevention	0.00	946.88	946.88	0%	0.00	0%	(946.88)
718	Other School Safety	0.00	0.00	793.67	0%	0.00	0%	(793.67)
720	Health Services	110,420.00	16,036.53	98,138.06	89%	0.00	89%	12,281.94
740	Social Work Services	32,000.00	13,084.68	42,109.08	132%	0.00	132%	(10,109.08)
760	Pupil Transport	631,160.00	15,659.18	626,106.89	99%	0.00	99%	5,053.11
790	Other Pupil Services	103,200.00	8,697.93	100,419.83	97%	0.00	97%	2,780.17
810	Oper/Maintenance	904,100.00	85,946.24	950,806.77	105%	569.16	105%	(47,275.93)
811	Grounds Maint	15,040.00	1,132.00	19,102.96	127%	645.40	131%	(4,708.36)
812	Buildings Maint	66,930.00	3,443.02	44,444.29	66%	0.00	66%	22,485.71
813	Equip Maint	8,990.00	898.06	8,852.42	98%	0.00	98%	137.58
850	Facilities	133,380.00	1,000.00	139,696.38	105%	0.00	105%	(6,316.38)
865	LTFM Excl'd Costs -Pro 866,867	193,110.00	1,699.09	189,430.88	98%	0.00	98%	3,679.12
866	LTFM \$100,000-\$1,999,999	51,000.00	0.00	50,999.29	100%	0.00	100%	0.71
940	Prop/Other Ins	60,850.00	2,036.00	62,882.32	103%	0.00	103%	(2,032.32)

**Barnesville Public Schools #146**  
**Exp Summary - Fd, Pro**  
**Period Ending June 30, 2022**

Sequence: Fd, Pro

Description		B22 Annual Budget	Period 202212	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
960	Other Non-Recurring Items	12,750.00	0.00	12,752.79	100%	0.00	100%	(2.79)
01	General Fund	11,268,690.00	753,126.52	10,563,717.98	94%	32,949.90	94%	672,022.12
02	Food Service							
770	Food Service	726,990.00	55,321.35	609,758.46	84%	0.00	84%	117,231.54
02	Food Service	726,990.00	55,321.35	609,758.46	84%	0.00	84%	117,231.54
04	Community Service							
505	Community Ed	66,330.00	6,876.78	62,091.63	94%	1,800.00	96%	2,438.37
506	Summer Recreation	77,630.00	19,931.20	65,327.65	84%	223.90	84%	12,078.45
509	Kids Club	84,340.00	17,369.11	76,915.33	91%	0.00	91%	7,424.67
580	Early Childhood	46,900.00	9,703.53	35,029.88	75%	0.00	75%	11,870.12
582	School Readiness	137,370.00	19,058.12	113,176.96	82%	0.00	82%	24,193.04
583	Preschool Screening	3,790.00	613.04	613.04	16%	0.00	16%	3,176.96
585	Youth Dev/Youth Serv	5,610.00	0.00	978.05	17%	0.00	17%	4,631.95
590	Other Community Programs	600.00	0.00	435.22	73%	0.00	73%	164.78
04	Community Service	422,570.00	73,551.78	354,567.76	84%	2,023.90	84%	65,978.34
06	Building Construction							
870	Bldg/Capital Improv.	10,853,150.00	377,222.47	9,052,277.71	83%	5,944.62	83%	1,794,927.67
06	Building Construction	10,853,150.00	377,222.47	9,052,277.71	83%	5,944.62	83%	1,794,927.67
07	Debt Redemption							
910	Debt Redemption	2,107,700.00	0.00	2,107,700.00	100%	0.00	100%	0.00
07	Debt Redemption	2,107,700.00	0.00	2,107,700.00	100%	0.00	100%	0.00
21	Student Activities Fund							
298	Extra-Curricular	200,000.00	325,338.50	325,338.50	163%	0.00	163%	(125,338.50)
21	Student Activities Fund	200,000.00	325,338.50	325,338.50	163%	0.00	163%	(125,338.50)
<b>Report Totals:</b>		<b>25,579,100.00</b>	<b>1,584,560.62</b>	<b>23,013,360.41</b>	<b>90%</b>	<b>40,918.42</b>	<b>90%</b>	<b>2,524,821.17</b>

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	15011			FURTHER		Wire		
			B	01	215 024	FSA		\$1,176.66	
PO#:	Voucher #:	98585	Invoice	Invoice No:	40262308	6/24/2022	Paid Amt:	\$1,176.66	
							Check Amount:	\$1,176.66	
0146	MB	15011			FURTHER		Wire		
			B	01	215 024	FSA		\$1,271.47	
PO#:	Voucher #:	98586	Invoice	Invoice No:	40274831	6/24/2022	Paid Amt:	\$1,271.47	
							Check Amount:	\$1,271.47	
0146	MB	15011			FURTHER		Wire		
			B	01	215 024	FSA		\$12.94	
PO#:	Voucher #:	98610	Invoice	Invoice No:	40282743	6/30/2022	Paid Amt:	\$12.94	
							Check Amount:	\$12.94	
0146	MB	15011			FURTHER		Wire		
			B	01	215 033	Health Savings Account		\$1,486.64	
PO#:	Voucher #:	98632	Invoice	Invoice No:	S2022240	6/30/2022	Paid Amt:	\$1,486.64	
							Check Amount:	\$1,486.64	
0146	MB	12851	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B	01	215 005	Tax Sheltered Annuities		\$1,125.00	
PO#:	Voucher #:	98617	Invoice	Invoice No:	S202224S0	6/30/2022	Paid Amt:	\$1,125.00	
			B	01	215 005	Tax Sheltered Annuities		\$833.08	
PO#:	Voucher #:	98621	Invoice	Invoice No:	S202224KD0	6/30/2022	Paid Amt:	\$833.08	
			B	01	215 005	Tax Sheltered Annuities		\$1,829.37	
PO#:	Voucher #:	98634	Invoice	Invoice No:	S2022240	6/30/2022	Paid Amt:	\$1,829.37	
							Check Amount:	\$3,787.45	
0146	MB	12860			MINNESOTA TEACHERS RETIREMENT		Wire		
			B	01	215 018	TRA		\$5,075.41	
PO#:	Voucher #:	98616	Invoice	Invoice No:	S202224S0	6/30/2022	Paid Amt:	\$5,075.41	
			B	01	215 018	TRA		\$2,236.87	
PO#:	Voucher #:	98620	Invoice	Invoice No:	S202224KD0	6/30/2022	Paid Amt:	\$2,236.87	
			B	01	215 018	TRA		\$22,747.39	
PO#:	Voucher #:	98633	Invoice	Invoice No:	S2022240	6/30/2022	Paid Amt:	\$22,747.39	
							Check Amount:	\$30,059.67	
0146	MB	12861			PUBLIC EMPLOYEES RETIREMENT		Wire		
			B	01	215 017	PERA		\$10,126.04	
PO#:	Voucher #:	98631	Invoice	Invoice No:	S2022240	6/30/2022	Paid Amt:	\$10,126.04	
							Check Amount:	\$10,126.04	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	12862	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$522.05	
PO#:	Voucher #:	98626	Invoice	Invoice No:	S2022240	6/30/2022	Paid Amt:	\$522.05	
							Check Amount:	\$522.05	
0146	MB	14128	REMIT		INTERNAL REVENUE SERVICE		Wire		
			B 01	215 010	FICA Payable			\$5,093.44	
			B 01	215 011	Federal Tax			\$4,209.47	
PO#:	Voucher #:	98612	Invoice	Invoice No:	S202224S0	6/30/2022	Paid Amt:	\$9,302.91	
			B 01	215 010	FICA Payable			\$2,105.02	
PO#:	Voucher #:	98619	Invoice	Invoice No:	S202224KD0	6/30/2022	Paid Amt:	\$2,105.02	
			B 01	215 010	FICA Payable			\$35,736.68	
			B 01	215 011	Federal Tax			\$17,354.88	
PO#:	Voucher #:	98624	Invoice	Invoice No:	S2022240	6/30/2022	Paid Amt:	\$53,091.56	
							Check Amount:	\$64,499.49	
0146	MB	14129	REMIT		MINN DEPT OF REVENUE		Wire		
			B 01	215 013	State Tax			\$647.79	
PO#:	Voucher #:	98614	Invoice	Invoice No:	S202224S0	6/30/2022	Paid Amt:	\$647.79	
			B 01	215 013	State Tax			\$8,223.47	
PO#:	Voucher #:	98627	Invoice	Invoice No:	S2022240	6/30/2022	Paid Amt:	\$8,223.47	
							Check Amount:	\$8,871.26	
0146	MB	14968	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$2,935.91	
PO#:	Voucher #:	98630	Invoice	Invoice No:	S2022240	6/30/2022	Paid Amt:	\$2,935.91	
							Check Amount:	\$2,935.91	
0146	MB	16537	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$795.30	
PO#:	Voucher #:	98622	Invoice	Invoice No:	S2022240	6/30/2022	Paid Amt:	\$795.30	
							Check Amount:	\$795.30	
0146	MB	16936	REMIT		EDUCATORS BENEFITS CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$416.54	
PO#:	Voucher #:	98613	Invoice	Invoice No:	S202224S0	6/30/2022	Paid Amt:	\$416.54	
			B 01	215 005	Tax Sheltered Annuities			\$3,424.21	
PO#:	Voucher #:	98625	Invoice	Invoice No:	S2022240	6/30/2022	Paid Amt:	\$3,424.21	
							Check Amount:	\$3,840.75	
0146	MB	12942	REMIT		MIDWEST BANK		Wire		
			E 01	005 110 000 305 000	RDC Monthly fee 18			\$75.00	
PO#:	Voucher #:	98635	Invoice	Invoice No:	070122	7/1/2022	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	15011			<b>FURTHER</b>		Wire		
			B 01	215 024	FSA			\$602.48	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98636</b>	Invoice	<b>Invoice No:</b> 40286192	<b>7/6/2022</b>	<b>Paid Amt:</b>	<b>\$602.48</b>	
							<b>Check Amount:</b>	<b>\$602.48</b>	
0146	MB	16773			<b>PUBLIC EMPLOYEES RETIREMENT ASSOCIATION</b>		Wire		
			E 01	005 110 000 305 000	PERA late fee			\$10.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98648</b>	Invoice	<b>Invoice No:</b> 159986	<b>6/30/2022</b>	<b>Paid Amt:</b>	<b>\$10.00</b>	
							<b>Check Amount:</b>	<b>\$10.00</b>	
0146	MB	11760			<b>LAKES COUNTRY SERVICE COOP.</b>		Wire		
			B 01	215 026	Health Ins Premium			\$87,067.61	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98659</b>	Invoice	<b>Invoice No:</b> July 2022 Final	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$87,067.61</b>	
							<b>Check Amount:</b>	<b>\$87,067.61</b>	
0146	MB	15011			<b>FURTHER</b>		Wire		
			B 01	215 033	Health Savings Account			\$843.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98824</b>	Invoice	<b>Invoice No:</b> S2022241	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$843.00</b>	
							<b>Check Amount:</b>	<b>\$843.00</b>	
0146	MB	12851			<b>REMIT EDUCATORS BENEFIT CONSULTANTS</b>		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$1,230.49	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98826</b>	Invoice	<b>Invoice No:</b> S2022241	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$1,230.49</b>	
							<b>Check Amount:</b>	<b>\$1,230.49</b>	
0146	MB	12860			<b>MINNESOTA TEACHERS RETIREMENT</b>		Wire		
			B 01	215 018	TRA			\$16,010.81	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98825</b>	Invoice	<b>Invoice No:</b> S2022241	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$16,010.81</b>	
			B 01	215 018	TRA			\$619.72	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98841</b>	Invoice	<b>Invoice No:</b> S202224SS0	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$619.72</b>	
							<b>Check Amount:</b>	<b>\$16,630.53</b>	
0146	MB	12861			<b>PUBLIC EMPLOYEES RETIREMENT</b>		Wire		
			B 01	215 017	PERA			\$4,338.49	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98823</b>	Invoice	<b>Invoice No:</b> S2022241	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$4,338.49</b>	
			B 01	215 017	PERA			\$998.48	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98840</b>	Invoice	<b>Invoice No:</b> S202224SS0	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$998.48</b>	
							<b>Check Amount:</b>	<b>\$5,336.97</b>	
0146	MB	12862			<b>REMIT EDUCATORS BENEFIT CONSULTANTS</b>		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$188.79	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98819</b>	Invoice	<b>Invoice No:</b> S2022241	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$188.79</b>	
							<b>Check Amount:</b>	<b>\$188.79</b>	
0146	MB	14128			<b>INTERNAL REVENUE SERVICE</b>		Wire		
			B 01	215 010	FICA Payable			\$18,972.82	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	14128			<b>INTERNAL REVENUE SERVICE</b>		Wire		
			B 01	215 011	Federal Tax			\$8,408.77	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98817</b>	Invoice	<b>Invoice No:</b>	S2022241	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$27,381.59</b>	
			B 01	215 010	FICA Payable			\$2,885.08	
			B 01	215 011	Federal Tax			\$532.86	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98838</b>	Invoice	<b>Invoice No:</b>	S202224SS0	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$3,417.94</b>	
							<b>Check Amount:</b>	<b>\$30,799.53</b>	
0146	MB	14129			<b>MINN DEPT OF REVENUE</b>		Wire		
			B 01	215 013	State Tax			\$4,084.07	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98820</b>	Invoice	<b>Invoice No:</b>	S2022241	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$4,084.07</b>	
			B 01	215 013	State Tax			\$438.11	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98839</b>	Invoice	<b>Invoice No:</b>	S202224SS0	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$438.11</b>	
							<b>Check Amount:</b>	<b>\$4,522.18</b>	
0146	MB	14130			<b>NORTH DAKOTA TAX COMMISSIONER</b>		Wire		
			B 01	215 013	State Tax			\$119.97	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97913</b>	Invoice	<b>Invoice No:</b>	S2022190	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$119.97</b>	
			B 01	215 013	State Tax			\$105.93	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97991</b>	Invoice	<b>Invoice No:</b>	S2022200	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$105.93</b>	
			B 01	215 013	State Tax			\$105.81	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98093</b>	Invoice	<b>Invoice No:</b>	S2022210	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$105.81</b>	
			B 01	215 013	State Tax			\$205.98	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98303</b>	Invoice	<b>Invoice No:</b>	S202221EY0	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$205.98</b>	
			B 01	215 013	State Tax			\$118.36	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98326</b>	Invoice	<b>Invoice No:</b>	S2022220	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$118.36</b>	
			B 01	215 013	State Tax			\$78.08	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98508</b>	Invoice	<b>Invoice No:</b>	S2022230	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$78.08</b>	
			B 01	215 013	State Tax			\$418.37	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98615</b>	Invoice	<b>Invoice No:</b>	S202224S0	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$418.37</b>	
			B 01	215 013	State Tax			\$5.22	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98629</b>	Invoice	<b>Invoice No:</b>	S2022240	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$5.22</b>	
							<b>Check Amount:</b>	<b>\$1,157.72</b>	
0146	MB	14968			<b>REMIT EDUCATORS BENEFIT CONSULTANTS</b>		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$2,043.60	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98822</b>	Invoice	<b>Invoice No:</b>	S2022241	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$2,043.60</b>	
							<b>Check Amount:</b>	<b>\$2,043.60</b>	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	16537	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01 215 005		Tax Sheltered Annuities			\$375.91	
	PO#:	Voucher #:	98816	Invoice	Invoice No: S2022241	7/15/2022	Paid Amt:	\$375.91	
							Check Amount:	\$375.91	
0146	MB	16936	REMIT		EDUCATORS BENEFITS CONSULTANTS		Wire		
			B 01 215 005		Tax Sheltered Annuities			\$2,977.66	
	PO#:	Voucher #:	98818	Invoice	Invoice No: S2022241	7/15/2022	Paid Amt:	\$2,977.66	
							Check Amount:	\$2,977.66	
0146	MB	15011	FURTHER				Wire		
			B 01 215 024		FSA			\$585.74	
	PO#:	Voucher #:	98870	Invoice	Invoice No: 40294226	7/15/2022	Paid Amt:	\$585.74	
							Check Amount:	\$585.74	
0146	MB	83571	14911	REMIT	AMAZON CAPITAL SERVICES		Check		
			E 01 100 203 150 430 011		Hey Jack! Decodable books (set of 15)			\$54.95	
			E 01 100 203 150 430 011		Billie B Brown Decodable books (set of 12)			\$52.95	
	PO#: 48292	Voucher #:	98584	Invoice	Invoice No: 1VDM-73D4-RQYR	6/28/2022	Paid Amt:	\$107.90	
							Check Amount:	\$107.90	
0146	MB	83572	15900	ANDERSON ELECTRIC LLC			Check		
			E 01 005 812 000 350 000		invoice # 7120 install new electrical in wood sf			\$160.00	
	PO#: 48369	Voucher #:	98587	Invoice	Invoice No: 7120	6/28/2022	Paid Amt:	\$160.00	
			E 01 005 720 170 401 000		invoice # 7109 install elec. for air purifiers			\$1,013.00	
	PO#: 48368	Voucher #:	98588	Invoice	Invoice No: 7109	6/28/2022	Paid Amt:	\$1,013.00	
							Check Amount:	\$1,173.00	
0146	MB	83573	15925	BOYS GOLF			Check		
			E 01 300 289 000 401 000		Booster Club donation			\$700.00	
	PO#:	Voucher #:	98590	Invoice	Invoice No: 062722	6/28/2022	Paid Amt:	\$700.00	
							Check Amount:	\$700.00	
0146	MB	83574	14584	CENTRAL DOOR & HARDWARE INC.			Check		
			E 01 005 812 000 350 000		invoice #204961 marker pivot			\$50.00	
			E 01 005 812 000 350 000		labor to reweld top hinge door 3 elementary			\$285.00	
	PO#: 48364	Voucher #:	98589	Invoice	Invoice No: 204961	6/28/2022	Paid Amt:	\$335.00	
							Check Amount:	\$335.00	
0146	MB	83575	14939	ENSTAD, CATHY			Check		
			R 04 005 505 321 050 000		Refund			\$30.00	
	PO#:	Voucher #:	98591	Invoice	Invoice No: 062722	6/28/2022	Paid Amt:	\$30.00	
							Check Amount:	\$30.00	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83576	17551		<b>FISHING TEAM</b>		Check		
				E 01	300 289 000 401 000	Booster Club donation		\$1,000.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98592</b>	Invoice	<b>Invoice No:</b> 062722	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$1,000.00</b>	
							<b>Check Amount:</b>	<b>\$1,000.00</b>	
0146	MB	83577	16539		<b>GENERAL PARTS LLC</b>		Check		
				E 02	005 770 701 350 000	invoice # gasket		\$20.47	
				E 02	005 770 701 350 000	gasket		\$11.73	
				E 02	005 770 701 350 000	gasket pump drain		\$22.20	
				E 02	005 770 701 350 000	consumable supplies		\$9.95	
				E 02	005 770 701 350 000	freight		\$48.05	
				E 02	005 770 701 350 000	labor		\$400.00	
				E 02	005 770 701 350 000	travel time		\$250.00	
				E 02	005 770 701 350 000	mileage		\$116.00	
				E 02	005 770 701 350 000	fuel surcharge		\$9.95	
	<b>PO#:</b> 48366	<b>Voucher #:</b>	<b>98593</b>	Invoice	<b>Invoice No:</b> 6347547	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$888.35</b>	
							<b>Check Amount:</b>	<b>\$888.35</b>	
0146	MB	83578	13917		<b>GIRLS BASKETBALL</b>		Check		
				E 01	300 289 000 401 000	Booster Club Donation		\$656.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98594</b>	Invoice	<b>Invoice No:</b> 062722	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$656.25</b>	
							<b>Check Amount:</b>	<b>\$656.25</b>	
0146	MB	83579	10825		<b>HUGHES, TRAVIS</b>		Check		
				E 04	005 506 321 305 000	Fees For Services		\$45.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98595</b>	Invoice	<b>Invoice No:</b> 062722	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$45.00</b>	
							<b>Check Amount:</b>	<b>\$45.00</b>	
0146	MB	83580	10190		<b>LAKE AGASSIZ EDUCATION COOPERATIVE</b>		Check		
				E 01	100 203 000 405 000	eduCLIMBER Data warehouse K-12		\$992.12	
				E 01	300 211 000 405 000	eduCLIMBER Data warehouse K-12		\$992.12	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98602</b>	Invoice	<b>Invoice No:</b> 062022	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$1,984.24</b>	
							<b>Check Amount:</b>	<b>\$1,984.24</b>	
0146	MB	83581	15172		<b>LONG WEEKEND SPORTSWEAR, LLC</b>		Check		
				E 04	005 506 321 401 000	General Supplies		\$1,550.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98596</b>	Invoice	<b>Invoice No:</b> 25151	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$1,550.00</b>	
							<b>Check Amount:</b>	<b>\$1,550.00</b>	
0146	MB	83582	16540		<b>SOFTBALL</b>		Check		
				E 01	300 289 000 401 000	Booster Club donation		\$750.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98597</b>	Invoice	<b>Invoice No:</b> 062722	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$750.00</b>	
						22	<b>Check Amount:</b>	<b>\$750.00</b>	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83583	17418		<b>SOLUTIONS FLOORS, BLINDS AND MORE</b>		Check		
				E 06	005 870 000 401 885	Draper Roller Shade with room darkening fabri		\$810.00	
		<b>PO#:</b> 48275	<b>Voucher #:</b>	<b>98598</b>	Invoice	<b>Invoice No:</b> 3153		<b>6/28/2022</b>	
							<b>Paid Amt:</b>	<b>\$810.00</b>	
							<b>Check Amount:</b>	<b>\$810.00</b>	
0146	MB	83584	16697		<b>extensiv UNIVERSITY OF MINNESOTA EXTENSION</b>		Check		
				E 04	005 505 321 305 000	Spring 4-H Camp		\$240.00	
				E 04	005 506 321 305 000	Summer 4-H Camp		\$312.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98599</b>	Invoice	<b>Invoice No:</b> 20-21-016		<b>6/28/2022</b>	
							<b>Paid Amt:</b>	<b>\$552.00</b>	
							<b>Check Amount:</b>	<b>\$552.00</b>	
0146	MB	83585	15161		<b>VAALER INSURANCE, INC.</b>		Check		
				E 01	005 940 000 340 000	Mobile Equipment additions		\$127.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98601</b>	Invoice	<b>Invoice No:</b> 33535		<b>6/28/2022</b>	
							<b>Paid Amt:</b>	<b>\$127.00</b>	
							<b>Check Amount:</b>	<b>\$127.00</b>	
0146	MB	83586	15161		<b>VAALER INSURANCE, INC.</b>		Check		
				E 01	005 940 000 340 000	Property/Liability Insurance - middle addition		\$1,909.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98600</b>	Invoice	<b>Invoice No:</b> 33497		<b>6/28/2022</b>	
							<b>Paid Amt:</b>	<b>\$1,909.00</b>	
							<b>Check Amount:</b>	<b>\$1,909.00</b>	
0146	MB	83587	16556		<b>BARNESVILLE AMBULANCE</b>		Check		
				E 04	005 509 321 366 000	CPR Class for Kids Club staff		\$720.00	
		<b>PO#:</b> 48373	<b>Voucher #:</b>	<b>98605</b>	Invoice	<b>Invoice No:</b> 156		<b>6/30/2022</b>	
							<b>Paid Amt:</b>	<b>\$720.00</b>	
							<b>Check Amount:</b>	<b>\$720.00</b>	
0146	MB	83588	17553		<b>FARGO AIR MUSEUM</b>		Check		
				E 01	100 203 150 369 000	Entry Fees/Student Travel		\$50.00	
				E 01	100 203 150 369 000	Entry Fees/Student Travel		(\$50.00)	
				E 01	100 203 150 369 011	Entry Fees/Student Travel		\$50.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98604</b>	Invoice	<b>Invoice No:</b> 63028		<b>6/30/2022</b>	
							<b>Paid Amt:</b>	<b>\$50.00</b>	
							<b>Check Amount:</b>	<b>\$50.00</b>	
0146	MB	83589	14364		<b>KENNEDY &amp; GRAVEN, CHARTERED</b>		Check		
				E 01	300 211 000 305 000	Fees For Services		\$141.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98603</b>	Invoice	<b>Invoice No:</b> 168409		<b>6/30/2022</b>	
							<b>Paid Amt:</b>	<b>\$141.00</b>	
							<b>Check Amount:</b>	<b>\$141.00</b>	
0146	MB	83590	17471		<b>REINHART FOODSERVICE LLC</b>		Check		
				E 02	005 770 469 490 000	Food		\$944.34	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98606</b>	Invoice	<b>Invoice No:</b> 180872		<b>6/30/2022</b>	
							<b>Paid Amt:</b>	<b>\$944.34</b>	
				E 02	005 770 469 490 000	Food		\$500.27	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98607</b>	Invoice	<b>Invoice No:</b> 190294		<b>23 6/30/2022</b>	
							<b>Paid Amt:</b>	<b>\$500.27</b>	



# Barnesville Public Schools #146

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	83590	17471		<b>REINHART FOODSERVICE LLC</b>		Check
				E 02	005 770 705 490 000	Breakfast Food	\$70.48
<b>PO#:</b>	<b>Voucher #:</b>	<b>98608</b>	Credit	<b>Invoice No:</b>	164457	<b>6/30/2022</b>	<b>Paid Amt: (\$70.48)</b>
							<b>Check Amount: \$1,374.13</b>
0146	MB	83591	13450		<b>CROWN TROPHY</b>		Check
				E 01	300 296 000 401 517	Softball Awards	\$150.00
				E 01	300 289 000 401 000	Softball Awards overage	\$110.15
<b>PO#:</b>	<b>Voucher #:</b>	<b>98609</b>	Invoice	<b>Invoice No:</b>	60037	<b>6/30/2022</b>	<b>Paid Amt: \$260.15</b>
							<b>Check Amount: \$260.15</b>
0146	MB	83592	15412		<b>AFLAC</b>		Check
				B 01	215 029	Supplemental Insurance-Voluntary	\$526.04
<b>PO#:</b>	<b>Voucher #:</b>	<b>98646</b>	Invoice	<b>Invoice No:</b>	777027	<b>7/8/2022</b>	<b>Paid Amt: \$526.04</b>
							<b>Check Amount: \$526.04</b>
0146	MB	83593	14911	REMIT	<b>AMAZON CAPITAL SERVICES</b>		Check
				E 04	005 509 321 401 000	Sorry Board Game	\$17.58
				E 04	005 509 321 401 000	Uno (2 pack)	\$13.55
				E 04	005 509 321 401 000	Clue Junior, Case of the broken Toy	\$14.88
				E 04	005 509 321 401 000	Phase 10	\$15.26
				E 04	005 509 321 401 000	Guess Who	\$23.68
				E 04	005 509 321 401 000	Connect 4	\$10.39
				E 04	005 509 321 401 000	Trouble Game	\$9.89
				E 04	005 509 321 401 000	Life Junior	\$14.99
				E 04	005 509 321 401 000	Candy Land	\$23.98
				E 04	005 509 321 401 000	Chutes and Ladders	\$25.48
				E 04	005 509 321 401 000	BINGO	\$24.99
				E 04	005 509 321 401 000	Hoyle 6 in 1 Fun Pack - Kids Card Games - Ac	\$9.98
				E 04	005 509 321 401 000	Jenga	\$11.19
				E 04	005 509 321 401 000	HedBanz Game 2nd Edition The Quick Questi	\$16.99
				E 04	005 509 321 401 000	Pressman Toy Chess in Box, Red, CHESS	\$19.12
				E 04	005 509 321 401 000	PlayMonster 5 Second Rule Junior, Model:742	\$14.45
				E 04	005 509 321 401 000	Toyvelt Kids Carpet Playmat Car Rug – City Li	\$19.97
				E 04	005 509 321 401 000	Hot Wheels 50-Car Pack of 1:64 Scale Vehicle	\$62.99
				E 04	005 509 321 401 000	EXPO Low Odor Dry Erase Marker   Chisel Tip	\$36.08
				E 04	005 509 321 401 000	Amazon Basics White Board Eraser, Dry Eras	\$11.19
				E 04	005 509 321 401 000	Sharpie Permanent Markers, Fine Point, Black	\$21.63
				E 04	005 509 321 401 000	Sharpie 1927350 Electro Pop Permanent Marl	\$12.59
				E 04	005 509 321 401 000	Juboury 1054Pcs Building Toy Building Blocks	\$41.96
				E 04	005 509 321 401 000	10 PCS Multicolor Plastic Art Trays,Activity Pl	\$13.99
				E 04	005 509 321 401 000	Learning Resources Bucket Balance, 1g Sens	\$19.94

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83593	14911	REMIT	AMAZON CAPITAL SERVICES		Check		
				E 04	005 509 321 401 000	Safari Animals Figures Toys, Realistic Jumbo 1		\$22.98	
				E 04	005 509 321 401 000	BESTAMTOY 36 PCs Wooden Sorting Stackir		\$59.98	
	PO#: 48376	Voucher #:	98649	Invoice	Invoice No: 1RHR-MRRM-4KKW	7/8/2022	Paid Amt:	\$589.70	
							Check Amount:	\$589.70	
0146	MB	83594	15977		CARDMEMBER SERVICES		Check		
				E 01	100 640 316 366 000	Staff development		\$299.00	
				E 01	300 260 000 430 000	HS Science subscription		\$99.00	
				E 01	100 288 000 401 000	Elem Field Trips Aux		\$462.00	
				E 01	100 050 000 820 000	MESPA Membership Renewal		\$975.00	
				E 01	300 294 000 366 504	Section Golf hotel exp		\$1,260.69	
				E 01	300 296 000 366 514	Section Golf hotel exp		\$840.46	
				E 01	300 296 000 366 514	Section Golf meals		\$35.83	
				E 01	300 289 000 366 000	Section Golf student meals (aux)		\$348.76	
	PO#:	Voucher #:	98650	Invoice	Invoice No: JUNE 2022	7/8/2022	Paid Amt:	\$4,320.74	
							Check Amount:	\$4,320.74	
0146	MB	83595	10001		CITY OF BARNESVILLE		Check		
				R 01	005 000 000 099 000	BES Rebate		\$13,363.30	
	PO#:	Voucher #:	98644	Credit	Invoice No: 10084404	7/8/2022	Paid Amt:	(\$13,363.30)	
				E 01	005 810 000 332 000	Electricity		\$13,363.30	
				E 01	005 810 000 331 000	Water-Sewage		\$3,282.38	
				E 01	005 810 000 330 000	Garbage		\$19.00	
				E 04	005 505 321 320 000	Communication		\$33.16	
				E 01	005 810 000 320 000	Communication		\$685.70	
	PO#:	Voucher #:	98645	Invoice	Invoice No: 10084404	7/8/2022	Paid Amt:	\$17,383.54	
							Check Amount:	\$4,020.24	
0146	MB	83596	15411		DELTA DENTAL OF MINNESOTA		Check		
				B 01	215 032	premiums		\$3,147.67	
	PO#:	Voucher #:	98642	Invoice	Invoice No: RIS0004243366	7/8/2022	Paid Amt:	\$3,147.67	
							Check Amount:	\$3,147.67	
0146	MB	83597	12853		EA - BARNESVILLE		Check		
				B 01	215 025	Nea-Mea-Bea Dues Payable		\$1,919.71	
	PO#:	Voucher #:	98502	Invoice	Invoice No: S2022230	7/8/2022	Paid Amt:	\$1,919.71	
				B 01	215 025	Nea-Mea-Bea Dues Payable		\$91.22	
	PO#:	Voucher #:	98611	Invoice	Invoice No: S202224S0	7/8/2022	Paid Amt:	\$91.22	
				B 01	215 025	Nea-Mea-Bea Dues Payable		\$45.61	
	PO#:	Voucher #:	98618	Invoice	Invoice No: S202224KD0	7/8/2022	Paid Amt:	\$45.61	



## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83597	12853		<b>EA - BARNESVILLE</b>		Check		
				B 01 215 025	Nea-Mea-Bea Dues Payable			\$1,781.06	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98623</b>	Invoice	<b>Invoice No:</b> S2022240	<b>7/8/2022</b>	<b>Paid Amt:</b>	<b>\$1,781.06</b>	
							<b>Check Amount:</b>	<b>\$3,837.60</b>	
0146	MB	83598	15011		<b>FURTHER</b>		Check		
				E 01 005 110 000 305 000	Fees For Services			\$106.90	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98652</b>	Invoice	<b>Invoice No:</b> 16151202	<b>7/8/2022</b>	<b>Paid Amt:</b>	<b>\$106.90</b>	
							<b>Check Amount:</b>	<b>\$106.90</b>	
0146	MB	83599	10825		<b>HUGHES, TRAVIS</b>		Check		
				E 04 005 506 321 305 000	Fees For Services			\$90.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98637</b>	Invoice	<b>Invoice No:</b> 070522	<b>7/8/2022</b>	<b>Paid Amt:</b>	<b>\$90.00</b>	
							<b>Check Amount:</b>	<b>\$90.00</b>	
0146	MB	83600	15395		<b>MADISON NATIONAL LIFE</b>		Check		
				B 01 215 027	Life & LTD			\$1,263.81	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98643</b>	Invoice	<b>Invoice No:</b> July 2022	<b>7/8/2022</b>	<b>Paid Amt:</b>	<b>\$1,263.81</b>	
							<b>Check Amount:</b>	<b>\$1,263.81</b>	
0146	MB	83601	16818		<b>MN SCHOOL EMPLOYEES ASSOCIATION</b>		Check		
				B 01 215 025	Nea-Mea-Bea Dues Payable			\$340.47	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98628</b>	Invoice	<b>Invoice No:</b> S2022240	<b>7/8/2022</b>	<b>Paid Amt:</b>	<b>\$340.47</b>	
							<b>Check Amount:</b>	<b>\$340.47</b>	
0146	MB	83602	16402		<b>MNIAAA</b>		Check		
				E 01 005 640 316 366 000	A Schindler			\$330.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98647</b>	Invoice	<b>Invoice No:</b> 835	<b>7/8/2022</b>	<b>Paid Amt:</b>	<b>\$330.00</b>	
							<b>Check Amount:</b>	<b>\$330.00</b>	
0146	MB	83603	15415		<b>NCPERS GROUP LIFE INS.</b>		Check		
				B 01 215 028	PERA Life Insurance			\$128.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98640</b>	Invoice	<b>Invoice No:</b> 108802072022	<b>7/8/2022</b>	<b>Paid Amt:</b>	<b>\$128.00</b>	
				B 01 215 028	PERA Life Insurance			\$32.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98641</b>	Credit	<b>Invoice No:</b> 108802062022	<b>7/8/2022</b>	<b>Paid Amt:</b>	<b>(\$32.00)</b>	
							<b>Check Amount:</b>	<b>\$96.00</b>	
0146	MB	83604	16653		<b>VERIFIED FIRST</b>		Check		
				E 01 005 105 000 305 000	Fees For Services			\$291.06	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98639</b>	Invoice	<b>Invoice No:</b> INV-0000368671	<b>7/8/2022</b>	<b>Paid Amt:</b>	<b>\$291.06</b>	
							<b>Check Amount:</b>	<b>\$291.06</b>	
0146	MB	83605	16972		<b>XCEL ENERGY</b>		Check		
				E 01 005 810 000 333 000	Natural Gas	26		\$1,209.21	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98638</b>	Invoice	<b>Invoice No:</b> 785576907	<b>7/8/2022</b>	<b>Paid Amt:</b>	<b>\$1,209.21</b>	
							<b>Check Amount:</b>	<b>\$1,209.21</b>	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83606	16972		<b>XCEL ENERGY</b>		Check		
				E 01	005 810 000 333 000	Natural Gas		\$1,792.18	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98651</b>	Invoice	<b>Invoice No:</b> 785559759	<b>7/8/2022</b>	<b>Paid Amt:</b>	<b>\$1,792.18</b>	
							<b>Check Amount:</b>	<b>\$1,792.18</b>	
0146	MB	83607	13450		<b>CROWN TROPHY</b>		Check		
				E 01	300 294 000 401 507	Baseball awards		\$112.15	
	<b>PO#:</b> 48344	<b>Voucher #:</b>	<b>98657</b>	Invoice	<b>Invoice No:</b> 60215	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$112.15</b>	
							<b>Check Amount:</b>	<b>\$112.15</b>	
0146	MB	83608	16894		<b>FASTENAL COMPANY</b>		Check		
				E 01	005 810 000 410 000	Miscinvoice #6-28-22		\$191.52	
	<b>PO#:</b> 48390	<b>Voucher #:</b>	<b>98655</b>	Invoice	<b>Invoice No:</b> NDWAH141176	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$191.52</b>	
							<b>Check Amount:</b>	<b>\$191.52</b>	
0146	MB	83609	17471		<b>REINHART FOODSERVICE LLC</b>		Check		
				E 02	005 770 469 490 000	Food		\$1,240.49	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98656</b>	Invoice	<b>Invoice No:</b> 199623	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$1,240.49</b>	
							<b>Check Amount:</b>	<b>\$1,240.49</b>	
0146	MB	83610	17557		<b>TAK MUSIC VENUE</b>		Check		
				E 01	100 203 150 369 012	Entry Fees/Student Travel		\$225.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98654</b>	Invoice	<b>Invoice No:</b> 000032	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$225.00</b>	
							<b>Check Amount:</b>	<b>\$225.00</b>	
0146	MB	83611	16787		<b>TODAY'S CLASSROOM</b>		Check		
				E 01	100 203 302 530 000	Berries Four Leaf Activity Table - Jonti-Craft 64		\$396.48	
				E 01	100 203 302 530 000	Shipping		\$348.86	
	<b>PO#:</b> 48129	<b>Voucher #:</b>	<b>98658</b>	Invoice	<b>Invoice No:</b> 22-3559	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$745.34</b>	
							<b>Check Amount:</b>	<b>\$745.34</b>	
0146	MB	83612	17556		<b>TROLLWOOD PERFORMING ARTS SCHOOL</b>		Check		
				E 01	100 203 150 369 012	Entry Fees/Student Travel		\$305.10	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98653</b>	Invoice	<b>Invoice No:</b> 070822	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$305.10</b>	
							<b>Check Amount:</b>	<b>\$305.10</b>	
0146	MB	83613	14911		<b>REMIT AMAZON CAPITAL SERVICES</b>		Check		
				E 01	300 220 000 460 000	9780544336261 The Giver by Lois Lowry (Giv		\$89.90	
				E 01	300 220 000 460 000	0152057803 Tangerine by Edward Bloor Pap		\$224.75	
	<b>PO#:</b> 48395	<b>Voucher #:</b>	<b>98677</b>	Invoice	<b>Invoice No:</b> 1Q9Y-T43T-FGHJ	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$314.65</b>	
				E 01	100 203 302 530 000	Costway Metal Black Stools, Set of 4 with back		\$189.00	
				E 01	100 203 302 530 000	Zenergy Ball Chairs in Black Mesh		\$671.96	
				E 01	100 203 302 530 000	Giantex 15 Drawer Rolling Storage cart, Tools,		\$89.00	
	<b>PO#:</b> 48385	<b>Voucher #:</b>	<b>98808</b>	Invoice	<b>Invoice No:</b> 1PN6-RPVG-1QCH	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$949.96</b>	
							<b>Check Amount:</b>	<b>\$1,264.61</b>	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83614	15900		<b>ANDERSON ELECTRIC LLC</b>		Check		
				E 01	005 812 000 350 000	invoice #7129 install 2 new range outlets in FA		\$263.00	
		<b>PO#:</b> 48417	<b>Voucher #:</b>	<b>98803</b>	Invoice	<b>Invoice No:</b> 7129	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$263.00</b>
								<b>Check Amount:</b>	<b>\$263.00</b>
0146	MB	83615	10002	remit	<b>ARAMARK</b>		Check		
				E 02	005 770 701 382 000	Laundry/Dry Cleaning		\$34.14	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98660</b>	Invoice	<b>Invoice No:</b> 2520021772	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$34.14</b>
				E 02	005 770 701 382 000	Laundry/Dry Cleaning		\$34.14	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98661</b>	Invoice	<b>Invoice No:</b> 2520029124	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$34.14</b>
								<b>Check Amount:</b>	<b>\$68.28</b>
0146	MB	83616	10685		<b>BARNESVILLE BUS COMPANY, INC.</b>		Check		
				E 01	300 292 733 360 505	Track		\$353.25	
				E 01	100 203 150 360 011	Field Trips		\$1,017.00	
				E 04	005 506 321 360 000	Summer Rec		\$4,722.75	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98678</b>	Invoice	<b>Invoice No:</b> June 22 Extra	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$6,093.00</b>
								<b>Check Amount:</b>	<b>\$6,093.00</b>
0146	MB	83617	12156		<b>BARNESVILLE C-STORE</b>		Check		
				E 01	005 811 000 442 000	Gasoline		\$38.10	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98682</b>	Invoice	<b>Invoice No:</b> 5274-2	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$38.10</b>
				E 01	005 811 000 442 000	Gasoline		\$68.16	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98683</b>	Invoice	<b>Invoice No:</b> 823-2	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$68.16</b>
				E 01	005 810 000 442 000	Gasoline		\$100.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98684</b>	Invoice	<b>Invoice No:</b> 9476-2	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$100.00</b>
				E 01	005 811 000 442 000	Gasoline		\$50.86	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98685</b>	Invoice	<b>Invoice No:</b> 4865-1	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$50.86</b>
				E 01	005 810 000 442 000	Gasoline		\$77.57	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98686</b>	Invoice	<b>Invoice No:</b> 6655-2	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$77.57</b>
				E 01	005 811 000 442 000	Gasoline		\$34.01	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98687</b>	Invoice	<b>Invoice No:</b> 3715-1	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$34.01</b>
				E 01	005 811 000 442 000	Gasoline		\$26.81	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98688</b>	Invoice	<b>Invoice No:</b> 3417-1	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$26.81</b>
				E 01	005 811 000 442 000	Gasoline		\$63.38	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98689</b>	Invoice	<b>Invoice No:</b> 3920-1	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$63.38</b>
				E 01	005 810 000 442 000	Gasoline		\$101.20	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98690</b>	Invoice	<b>Invoice No:</b> 3211-2	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$101.20</b>
				E 01	005 810 000 442 000	Gasoline		\$67.60	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98810</b>	Invoice	<b>Invoice No:</b> 7577-2	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$67.60</b>
				E 01	005 811 000 442 000	Gasoline		\$45.15	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>98811</b>	Invoice	<b>Invoice No:</b> 1795-1	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$45.15</b>

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83617	12156		<b>BARNESVILLE C-STORE</b>		Check		
				E 01	005 811 000 442 000 Gasoline			\$32.37	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98812</b>	Invoice	<b>Invoice No:</b> 5087-2	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$32.37</b>
				E 01	005 811 000 442 000 Gasoline			\$38.49	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98813</b>	Invoice	<b>Invoice No:</b> 2244-2	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$38.49</b>
								<b>Check Amount:</b>	<b>\$743.70</b>
0146	MB	83618	16618		<b>BARNESVILLE DRUG &amp; HARDWARE</b>		Check		
				E 01	005 810 000 410 000 Custodial Supplies			\$15.96	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98691</b>	Invoice	<b>Invoice No:</b> 74024	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$15.96</b>
				E 01	005 811 000 420 000 Custodial Supplies			\$21.98	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98692</b>	Invoice	<b>Invoice No:</b> 74585	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$21.98</b>
				E 01	005 812 000 350 000 Custodial Supplies			\$210.83	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98693</b>	Invoice	<b>Invoice No:</b> 74760	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$210.83</b>
				E 01	005 811 000 420 000 Custodial Supplies			\$51.43	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98694</b>	Invoice	<b>Invoice No:</b> 75596	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$51.43</b>
				E 01	005 810 000 410 000 Custodial Supplies			\$12.98	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98695</b>	Invoice	<b>Invoice No:</b> 75681	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$12.98</b>
				E 01	005 811 000 420 000 Custodial Supplies			\$165.72	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98696</b>	Invoice	<b>Invoice No:</b> 75776	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$165.72</b>
				E 01	005 811 000 420 000 Custodial Supplies			\$17.99	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98697</b>	Invoice	<b>Invoice No:</b> 75912	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$17.99</b>
				E 01	005 811 000 420 000 Custodial Supplies			\$62.97	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98698</b>	Invoice	<b>Invoice No:</b> 76269	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$62.97</b>
				E 01	005 811 000 420 000 Custodial Supplies			\$96.96	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98699</b>	Invoice	<b>Invoice No:</b> 76522	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$96.96</b>
				E 01	005 811 000 420 000 Custodial Supplies			\$55.15	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98700</b>	Invoice	<b>Invoice No:</b> 76688	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$55.15</b>
				E 01	005 812 000 420 000 Custodial Supplies			\$306.83	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98701</b>	Invoice	<b>Invoice No:</b> 76899	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$306.83</b>
				E 01	005 812 000 420 000 Custodial Supplies			\$21.94	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98702</b>	Invoice	<b>Invoice No:</b> 77479	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$21.94</b>
				E 01	005 812 000 420 000 Custodial Supplies			\$17.97	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98703</b>	Invoice	<b>Invoice No:</b> 77878	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$17.97</b>
				E 01	005 811 000 420 000 Custodial Supplies			\$472.35	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98704</b>	Invoice	<b>Invoice No:</b> 76078	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$472.35</b>
								<b>Check Amount:</b>	<b>\$1,531.06</b>
0146	MB	83619	10025		<b>BARNESVILLE RECORD-REVIEW</b>	29	Check		
				E 01	005 010 000 380 000 Minutes			\$585.00	
				E 01	005 010 000 380 000 Ads			\$900.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83619	10025		<b>BARNESVILLE RECORD-REVIEW</b>		Check		
				E 01	100 203 000 401 000	Subscriptions		\$80.00	
				E 01	300 211 000 401 000	Subscriptions		\$80.00	
				E 01	005 020 000 401 000	Subscription		\$40.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98706</b>	Invoice	<b>Invoice No:</b>	06302022	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$1,685.00</b>	
							<b>Check Amount:</b>	<b>\$1,685.00</b>	
0146	MB	83620	15897		<b>BERG AUTO BODY</b>		Check		
				E 01	005 760 733 350 000	body work on 2020 Ford Transit		\$898.69	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98679</b>	Invoice	<b>Invoice No:</b>	b2d68a35	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$898.69</b>	
			E 01	005 760 733 350 000	2014 Chrysler T&C body work		\$2,314.18		
<b>PO#:</b>	<b>Voucher #:</b>	<b>98814</b>	Invoice	<b>Invoice No:</b>	99a639d0	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$2,314.18</b>	
							<b>Check Amount:</b>	<b>\$3,212.87</b>	
0146	MB	83621	15248	remit	<b>BLACKBOARD</b>		Check		
				E 01	300 211 000 305 000	Mass Notification System		\$624.75	
				E 01	100 203 000 305 000	Mass Notification System		\$624.75	
				E 01	005 110 000 305 000	Mass Notification 300 SMS		\$130.05	
<b>PO#:</b> 48360	<b>Voucher #:</b>	<b>98680</b>	Invoice	<b>Invoice No:</b>	1382471	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$1,379.55</b>	
			E 01	005 612 000 320 000	Website and content management		\$5,458.59		
			E 01	005 612 000 320 000	Unlimited access to high quality responsive ter		\$1,185.29		
<b>PO#:</b> 48284	<b>Voucher #:</b>	<b>98681</b>	Invoice	<b>Invoice No:</b>	1382478	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$6,643.88</b>	
							<b>Check Amount:</b>	<b>\$8,023.43</b>	
0146	MB	83622	16278		<b>BOLGREAN, RONDA</b>		Check		
				R 04	005 506 321 050 000	Refund		\$15.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98779</b>	Invoice	<b>Invoice No:</b>	071222	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$15.00</b>	
							<b>Check Amount:</b>	<b>\$15.00</b>	
0146	MB	83623	17031		<b>BOND TRUST SERVICES CORPORATION</b>		Check		
				E 07	005 910 000 720 000	Bond Interest		\$14,775.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98713</b>	Invoice	<b>Invoice No:</b>	70951	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$14,775.00</b>	
			E 07	005 910 000 720 000	Bond 2019A Interest		\$444,700.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>98714</b>	Invoice	<b>Invoice No:</b>	70952	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$444,700.00</b>	
							<b>Check Amount:</b>	<b>\$459,475.00</b>	
0146	MB	83624	17031		<b>BOND TRUST SERVICES CORPORATION</b>		Check		
				E 01	005 110 000 305 000	Bond Paying Agent Fee		\$475.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98715</b>	Invoice	<b>Invoice No:</b>	73033	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$475.00</b>	
							<b>Check Amount:</b>	<b>\$475.00</b>	



## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83633	13220		<b>EARTHGRAINS BAKING CO. INC.</b>		Check		
				E 02 005 770 469 490 000	Food			\$11.34	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98663</b>	Invoice	<b>Invoice No:</b> 52155620644	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$11.34</b>
				E 02 005 770 469 490 000	Food			\$1.41	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98664</b>	Invoice	<b>Invoice No:</b> 52155620743	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$1.41</b>
				E 02 005 770 469 490 000	Food			\$11.18	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98665</b>	Invoice	<b>Invoice No:</b> 52155620676	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$11.18</b>
								<b>Check Amount:</b>	<b>\$29.99</b>
0146	MB	83634	15344		<b>EDUCATORS BENEFIT CONSULTANTS</b>		Check		
				E 01 005 110 000 305 000	Fees For Services			\$61.66	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98712</b>	Invoice	<b>Invoice No:</b> 24111	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$61.66</b>
								<b>Check Amount:</b>	<b>\$61.66</b>
0146	MB	83635	17086		<b>EMPLOYERS PREFERRED INS CO</b>		Check		
				E 01 300 211 000 270 000	Workers Comp			\$10,629.50	
				E 01 100 203 000 270 000	Workers Comp			\$10,629.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98711</b>	Invoice	<b>Invoice No:</b> 2737	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$21,259.00</b>
								<b>Check Amount:</b>	<b>\$21,259.00</b>
0146	MB	83636	10052		<b>FARMERS COOPERATIVE OIL CO</b>		Check		
				E 01 005 760 733 442 000	Gasoline			\$11.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98716</b>	Invoice	<b>Invoice No:</b> 3742-1	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$11.50</b>
				E 01 005 760 733 442 000	Gasoline			\$77.80	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98717</b>	Invoice	<b>Invoice No:</b> 3918-2	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$77.80</b>
				E 01 005 760 733 442 000	Gasoline			\$42.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98718</b>	Invoice	<b>Invoice No:</b> 3995-1	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$42.50</b>
				E 01 005 760 733 442 000	Gasoline			\$37.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98719</b>	Invoice	<b>Invoice No:</b> 4592-2	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$37.00</b>
				E 01 005 760 733 442 000	Gasoline			\$46.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98720</b>	Invoice	<b>Invoice No:</b> 5628-1	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$46.00</b>
				E 01 005 760 733 442 000	Gasoline			\$68.66	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98721</b>	Invoice	<b>Invoice No:</b> 5983-1	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$68.66</b>
				E 01 005 760 733 442 000	Gasoline			\$39.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98722</b>	Invoice	<b>Invoice No:</b> 5439-2	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$39.50</b>
				E 01 005 760 733 442 000	Gasoline			\$70.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98723</b>	Invoice	<b>Invoice No:</b> 6695-1	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$70.50</b>
				E 01 005 810 000 442 000	Gasoline			\$154.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98724</b>	Invoice	<b>Invoice No:</b> 7052-1	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$154.00</b>
				E 01 005 760 733 442 000	Gasoline			\$62.78	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98725</b>	Invoice	<b>Invoice No:</b> 7160-1	<b>7/13/2022</b>		<b>Paid Amt:</b>	<b>\$62.78</b>



## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0146	MB	83636	10052		<b>FARMERS COOPERATIVE OIL CO</b>		Check	
				E 01 005 760	733 442 000 Gasoline			\$41.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>98726</b>	Invoice	<b>Invoice No:</b>	8067-1	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$41.00</b>
				E 01 005 760	733 442 000 Gasoline			\$36.31
<b>PO#:</b>	<b>Voucher #:</b>	<b>98727</b>	Invoice	<b>Invoice No:</b>	8478-1	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$36.31</b>
				E 01 005 760	733 442 000 Gasoline			\$44.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>98728</b>	Invoice	<b>Invoice No:</b>	8978-1	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$44.50</b>
				E 01 005 760	733 442 000 Gasoline			\$123.39
<b>PO#:</b>	<b>Voucher #:</b>	<b>98729</b>	Invoice	<b>Invoice No:</b>	9430-1	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$123.39</b>
				E 01 005 760	733 442 000 Gasoline			\$91.74
<b>PO#:</b>	<b>Voucher #:</b>	<b>98730</b>	Invoice	<b>Invoice No:</b>	580-1	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$91.74</b>
				E 01 005 760	733 442 000 Gasoline			\$39.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>98731</b>	Invoice	<b>Invoice No:</b>	7870-2	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$39.00</b>
				E 01 005 760	733 442 000 Gasoline			\$37.44
<b>PO#:</b>	<b>Voucher #:</b>	<b>98732</b>	Invoice	<b>Invoice No:</b>	8084-2	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$37.44</b>
				E 01 005 760	733 442 000 Gasoline			\$43.29
<b>PO#:</b>	<b>Voucher #:</b>	<b>98733</b>	Invoice	<b>Invoice No:</b>	1328-1	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$43.29</b>
				E 01 005 760	733 442 000 Gasoline			\$37.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>98734</b>	Invoice	<b>Invoice No:</b>	2960-1	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$37.00</b>
				E 01 005 760	733 442 000 Gasoline			\$61.59
<b>PO#:</b>	<b>Voucher #:</b>	<b>98735</b>	Invoice	<b>Invoice No:</b>	3711-1	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$61.59</b>
				E 01 005 811	000 442 000 Gasoline			\$51.19
<b>PO#:</b>	<b>Voucher #:</b>	<b>98736</b>	Invoice	<b>Invoice No:</b>	9748-2	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$51.19</b>
<b>Check Amount:</b>								<b>\$1,216.69</b>
0146	MB	83637	15413	remit	<b>FIDELITY SECURITY LIFE</b>		Check	
				B 01 215 031	Vision Premium			\$561.10
<b>PO#:</b>	<b>Voucher #:</b>	<b>98737</b>	Invoice	<b>Invoice No:</b>	2880014	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$561.10</b>
<b>Check Amount:</b>								<b>\$561.10</b>
0146	MB	83638	16206	remit	<b>FOLLETT CONTENT SOLUTIONS LLC</b>		Check	
				E 01 300 620	302 470 000 TitlePeek renewal for Destiny			\$130.00
				E 01 100 620	302 470 000 TitlePeek renewal			\$130.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>98738</b>	Invoice	<b>Invoice No:</b>	1478295	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$260.00</b>
<b>Check Amount:</b>								<b>\$260.00</b>
0146	MB	83639	17558	REMIT	<b>FRONTLINE TECHNOLOGIES GROUP LLC</b>		Check	
				E 01 005 110	000 405 000 Budget Management Analytics Subscription			\$2,575.00
				E 01 005 110	000 405 000 Financial Planning Analytics Subscription			\$8,135.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>98741</b>	Invoice	<b>Invoice No:</b>	INVUS158862	<b>33 7/13/2022</b>	<b>Paid Amt:</b>	<b>\$10,710.00</b>
<b>Check Amount:</b>								<b>\$10,710.00</b>

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83640	10060		<b>FUCHS SANITATION, INC</b>		Check		
				E 01	005 810 000 330 000	Garbage		\$1,069.91	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98739</b>	Invoice	<b>Invoice No:</b>	78182	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$1,069.91</b>	
				E 01	005 810 000 350 000	roll off for high school invoice 77261		\$761.17	
<b>PO#:</b> 48377	<b>Voucher #:</b>	<b>98740</b>	Invoice	<b>Invoice No:</b>	77261	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$761.17</b>	
								<b>Check Amount:</b>	<b>\$1,831.08</b>
0146	MB	83641	13666		<b>GERRELLS SPORTS</b>		Check		
				E 01	300 294 000 401 502	Spalding Alpha Footballs - leather		\$790.00	
				E 01	300 294 000 401 502	Girdles - 2 small, 2 medium, 2 large, 2 XL, 2, >		\$380.00	
				E 01	300 294 000 401 502	shipping		\$25.00	
<b>PO#:</b> 48333	<b>Voucher #:</b>	<b>98742</b>	Invoice	<b>Invoice No:</b>	34458	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$1,195.00</b>	
				E 01	300 294 000 401 502	Junior High football - composite		\$288.00	
				E 01	300 294 000 401 502	shipping		\$12.00	
<b>PO#:</b> 48333	<b>Voucher #:</b>	<b>98743</b>	Invoice	<b>Invoice No:</b>	34963	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$300.00</b>	
								<b>Check Amount:</b>	<b>\$1,495.00</b>
0146	MB	83642	10406		<b>HEALY AWARDS INC.</b>		Check		
				E 01	300 294 000 401 502	Trojan Head decal - white price is per pair		\$234.00	
				E 01	300 294 000 401 502	1" white helmet stripes bundle of 25		\$75.75	
				E 01	300 294 000 401 502	white number sets for helmet #1, 2, 3, 4, 5, 6,		\$63.84	
				E 01	300 294 000 401 502	shipping		\$38.29	
<b>PO#:</b> 48332	<b>Voucher #:</b>	<b>98747</b>	Invoice	<b>Invoice No:</b>	INV060738	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$411.88</b>	
								<b>Check Amount:</b>	<b>\$411.88</b>
0146	MB	83643	17355		<b>HILLYARD/HUTCHINSON</b>		Check		
				E 01	005 810 000 410 000	invoice # 12062838 shipping		\$41.00	
<b>PO#:</b> 48408	<b>Voucher #:</b>	<b>98666</b>	Invoice	<b>Invoice No:</b>	604688382	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$41.00</b>	
				E 01	005 810 000 410 000	invoice # 604774631 toilet tissue		\$845.20	
				E 01	005 810 000 410 000	hand towels		\$685.30	
<b>PO#:</b> 48391	<b>Voucher #:</b>	<b>98744</b>	Invoice	<b>Invoice No:</b>	604774631	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$1,530.50</b>	
				E 01	005 810 000 410 000	invoice# 604782614 boot stripping kits		\$146.08	
				E 01	005 810 000 410 000	boot soles		\$17.51	
<b>PO#:</b> 48391	<b>Voucher #:</b>	<b>98745</b>	Invoice	<b>Invoice No:</b>	604782614	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$163.59</b>	
				E 01	005 810 000 410 000	maxiflow spigot		\$10.02	
				E 01	005 810 000 410 000	assurance		\$92.85	
				E 01	005 810 000 410 000	explorer		\$1,255.50	
				E 01	005 810 000 410 000	seal		\$1,264.40	
				E 01	005 810 000 410 000	top clean		\$285.92	
<b>PO#:</b> 48391	<b>Voucher #:</b>	<b>98746</b>	Invoice	<b>Invoice No:</b>	604774632	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$2,908.69</b>	
								<b>Check Amount:</b>	<b>\$4,643.78</b>

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83644	15090		HOPPE, DAYNA		Check		
				R 04	005 506 321 050 000	Refund		\$15.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98784</b>	Invoice	<b>Invoice No:</b> 071222	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$15.00</b>	
							<b>Check Amount:</b>	<b>\$15.00</b>	
0146	MB	83645	10825		HUGHES, TRAVIS		Check		
				E 04	005 506 321 305 000	Fees For Services		\$90.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98750</b>	Invoice	<b>Invoice No:</b> 070722	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$90.00</b>	
							<b>Check Amount:</b>	<b>\$90.00</b>	
0146	MB	83646	12969		INNIGER, HOLLY		Check		
				R 04	005 506 321 050 000	Refund		\$15.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98785</b>	Invoice	<b>Invoice No:</b> 071222	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$15.00</b>	
							<b>Check Amount:</b>	<b>\$15.00</b>	
0146	MB	83647	15388	remit	INNOVATIVE OFFICE SOLUTIONS LLC		Check		
				E 01	100 203 000 401 000	AVE5266 LABEL,LSR,F/FLDR,750,AST		\$19.05	
				E 01	100 203 000 401 000	UNV35264 ENVELOPE,CLSP,9X12,28#,BN		\$7.74	
				E 01	100 203 000 401 000	UNV35267 ENVELOPE,CLSP,10X13,28#BN		\$12.79	
				E 01	100 203 000 401 000	BICWOTAPP11 TAPE,CORR,1/6X400"WITEC		\$3.22	
				E 01	100 203 000 401 000	HOD155HD CALENDAR,DSKPD,ACAD,22X1		\$7.15	
				E 01	100 203 000 401 000	ALL24335 RUBBERBANDS,SIZE#33,NTTN		\$6.89	
				E 01	100 203 000 401 000	UNV14121 FOLDER,HANG,LTR,25/BX,AST		\$24.61	
				E 01	100 203 000 401 000	UNV16113 FOLDER,REIN,1/3CT,MLA,LTR		\$11.99	
				E 01	100 203 000 401 000	UNV10506 FOLDER,FILE,1/3C,LTR,AST		\$23.76	
				E 01	100 203 000 401 000	MMM17067CLR9ES HOOK,WIRE,12STR,VP,		\$9.67	
				E 01	100 203 000 401 000	Freight		\$4.50	
	<b>PO#:</b> 48415	<b>Voucher #:</b>	<b>98809</b>	Invoice	<b>Invoice No:</b> IN3859314	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$131.37</b>	
							<b>Check Amount:</b>	<b>\$131.37</b>	
0146	MB	83648	16567		IXL LEARNING		Check		
				E 01	100 203 000 406 000	Site License Renewal		\$5,533.00	
	<b>PO#:</b> 48375	<b>Voucher #:</b>	<b>98748</b>	Invoice	<b>Invoice No:</b> S436776	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$5,533.00</b>	
							<b>Check Amount:</b>	<b>\$5,533.00</b>	
0146	MB	83649	17076		JAMF SOFTWARE LLC		Check		
				E 01	100 203 000 405 000	JAMF School Subscription Renewal		\$5,780.50	
	<b>PO#:</b> 48405	<b>Voucher #:</b>	<b>98805</b>	Invoice	<b>Invoice No:</b> INV265253	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$5,780.50</b>	
							<b>Check Amount:</b>	<b>\$5,780.50</b>	
0146	MB	83650	16615		JIFFY JONS INC		Check		
				E 01	005 811 000 350 000	Jiffy Jon Rent (Softball)		\$392.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98749</b>	Invoice	<b>Invoice No:</b> 70029	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$392.00</b>	
							<b>Check Amount:</b>	<b>\$392.00</b>	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83651	13040		<b>JMC COMPUTER SERVICE INC.</b>		Check		
				E 01	100 203 000 405 000	Web Hosting		\$982.00	
				E 01	100 203 000 405 000	Standards & Benchmarks		\$390.26	
				E 01	100 203 000 405 000	Elem		\$4,158.88	
				E 02	005 770 701 350 000	Lunch Module		\$865.86	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98806</b>	Invoice	<b>Invoice No:</b>	4123	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$6,397.00</b>	
				E 01	300 211 000 405 000	Web Hosting		\$784.00	
				E 01	300 211 000 405 000	HS		\$3,385.84	
				E 02	005 770 701 350 000	Lunch Module		\$744.48	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98807</b>	Invoice	<b>Invoice No:</b>	4122	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$4,914.32</b>	
							<b>Check Amount:</b>	<b>\$11,311.32</b>	
0146	MB	83652	16348	remit	<b>KEMPS LLC dba CASS CLAY CREAMERY</b>		Check		
				E 02	005 770 469 495 000	Milk		\$128.10	
				E 02	005 770 469 490 000	Food		\$20.19	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98667</b>	Invoice	<b>Invoice No:</b>	4040885	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$148.29</b>	
				E 02	005 770 469 495 000	Milk		\$113.70	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98668</b>	Invoice	<b>Invoice No:</b>	4030128	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$113.70</b>	
				E 02	005 770 469 495 000	Milk		\$326.20	
				E 02	005 770 469 490 000	Food		\$20.19	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98669</b>	Invoice	<b>Invoice No:</b>	3995504	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$346.39</b>	
				E 02	005 770 469 495 000	Milk		\$127.10	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98670</b>	Invoice	<b>Invoice No:</b>	4019499	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$127.10</b>	
							<b>Check Amount:</b>	<b>\$735.48</b>	
0146	MB	83653	16306		<b>KRUEGER, ROBIN</b>		Check		
				R 04	005 506 321 050 000	Sum Rec Refund		\$15.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98786</b>	Invoice	<b>Invoice No:</b>	071222	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$15.00</b>	
							<b>Check Amount:</b>	<b>\$15.00</b>	
0146	MB	83654	10190	remit	<b>LAKE AGASSIZ EDUCATION COOPERATIVE</b>		Check		
				E 01	200 420 740 396 000	Sp Ed Sal Pur F Other D		\$9,022.41	
				E 01	200 401 740 396 000	Sp Ed Sal Pur F Other D		\$9,734.30	
				E 01	200 404 740 396 000	Sp Ed Sal Pur F Other D		\$104.60	
				E 01	200 420 740 396 000	Sp Ed Sal Pur F Other D		\$3,271.18	
				E 01	100 740 160 377 011	Licensed Social Worker		\$13,084.68	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98671</b>	Invoice	<b>Invoice No:</b>	June 2022 Final	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$35,217.17</b>	
							<b>Check Amount:</b>	<b>\$35,217.17</b>	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83655	17552		<b>LAKELAND GENERAL STORE</b>		Check		
				E 01	005 811 000 350 000 rototillar for landscaping			\$300.00	
	<b>PO#:</b> 48409	<b>Voucher #:</b>	<b>98755</b>	Invoice	<b>Invoice No:</b> 07012022	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$300.00</b>	
							<b>Check Amount:</b>	<b>\$300.00</b>	
0146	MB	83656	14269		<b>LAKES COUNTRY SERVICE COOP</b>		Check		
				E 04	005 580 325 390 000 ECFE/SR Coordinator (50%)			\$2,242.55	
				E 04	005 582 344 390 000 ECFE/SR Coordinator (50%)			\$2,242.54	
				E 04	005 582 344 390 000 ECFE/SR Educator (50%)			\$16,665.99	
				E 04	005 580 325 390 000 ECFE/SR Educator (50%)			\$16,665.99	
				E 04	005 582 344 390 000 SR Educator (all day prescshool) 50%			\$21,704.73	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98752</b>	Invoice	<b>Invoice No:</b> 96014	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$59,521.80</b>	
				E 01	005 110 000 820 000 FY23 Membership Fee			\$3,971.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98753</b>	Invoice	<b>Invoice No:</b> 96010	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$3,971.50</b>	
				E 01	005 865 349 305 000 Lead in Water Analysis (HS)			\$220.00	
				E 01	005 865 349 305 000 Lead in Water Analysis (Elem)			\$460.00	
				E 01	005 865 349 305 000 Shipping			\$19.09	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98754</b>	Invoice	<b>Invoice No:</b> 95819	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$699.09</b>	
							<b>Check Amount:</b>	<b>\$64,192.39</b>	
0146	MB	83657	11345		<b>LAKESHORE</b>		Check		
				E 01	100 203 302 530 000 CN343BU Rainbow Adjustable Rectangular Ta			\$644.10	
	<b>PO#:</b> 48356	<b>Voucher #:</b>	<b>98804</b>	Invoice	<b>Invoice No:</b> 208256062722	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$644.10</b>	
							<b>Check Amount:</b>	<b>\$644.10</b>	
0146	MB	83658	17559		<b>LARSON, NICOLE</b>		Check		
				R 04	005 506 321 050 000 Refund			\$15.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98787</b>	Invoice	<b>Invoice No:</b> 071222	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$15.00</b>	
							<b>Check Amount:</b>	<b>\$15.00</b>	
0146	MB	83659	17554		<b>LASILLA, GABE</b>		Check		
				E 04	005 506 321 305 000 Fees For Services			\$45.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98751</b>	Invoice	<b>Invoice No:</b> 061622	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$45.00</b>	
							<b>Check Amount:</b>	<b>\$45.00</b>	
0146	MB	83660	14759		<b>MAESSE, TAMMY</b>		Check		
				R 04	005 506 321 050 000 Refund			\$15.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98788</b>	Invoice	<b>Invoice No:</b> 071222	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$15.00</b>	
							<b>Check Amount:</b>	<b>\$15.00</b>	
0146	MB	83661	16941		<b>MANEVAL, MELANIE</b>		Check		
				R 04	005 506 321 050 000 Refund			\$15.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98789</b>	Invoice	<b>Invoice No:</b> 071222	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$15.00</b>	
							<b>Check Amount:</b>	<b>\$15.00</b>	



## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83662	17230		<b>MAPLE RIVER GRAIN AND AGRONOMY LLC</b>		Check		
				E 01	005 811 000 420 000	invoice # curtail pesticide		\$143.22	
	<b>PO#:</b> 48418	<b>Voucher #:</b>	<b>98757</b>	Invoice	<b>Invoice No:</b> 216430	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$143.22</b>	
							<b>Check Amount:</b>	<b>\$143.22</b>	
0146	MB	83663	16389		<b>MAX-ABILITY NC</b>		Check		
				E 01	100 420 619 530 000	SKU: AMSX1060/AMSX60. Armedica Hi-Lo C		\$2,095.00	
	<b>PO#:</b> 47863	<b>Voucher #:</b>	<b>98758</b>	Invoice	<b>Invoice No:</b> 103573	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$2,095.00</b>	
							<b>Check Amount:</b>	<b>\$2,095.00</b>	
0146	MB	83664	13224		<b>MESSER, CHRISTINE</b>		Check		
				R 04	005 506 321 050 000	Refund		\$15.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98790</b>	Invoice	<b>Invoice No:</b> 071222	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$15.00</b>	
							<b>Check Amount:</b>	<b>\$15.00</b>	
0146	MB	83665	16059		<b>MEYER, SANDY</b>		Check		
				R 04	005 506 321 050 000	Refund		\$15.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98791</b>	Invoice	<b>Invoice No:</b> 071222	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$15.00</b>	
							<b>Check Amount:</b>	<b>\$15.00</b>	
0146	MB	83666	13738		<b>MIDAMERICA BOOKS</b>		Check		
				E 01	100 620 000 470 000	Engineering Marvels 978-1-5321-1107-5		\$113.70	
				E 01	100 620 000 470 000	Foundations of Our Nation 9781617837555		\$87.60	
				E 01	100 620 000 470 000	How the US Government Works 97816240363		\$137.70	
				E 01	100 620 000 470 000	Tokyopop 9781599615554		\$208.45	
				E 01	100 620 000 470 000	Plants vs. Zombies (Set 4) 9781532147593		\$119.70	
				E 01	100 620 000 470 000	Cats (Set 9) 9781624038099		\$29.94	
				E 01	100 620 000 470 000	Founding Fathers 9781532160165		\$119.70	
				E 01	100 620 000 470 000	Shipping		\$81.68	
	<b>PO#:</b> 48144	<b>Voucher #:</b>	<b>98705</b>	Invoice	<b>Invoice No:</b> 550149	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$898.47</b>	
							<b>Check Amount:</b>	<b>\$898.47</b>	
0146	MB	83667	10165		<b>MINN. SCHOOL BOARDS ASSOC.</b>		Check		
				E 01	005 010 000 820 000	Association Dues (7/1/20 to 6/30/21)		\$4,438.00	
				E 01	005 010 000 405 000	BoardBook Subscription Tier II		\$3,100.00	
				E 01	005 010 000 820 000	Policy Services Renewal		\$750.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98756</b>	Invoice	<b>Invoice No:</b> INV-01431-G5Y8T3	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$8,288.00</b>	
							<b>Check Amount:</b>	<b>\$8,288.00</b>	
0146	MB	83668	10217		<b>MINN. STATE HIGH SCHOOL LEAGUE</b>		Check		
				E 01	300 298 000 401 000	2022-23 Supplies		\$89.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98760</b>	Invoice	<b>Invoice No:</b> 071222	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$89.00</b>	
							<b>Check Amount:</b>	<b>\$89.00</b>	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83669	10222		MREA		Check		
				E 01	005 010 000 820 000	Dues and Membership		\$2,094.00	
PO#:	Voucher #:	98759	Invoice	Invoice No:	2023-1551	7/13/2022	Paid Amt:	\$2,094.00	
							Check Amount:	\$2,094.00	
0146	MB	83670	17560		NOSAL, TRISHA		Check		
				R 04	005 506 321 050 000	Refund		\$30.00	
PO#:	Voucher #:	98792	Invoice	Invoice No:	071222	7/13/2022	Paid Amt:	\$30.00	
							Check Amount:	\$30.00	
0146	MB	83671	16046		OLSON, BETTY		Check		
				R 04	005 506 321 050 000	refund		\$15.00	
PO#:	Voucher #:	98797	Invoice	Invoice No:	071222	7/13/2022	Paid Amt:	\$15.00	
							Check Amount:	\$15.00	
0146	MB	83672	15371		OLSON, TORI		Check		
				R 04	005 506 321 050 000	Refund		\$15.00	
PO#:	Voucher #:	98793	Invoice	Invoice No:	071222	7/13/2022	Paid Amt:	\$15.00	
							Check Amount:	\$15.00	
0146	MB	83673	17555		PAUNA, PEYTON		Check		
				E 04	005 506 321 305 000	Fees For Services		\$45.00	
PO#:	Voucher #:	98815	Invoice	Invoice No:	061622	7/13/2022	Paid Amt:	\$45.00	
							Check Amount:	\$45.00	
0146	MB	83674	10166		REGION I		Check		
				E 01	005 110 000 316 000	Time Clock Plus		\$1,407.58	
PO#:	Voucher #:	98762	Invoice	Invoice No:	11812	7/13/2022	Paid Amt:	\$1,407.58	
				E 01	100 620 302 470 000	Media Resources		\$1,058.31	
				E 01	300 620 302 470 000	Media Resources		\$1,058.32	
PO#:	Voucher #:	98763	Invoice	Invoice No:	11679	7/13/2022	Paid Amt:	\$2,116.63	
				E 01	005 110 000 316 000	Data Processing Svcs		\$2,411.79	
				E 01	005 110 302 316 000	Data Processing Svcs		\$2,043.67	
PO#:	Voucher #:	98802	Invoice	Invoice No:	11842	7/13/2022	Paid Amt:	\$4,455.46	
							Check Amount:	\$7,979.67	
0146	MB	83675	17471		REINHART FOODSERVICE LLC		Check		
				E 02	005 770 469 490 000	Food		\$299.68	
				E 02	005 770 707 490 000	Food		\$1,755.62	
				E 02	005 770 707 401 000	General Supplies		\$202.26	
PO#:	Voucher #:	98672	Invoice	Invoice No:	208137	7/13/2022	Paid Amt:	\$2,257.56	
				E 02	005 770 469 490 000	Food		\$53.59	
PO#:	Voucher #:	98673	Credit	Invoice No:	213908	7/13/2022	Paid Amt:	(\$53.59)	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83675	17471		<b>REINHART FOODSERVICE LLC</b>		Check		
				E 02 005 770 469 490 000	Food			\$50.59	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98674</b>	Credit	<b>Invoice No:</b>	214587	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>(\$50.59)</b>
				E 02 005 770 469 490 000	Food			\$601.47	
				E 02 005 770 469 401 000	General Supplies			\$70.69	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98764</b>	Invoice	<b>Invoice No:</b>	225364	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$672.16</b>
				E 02 005 770 469 490 000	Food			\$445.15	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98765</b>	Invoice	<b>Invoice No:</b>	217582	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$445.15</b>
							<b>Check Amount:</b>		<b>\$3,270.69</b>
0146	MB	83676	12265	remit	<b>RENAISSANCE LEARNING INC.</b>		Check		
				E 01 100 422 740 406 000	Renaissance - Yearly subscription			\$12,736.50	
<b>PO#:</b>	<b>48308</b>	<b>Voucher #:</b>	<b>98766</b>	Invoice	<b>Invoice No:</b>	INV5251889	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$12,736.50</b>
							<b>Check Amount:</b>		<b>\$12,736.50</b>
0146	MB	83677	14006		<b>RIDDLE, ANGIE</b>		Check		
				R 04 005 506 321 050 000	Refund			\$15.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98794</b>	Invoice	<b>Invoice No:</b>	071222	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$15.00</b>
							<b>Check Amount:</b>		<b>\$15.00</b>
0146	MB	83678	14580		<b>ROBIDEAU, KARI</b>		Check		
				R 04 005 506 321 050 000	refund			\$15.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98795</b>	Invoice	<b>Invoice No:</b>	071222	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$15.00</b>
							<b>Check Amount:</b>		<b>\$15.00</b>
0146	MB	83679	14553	REMIT	<b>ROCHESTER TELECOM SYSTEMS</b>		Check		
				E 01 005 810 000 320 000	Communication			\$38.10	
				E 04 005 505 321 320 000	Communication			\$1.56	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98767</b>	Invoice	<b>Invoice No:</b>	17884	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$39.66</b>
							<b>Check Amount:</b>		<b>\$39.66</b>
0146	MB	83680	15238		<b>SCHEFFLER, DANIELLE</b>		Check		
				R 02 005 000 701 601 000	Refund			\$88.05	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98768</b>	Invoice	<b>Invoice No:</b>	071122	<b>7/13/2022</b>	<b>Paid Amt:</b>		<b>\$88.05</b>
							<b>Check Amount:</b>		<b>\$88.05</b>
0146	MB	83681	17532		<b>SCHOOL PRIDE LTD</b>		Check		
				E 06 005 870 000 401 885	88"x84" PVC Overlay Add a Name Board -Stat			\$1,595.00	
				E 06 005 870 000 401 885	48"x45" PVC Overlay Add a Name Board -Rec			\$695.00	
				E 06 005 870 000 401 885	48"x45" Easy Change Board -100 Wins Club			\$695.00	
				E 06 005 870 000 401 885	Shipping			\$395.00	
<b>PO#:</b>	<b>48304</b>	<b>Voucher #:</b>	<b>98772</b>	Invoice	<b>Invoice No:</b>	85420	<b>40 7/13/2022</b>	<b>Paid Amt:</b>	<b>\$3,380.00</b>
							<b>Check Amount:</b>		<b>\$3,380.00</b>



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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83682	11245	REMIT	SCHOOL SPECIALTY LLC		Check		
				E 01	100 204 000 401 000	1593243 Flipside Two-Sided Dry Erase Board		\$39.25	
	PO#: 48190	Voucher #:	98675	Invoice	Invoice No: 208130184692	7/13/2022	Paid Amt:	\$39.25	
				E 01	100 203 150 430 011	1589570 C-Line Poly Portfolio Folder, 3-Hole F		\$50.42	
				E 01	100 203 150 430 011	2025265 Five Star Spiral Notebook, 8 x 10 Inc		\$131.90	
				E 01	100 203 150 430 011	1396854 Ticonderoga Pencils, No 2 Tips, Yellc		\$15.06	
	PO#: 48325	Voucher #:	98769	Invoice	Invoice No: 308104010354	7/13/2022	Paid Amt:	\$197.38	
							Check Amount:	\$236.63	
0146	MB	83683	11878		SCHRITZ PLUMBING & HEATING		Check		
				E 01	005 812 000 350 000	invoice# labor		\$625.00	
				E 01	005 812 000 350 000	parts		\$337.00	
	PO#: 48392	Voucher #:	98676	Invoice	Invoice No: 483453	7/13/2022	Paid Amt:	\$962.00	
							Check Amount:	\$962.00	
0146	MB	83684	17169	remit	SEESAW LEARNING INC		Check		
				E 01	100 203 000 405 000	Seesaw for Schools renewal for 2022-23 Scho		\$2,400.00	
	PO#: 48382	Voucher #:	98774	Invoice	Invoice No: 2021-69462	7/13/2022	Paid Amt:	\$2,400.00	
							Check Amount:	\$2,400.00	
0146	MB	83685	11442	remit	SHERWIN-WILLIAMS COMPANY		Check		
				E 01	005 810 000 410 000	order # 126562q703971 1 gal paint		\$29.44	
	PO#: 48374	Voucher #:	98773	Invoice	Invoice No: 6508-65017	7/13/2022	Paid Amt:	\$29.44	
							Check Amount:	\$29.44	
0146	MB	83686	17516	REMIT	SIMPLY GOOD FOOD LLC		Check		
				E 02	005 770 701 405 000	1 year subscription		\$3,294.60	
				E 02	005 770 701 405 000	rounding		\$0.40	
	PO#: 48208	Voucher #:	98761	Invoice	Invoice No: 12275	7/13/2022	Paid Amt:	\$3,295.00	
							Check Amount:	\$3,295.00	
0146	MB	83687	16244	REMIT	STATE INDUSTRIAL PRODUCTS		Check		
				E 01	005 810 000 350 000	invoice # 902509825 pile driver		\$290.25	
	PO#: 48407	Voucher #:	98771	Invoice	Invoice No: 902509825	7/13/2022	Paid Amt:	\$290.25	
							Check Amount:	\$290.25	
0146	MB	83688	16672		STEELE, ANDREA		Check		
				R 04	005 506 321 050 000	Refund		\$50.00	
	PO#:	Voucher #:	98796	Invoice	Invoice No: 071222	7/13/2022	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
0146	MB	83689	10140		STEIN'S INC		Check		
				E 01	005 810 000 410 000	order #902364 juggeraut stripper		\$502.65	
				E 01	005 810 000 410 000	easy packs neutralizer		\$106.29	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	83689	10140		<b>STEIN'S INC</b>		Check
				E 01	005 810 000 410 000	Misc freight	\$4.00
	PO#: 48406	Voucher #:	98770	Invoice	Invoice No: 902364	7/13/2022	Paid Amt: \$612.94
							Check Amount: \$612.94
0146	MB	83690	15782		<b>SUTER, CHERYL</b>		Check
				R 04	005 506 321 050 000	Refund	\$15.00
	PO#:	Voucher #:	98798	Invoice	Invoice No: 071222	7/13/2022	Paid Amt: \$15.00
							Check Amount: \$15.00
0146	MB	83691	16215	remit	<b>TEACHER SYNERGY LLC</b>		Check
				E 04	005 582 344 430 000	PreK Math Units by Tara West	\$80.00
	PO#: 48282	Voucher #:	98775	Invoice	Invoice No: 197588028	7/13/2022	Paid Amt: \$80.00
							Check Amount: \$80.00
0146	MB	83692	14697		<b>TESSMAN SEED COMPANY</b>		Check
				E 01	005 811 000 350 000	s357735 seed and fertelizer	\$0.00
	PO#: 48378	Voucher #:	98776	Invoice	Invoice No: S357735-IN	7/13/2022	Paid Amt: \$0.00
				E 06	005 870 000 305 885	invoice #s357735-in seed and fertilizer	\$3,167.00
				E 01	005 811 000 420 000	invoice #s357735-in seed and fertilizer	\$2,760.00
	PO#: 48354	Voucher #:	98777	Invoice	Invoice No: S357735-IN	7/13/2022	Paid Amt: \$5,927.00
							Check Amount: \$5,927.00
0146	MB	83693	15864		<b>THORKILDSON, LYNN</b>		Check
				R 04	005 506 321 050 000	Refund	\$15.00
	PO#:	Voucher #:	98799	Invoice	Invoice No: 071222	7/13/2022	Paid Amt: \$15.00
							Check Amount: \$15.00
0146	MB	83694	16212		<b>WACKER, KRISTA</b>		Check
				R 04	005 506 321 050 000	Refund	\$45.00
	PO#:	Voucher #:	98800	Invoice	Invoice No: 071222	7/13/2022	Paid Amt: \$45.00
							Check Amount: \$45.00
0146	MB	83695	16906		<b>WENDEL SGN ARCHITECTS, INC.</b>		Check
				E 06	005 870 000 305 000	Construction Administration	\$6,504.03
	PO#:	Voucher #:	98778	Invoice	Invoice No: 502107	7/13/2022	Paid Amt: \$6,504.03
							Check Amount: \$6,504.03
0146	MB	83696	14791		<b>ZAJAC, MICHELLE</b>		Check
				R 04	005 506 321 050 000	Refund	\$15.00
	PO#:	Voucher #:	98801	Invoice	Invoice No: 071222	7/13/2022	Paid Amt: \$15.00
							Check Amount: \$15.00



## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83697	15411		<b>DELTA DENTAL OF MINNESOTA</b>		Check		
				B 01	215 032 premiums			\$3,026.87	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98861</b>	Invoice	<b>Invoice No:</b> CNS0001015849	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$3,026.87</b>	
							<b>Check Amount:</b>	<b>\$3,026.87</b>	
0146	MB	83698	17312		<b>FAR-MOOR ACOUSTICS &amp; FLOORS LLC</b>		Check		
				E 06	005 870 000 520 809 Acoustical Ceilings			\$637.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98855</b>	Invoice	<b>Invoice No:</b> Draw #27	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$637.00</b>	✓
							<b>Check Amount:</b>	<b>\$637.00</b>	
0146	MB	83699	17322		<b>FM ASPHALT LLC</b>		Check		
				E 06	005 870 000 520 831 Bituminous Paving			\$11,834.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98858</b>	Invoice	<b>Invoice No:</b> Draw #27	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$11,834.00</b>	✓
							<b>Check Amount:</b>	<b>\$11,834.00</b>	
0146	MB	83700	12255		<b>REMIT GOPHER</b>		Check		
				E 01	300 240 000 430 000 GK62-514 Comp 1000 Volleyball			\$209.70	
				E 01	300 240 000 430 000 GK66-521 Classic Whistles w/Lanyards (set of			\$44.95	
				E 01	300 240 000 430 000 GK07-886 Baden Futsal Soccer Ball (size 4)			\$28.95	
				E 01	300 240 000 430 000 GK61-265 Biggie Volleyball			\$64.95	
				E 01	300 211 302 460 000 17-882 Hockey Sticks (set of 12 - 42")			\$359.00	
				E 01	300 211 302 460 000 53-547 Broomball Sticks			\$199.75	
				E 01	300 211 302 460 000 56-160 Pickleball Paddle (Paddlepro)			\$94.75	
				E 01	300 211 302 460 000 51-200 Carlton C Birdies			\$55.80	
				E 01	300 211 302 460 000 53-315 Black Knight Badminton Racquet			\$419.00	
				E 01	300 211 302 460 000 51-137 Retractable Badminton Net			\$898.00	
				E 01	300 211 302 460 000 Freight			\$243.16	
				E 01	300 240 000 430 000 Freight			\$41.83	
	<b>PO#:</b> 48422	<b>Voucher #:</b>	<b>98864</b>	Invoice	<b>Invoice No:</b> #IN196683	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$2,659.84</b>	
							<b>Check Amount:</b>	<b>\$2,659.84</b>	
0146	MB	83701	17375		<b>HOCKENBERGS EQUIPMENT &amp; SUPPLY CO INC</b>		Check		
				E 06	005 870 000 520 811 Foodservice Equipment			\$33,520.77	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98857</b>	Invoice	<b>Invoice No:</b> Draw #27	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$33,520.77</b>	✓
							<b>Check Amount:</b>	<b>\$33,520.77</b>	
0146	MB	83702	17266		<b>INTEGRITY STEEL SUPPLY LLC</b>		Check		
				E 06	005 870 000 520 805 Steel Supply			\$825.10	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98852</b>	Invoice	<b>Invoice No:</b> Draw #27	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$825.10</b>	✓
							<b>Check Amount:</b>	<b>\$825.10</b>	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83703	17266		<b>INTEGRITY STEEL SUPPLY LLC</b>		Check		
				E 06	005 870 000 520 805	Steel Supply		\$43,572.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>98853</b>	Invoice	<b>Invoice No:</b> Draw #27	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$43,572.00</b>	
							<b>Check Amount:</b>	<b>\$43,572.00</b>	✓
0146	MB	83704	11345		<b>LAKESHORE</b>		Check		
				E 01	100 204 000 430 000	TA50RG Construction Paper - 9" x 12" Pack of		\$9.24	
	<b>PO#:</b> 48402	<b>Voucher #:</b>	<b>98866</b>	Invoice	<b>Invoice No:</b> 251000070822	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$9.24</b>	
				E 01	100 208 000 401 000	TR477 Bright Possibilities Motivational Poster		\$0.00	
				E 01	100 208 000 401 000	CT461 Chalk It Up! Motivational Poster Pack -		\$26.59	
	<b>PO#:</b> 48400	<b>Voucher #:</b>	<b>98867</b>	Invoice	<b>Invoice No:</b> 251003070822	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$26.59</b>	
				E 01	100 204 000 430 000	TA51BU Construction Paper - 12" x 18" Pack of		\$2.56	
				E 01	100 204 000 401 000	LC511GR Flex-Space Wobble Cushion - Gree		\$71.22	
	<b>PO#:</b> 48401	<b>Voucher #:</b>	<b>98868</b>	Invoice	<b>Invoice No:</b> 251004070822	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$73.78</b>	
							<b>Check Amount:</b>	<b>\$109.61</b>	
0146	MB	83705	15172		<b>LONG WEEKEND SPORTSWEAR, LLC</b>		Check		
				E 04	005 509 321 401 000	AXL Tshirts Kids Club		\$15.00	
				E 04	005 509 321 401 000	AL Tshirts Kids Club		\$37.50	
				E 04	005 509 321 401 000	AM Tshirt for Kids Club		\$30.00	
				E 04	005 509 321 401 000	AS Kids Club Tshirts		\$45.00	
				E 04	005 509 321 401 000	YL Tshirt for Kids Club		\$97.50	
				E 04	005 509 321 401 000	YM Tshirt for Kids Club		\$180.00	
				E 04	005 509 321 401 000	YS Kids Club Tshirts		\$142.50	
				E 04	005 509 321 401 000	Freight		\$10.50	
	<b>PO#:</b> 48394	<b>Voucher #:</b>	<b>98862</b>	Invoice	<b>Invoice No:</b> 25297	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$558.00</b>	
							<b>Check Amount:</b>	<b>\$558.00</b>	
0146	MB	83706	14892		<b>MEDCO SPORTS MEDICINE</b>		Check		
				E 01	300 298 302 530 000	7010078 WINNER EVO CM2 2 CHANNEL CC		\$2,780.00	
				E 01	300 298 302 530 000	Shipping		\$166.95	
	<b>PO#:</b> 48276	<b>Voucher #:</b>	<b>98869</b>	Invoice	<b>Invoice No:</b> #IN95333784	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$2,946.95</b>	
							<b>Check Amount:</b>	<b>\$2,946.95</b>	
0146	MB	83707	17278		<b>MENARDS</b>		Check		
				E 01	300 255 000 430 000	Misc supplies for Industrial Tech Class		\$807.23	
	<b>PO#:</b> 48420	<b>Voucher #:</b>	<b>98842</b>	Invoice	<b>Invoice No:</b> 52219	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$807.23</b>	
							<b>Check Amount:</b>	<b>\$807.23</b>	
0146	MB	83708	10556	Iss	<b>MOORHEAD AREA PUBLIC SCHOOLS</b>		Check		
				E 01	200 420 740 396 000	Sp Ed Sal Pur F Other D		\$2,073.03	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83708	10556	Iss	<b>MOORHEAD AREA PUBLIC SCHOOLS</b>		Check		
				E 01	200 420 740 366 000	Gen.trv,Meals, Rooms		\$171.04	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98865</b>	Invoice	<b>Invoice No:</b>	0004-B	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$2,244.07</b>	
							<b>Check Amount:</b>	<b>\$2,244.07</b>	
0146	MB	83709	17252		<b>PIERCE LEE ROOFING, LLC</b>		Check		
				E 06	005 870 000 520 807	Roofing		\$42,879.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98854</b>	Invoice	<b>Invoice No:</b>	Draw #27	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$42,879.00</b>	✓
							<b>Check Amount:</b>	<b>\$42,879.00</b>	
0146	MB	83710	16905		<b>RA MORTON &amp; ASSOCIATES LLC</b>		Check		
				E 06	005 870 000 305 889	Phone/Technology		\$13.63	
				E 06	005 870 000 305 883	Job Overhead		\$126.10	
				E 06	005 870 000 305 883	Misc Matl/Constr Supplies		\$281.08	✓
<b>PO#:</b>	<b>Voucher #:</b>	<b>98851</b>	Invoice	<b>Invoice No:</b>	Draw #27	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$420.81</b>	
							<b>Check Amount:</b>	<b>\$420.81</b>	
0146	MB	83711	12141	po	<b>REGION 6A, MSHSL</b>		Check		
				E 01	300 296 000 401 514	Share of loss for 8AA Golf		\$165.33	
				E 01	300 294 000 401 504	Share of loss for 8AA Golf		\$165.34	
				E 01	300 258 000 369 000	Section Music entry		\$75.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98859</b>	Invoice	<b>Invoice No:</b>	071422	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$405.67</b>	
							<b>Check Amount:</b>	<b>\$405.67</b>	
0146	MB	83712	10852		<b>SPORTLAND</b>		Check		
				E 04	005 506 321 401 000	Little League Baseballs		\$99.90	
				E 04	005 506 321 401 000	Flexiballs		\$45.00	
<b>PO#:</b> 48341	<b>Voucher #:</b>	<b>98863</b>	Invoice	<b>Invoice No:</b>	0058943	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$144.90</b>	
							<b>Check Amount:</b>	<b>\$144.90</b>	
0146	MB	83713	17415		<b>REMIT2 SWANSTON EQUIPMENT</b>		Check		
				E 01	005 811 000 350 000	invoice # r13920 seeder & soil preper rental		\$3,200.00	
<b>PO#:</b> 48419	<b>Voucher #:</b>	<b>98860</b>	Invoice	<b>Invoice No:</b>	R13920	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$3,200.00</b>	
							<b>Check Amount:</b>	<b>\$3,200.00</b>	
0146	MB	83714	17253		<b>TRAILL PAINTING</b>		Check		
				E 06	005 870 000 305 809	Painting		\$7,565.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98856</b>	Invoice	<b>Invoice No:</b>	Draw #27	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$7,565.00</b>	✓
							<b>Check Amount:</b>	<b>\$7,565.00</b>	
0146	MB	83715	15161		<b>VAALER INSURANCE, INC.</b>		Check		
				E 01	005 940 000 340 000	Property Insurance		\$52,939.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98843</b>	Invoice	<b>Invoice No:</b>	34129	<b>45 7/15/2022</b>	<b>Paid Amt:</b>	<b>\$52,939.00</b>	
				E 01	005 940 000 340 000	Crime Policy		\$515.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98844</b>	Invoice	<b>Invoice No:</b>	34130	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$515.00</b>	✓

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83715	15161		<b>VAALER INSURANCE, INC.</b>		Check		
				E 01	005 940 000 340 000	General Liability Policy		\$13,045.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98845</b>	Invoice	<b>Invoice No:</b>	34131	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$13,045.00</b>	
				E 01	005 940 000 340 000	School Leaders E & O Policy		\$6,218.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98846</b>	Invoice	<b>Invoice No:</b>	34132	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$6,218.00</b>	
				E 01	005 760 733 340 000	Auto		\$10,068.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98847</b>	Invoice	<b>Invoice No:</b>	34133	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$10,068.00</b>	✓
				E 01	005 940 000 340 000	Umbrella Policy		\$1,831.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98848</b>	Invoice	<b>Invoice No:</b>	34134	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$1,831.00</b>	
				E 01	005 940 000 340 000	Cyber Liability Policy		\$7,521.92	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98849</b>	Invoice	<b>Invoice No:</b>	33987	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$7,521.92</b>	
				E 01	005 940 000 340 000	Volunteer Accident coverage		\$300.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98850</b>	Invoice	<b>Invoice No:</b>	34135	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$300.00</b>	
								<b>Check Amount:</b>	<b>\$92,437.92</b>
0146	MB	83716	14911	REMIT	<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	100 203 302 530 000	30-11766 TCC-2700 Roll Laminator		\$1,881.76	
				E 01	100 203 302 530 000	Shipping		\$0.00	
<b>PO#:</b>	<b>48335</b>	<b>Voucher #:</b>	<b>98902</b>	Invoice	<b>Invoice No:</b>	1Y7P-4K7W-RYJR	<b>7/18/2022</b>	<b>Paid Amt:</b>	<b>\$1,881.76</b>
								<b>Check Amount:</b>	<b>\$1,881.76</b>
0146	MB	83717	15055	remit	<b>BSN SPORTS LLC</b>		Check		
				E 01	300 298 302 530 000	Volleyball net sidewinder/antenna cart		\$394.99	
				E 01	300 298 302 530 000	VB Standard Wall SStorage Rack 4 pole- NSPT		\$164.99	
				E 01	300 298 302 530 000	Frighht		\$65.25	
<b>PO#:</b>	<b>48286</b>	<b>Voucher #:</b>	<b>98901</b>	Invoice	<b>Invoice No:</b>	917502167	<b>7/18/2022</b>	<b>Paid Amt:</b>	<b>\$625.23</b>
								<b>Check Amount:</b>	<b>\$625.23</b>
0146	MB	83718	15525	remit	<b>KENT KRUEGER TRUCKING</b>		Check		
				E 01	100 288 000 305 000	Asphalt Removal at Elem. School (GivingHear		\$4,501.06	
<b>PO#:</b>	<b>Voucher #:</b>	<b>98904</b>	Invoice	<b>Invoice No:</b>	104	<b>7/18/2022</b>	<b>Paid Amt:</b>	<b>\$4,501.06</b>	✓
								<b>Check Amount:</b>	<b>\$4,501.06</b>
0146	MB	83719	14012	REMIT	<b>LEARNING WITHOUT TEARS</b>		Check		
				E 04	005 582 344 430 000	Kick Start Kindergarten Teacher Kit - 2022 Edi		\$179.98	
				E 04	005 582 344 430 000	Kick Start Kindergarten 2022 Student Edition		\$23.70	
				E 04	005 582 344 430 000	Freight		\$20.37	
<b>PO#:</b>	<b>48387</b>	<b>Voucher #:</b>	<b>98905</b>	Invoice	<b>Invoice No:</b>	INV147411	<b>7/18/2022</b>	<b>Paid Amt:</b>	<b>\$224.05</b>
								<b>Check Amount:</b>	<b>\$224.05</b>
0146	MB	83720	17287	REMIT	<b>LITERACY RESOURCES LLC</b>		Check		
				E 04	005 582 344 430 000	Early Pre-Kindergarten Curriculum 2021		\$178.00	
				E 04	005 582 344 430 000	Pre-Kindergarten Curriculum 2022		\$178.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83720	17287	REMIT	LITERACY RESOURCES LLC		Check		
				E 04	005 582 344 430 000	Shipping		\$28.48	
	PO#: 48386	Voucher #:	98899	Invoice	Invoice No: 210928	7/18/2022		Paid Amt:	\$384.48
								Check Amount:	\$384.48
0146	MB	83721	13592	REMIT	MARCO TECHNOLOGIES LLC		Check		
				E 01	005 110 302 535 000	Konica Minolta Copier Lease		\$611.00	
				E 01	300 211 302 535 000	Konica Minolta Copier Lease		\$1,222.00	
				E 01	100 203 302 535 000	Konica Minolta Copier Lease		\$1,222.00	
				E 01	005 110 302 535 000	Supply Freight		\$7.80	
				E 01	300 211 302 535 000	Supply Freight		\$15.60	
				E 01	100 203 302 535 000	Supply Freight		\$15.60	
	PO#: 48363	Voucher #:	98900	Invoice	Invoice No: 476864475	7/18/2022		Paid Amt:	\$3,094.00
								Check Amount:	\$3,094.00
0146	MB	83722	15043		SCHATZ, TAYLOR		Check		
				E 04	005 505 321 305 000	TKD		\$1,204.00	
				E 04	005 505 321 305 000	Adult Self Defense		\$148.00	
	PO#:	Voucher #:	98898	Invoice	Invoice No: 071822	7/18/2022		Paid Amt:	\$1,352.00
								Check Amount:	\$1,352.00
0146	MB	83723	15549	remit	SCHOOL OUTFITTERS		Check		
				E 01	100 203 302 530 000	Round Pedestal Stool Height Cafe tables 30" c		\$547.76	
				E 01	100 203 302 530 000	Freight		\$176.47	
	PO#: 48379	Voucher #:	98906	Invoice	Invoice No: INV13810536	7/18/2022		Paid Amt:	\$724.23
				E 01	100 203 302 530 000	SKU:LNT-NES3018STBK-PK-SO LEARNITUF		\$1,963.52	
				E 01	100 203 302 530 000	SHIPPING		\$98.02	
	PO#: 48380	Voucher #:	98907	Invoice	Invoice No: INV13809596	7/18/2022		Paid Amt:	\$2,061.54
								Check Amount:	\$2,785.77
0146	MB	83724	13590		WE TRAVEL PC LLC		Check		
				E 01	005 612 000 401 000	Dell 27" Monitor 3 year advanced warranty		\$659.98	
				E 01	005 612 302 465 000	Dell Optiplex 5090 Tower		\$799.99	
				E 01	005 612 000 319 000	Intel Wifi Upgrade for computer		\$99.00	
	PO#: 48425	Voucher #:	98892	Invoice	Invoice No: 12316	7/18/2022		Paid Amt:	\$1,558.97
				E 01	005 612 000 319 000	Webroot Endpoint		\$378.00	
				E 01	005 612 000 319 000	Huntress Managed Security for Admin Staff		\$100.00	
	PO#: 48425	Voucher #:	98893	Invoice	Invoice No: 12297	7/18/2022		Paid Amt:	\$478.00
				E 01	005 612 000 405 000	SonicWall Advanced Gateway Security Licens		\$4,650.00	
	PO#: 48425	Voucher #:	98894	Invoice	Invoice No: 12278	7/18/2022		Paid Amt:	\$4,650.00
				E 01	300 211 302 530 000	Phy Ed Curriculum - 65" Class Tv		\$499.99	
				E 01	300 211 302 530 000	Phy Ed Curriculum Mobile Tv Cart		\$149.90	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	83724	13590		<b>WE TRAVEL PC LLC</b>		<b>Check</b>		
				E 01 005 612 000 401 000	Dell Adapters for new towers ordered		\$179.94		
	<b>PO#: 48425</b>	<b>Voucher #:</b>	<b>98895</b>	Invoice	<b>Invoice No: 12256</b>	<b>7/18/2022</b>	<b>Paid Amt:</b>	<b>\$829.83</b>	
				E 01 005 612 000 405 000	UniFi Cloud Hosting - for wifi for district		\$0.00		
				E 01 005 612 302 465 000	Dell Optiplex 5090 Tower		\$4,799.94		
				E 01 300 612 000 401 000	Intel Wifi Upgrade for computer		\$297.00		
				E 01 100 612 000 401 000	Intel Wifi Upgrade for computer		\$297.00		
				E 01 005 612 302 466 000	Macbook Air 13.3" Laptop		\$9,990.00		
	<b>PO#: 48425</b>	<b>Voucher #:</b>	<b>98896</b>	Invoice	<b>Invoice No: 12247</b>	<b>7/18/2022</b>	<b>Paid Amt:</b>	<b>\$15,383.94</b>	
				E 01 005 715 342 405 000	Updates/Renewals HS/ELEM security camera		\$2,240.00		
				E 01 005 612 000 405 000	UniFi Cloud Hosting - for wifi for district		\$1,782.00		
	<b>PO#: 48425</b>	<b>Voucher #:</b>	<b>98897</b>	Invoice	<b>Invoice No: 12293</b>	<b>7/18/2022</b>	<b>Paid Amt:</b>	<b>\$4,022.00</b>	
							<b>Check Amount:</b>	<b>\$26,922.74</b>	
0146	MB	83725	16458		<b>WORTHINGTON DIRECT</b>		<b>Check</b>		
				E 01 100 203 302 530 000	20M37-7949-B Avid Instructor Teacher's Right		\$1,182.95		
				E 01 100 203 302 530 000	Freight		\$434.38		
	<b>PO#: 48359</b>	<b>Voucher #:</b>	<b>98903</b>	Invoice	<b>Invoice No: INV388346-BAR2091</b>	<b>7/18/2022</b>	<b>Paid Amt:</b>	<b>\$1,617.33</b>	
							<b>Check Amount:</b>	<b>\$1,617.33</b>	
							<b>Report Total:</b>	<b>\$1,329,689.65</b>	

CLAIMS PRESENTED TO THE BOARD OF EDUCATION  
Monday, July 18, 2022

Amundson, Jayla			\$279.97
	Summer Rec	\$279.97	
Amundson, Kiana			\$1,158.50
	Summer Rec	\$1,158.50	
Amundson, Scott			\$500.00
	Longevity	\$500.00	
Anderson, Laura			\$75.93
	Field Trip	\$75.93	
Askegaard, Matthew			\$1,660.00
	Longevity	\$500.00	
	Personal Days	\$110.00	
	Sick Days Pay Out	\$1,050.00	
Askegaard, Megan			\$500.00
	Longevity	\$500.00	
Blilie, Macie			\$264.18
	Summer Rec	\$264.18	
Boom, Julie			\$1,000.00
	Summer Rec	\$1,000.00	
Braton, Krysta			\$859.67
	Kids Club	\$859.67	
Braton, Lydia			\$395.32
	Summer Rec	\$395.32	
Braton, Sharon			\$158.64
	Food Service Expense	\$158.64	
Bredman, Dion			\$540.00
	School Board Expense	\$540.00	
Cossette, Anika			\$69.47
	Summer Rec	\$69.47	
Cossette, Ella			\$290.50
	Summer Rec	\$290.50	
Dant, Mariah			\$879.52
	Summer School	\$879.52	
Duval, Duane			\$217.84
	Custodial Expense	\$217.84	
Ellerbusch, Annabelle			\$1,962.72
	Kids Club	\$1,962.72	
Ellerbusch, Jon			\$1,650.00
	Sick/Vacation Pay Out	\$1,650.00	
Ellingson, Erin			\$2,126.04
	Drivers Ed	\$2,126.04	

Erickson, Desiree			\$2,596.17
	Kids Club	\$2,596.17	
Field, Marla			\$580.00
	School Board Expense	\$580.00	
Field, Michella			\$500.00
	Longevity	\$500.00	
Flenner, John			\$2,518.80
	Drivers Ed	\$2,518.80	
Gilbertson, Lisa			\$1,790.81
	Longevity	\$500.00	
	Summer School	\$1,214.88	
	Field Trip Chaperone	\$75.93	
Goering, John			\$500.00
	Longevity	\$500.00	
Grabow, Shari			\$630.00
	Longevity	\$500.00	
	Student Teacher	\$130.00	
Grenvik, Angel			\$2,821.12
	Custodial Expense	\$2,821.12	
Grover, Amanda			\$2,190.08
	Kids Club	\$2,190.08	
Gylland, Jennifer			\$1,970.00
	Longevity	\$500.00	
	Personal Days	\$220.00	
	Student Teacher	\$200.00	
	Sick Days Pay Out	\$1,050.00	
Haapala, Laurie			\$5.30
	Custodial Expense	\$5.30	
Haj, George			\$55.00
	Personal Days	\$55.00	
Halverson, Brenda			\$987.50
	Longevity	\$500.00	
	Sick Days Payout	\$487.50	
Halverson, Grace			\$240.00
	Summer Rec	\$240.00	
Haugen-Forsgren, Lisa			\$500.00
	Longevity	\$500.00	
Henderson, Crystal			\$520.00
	School Board Expense	\$520.00	
Henrickson, Todd			\$1,343.60
	Mileage	\$25.74	
	Sick Days Pay Out	\$1,317.86	

Herbranson, David			\$1,048.84
	School Board Expense	\$1,048.84	
Herbranson, Joanne			\$800.26
	Summer School	\$800.26	
Hermes, Anthony			\$1,770.00
	Longevity	\$500.00	
	Personal Days	\$220.00	
	Sick Days Payout	\$1,050.00	
Hinsz, Tracy			\$2,592.36
	Longevity	\$500.00	
	Sick Days Payout	\$675.00	
	Summer School	\$1,417.36	
Holleman, Brandi			\$55.00
	Personal Days	\$55.00	
Inniger, Holly			\$1,200.00
	Longevity	\$500.00	
	Mentor Pay	\$700.00	
Jablonsky, Mathea			\$1,061.42
	Kids Club	\$1,061.42	
Jenkins, Carrie			\$1,042.62
	Staff Development	\$118.80	
	Summer School	\$923.82	
Joyce, James			\$1,550.00
	Longevity	\$500.00	
	Sick Days Pay Out	\$1,050.00	
Justeson, Chastitiy			\$1,550.00
	Longevity	\$500.00	
	Sick Days Pay Out	\$1,050.00	
Kluck, Melissa			\$391.39
	Transportation	\$391.39	
Krause, Trisha			\$708.54
	Summer School	\$708.54	
Krotzer, Katherine			\$1,424.48
	Kids Club	\$1,424.48	
Lenoue, Ruth			\$71.30
	Food Service Expense	\$71.30	
Lien, Christian			\$522.60
	Summer Rec	\$522.60	
Lindbom, Ryan			\$348.08
	School Board Expense	\$348.08	
Maesse, Tammy			\$634.04
	Clerical Expense	\$634.04	

Maier, Andrew			\$585.00
	School Board Expense	\$585.00	
Martin, Megan			\$177.17
	Summer School	\$101.24	
	Field Trip Chaperone	\$75.93	
Martinson, Karie			\$610.00
	Longevity	\$500.00	
	Personal Day	\$110.00	
Martz, Stacy			\$555.00
	Longevity	\$500.00	
	Personal Day	\$55.00	
Meyer, Sandra			\$3,119.59
	Longevity	\$500.00	
	Staff Development	\$1,265.50	
	Summer School	\$1,354.09	
Morey, Collin			\$459.73
	Summer Rec	\$459.73	
Odden, Scott			\$161.54
	Custodial Expense	\$161.54	
Olson, Emily			\$2,004.48
	Kids Club	\$2,004.48	
Olson, Tori			\$782.50
	Personal Days	\$220.00	
	Sick Days	\$562.50	
Parker, Peggy			\$1,634.92
	Longevity	\$500.00	
	Sick Days Pay Out	\$1,050.00	
	Summer School	\$84.92	
Passa, Elora			\$910.00
	Summer Rec	\$910.00	
Passa, Samantha			\$910.00
	Summer Rec	\$910.00	
Paur, Nicholas			\$470.00
	Personal Days	\$220.00	
	Student Teacher	\$250.00	
Peeters, Christopher			\$130.00
	Student Teacher	\$130.00	
Peloubet-Messer, Chris			\$2,832.71
	Longevity	\$500.00	
	Student Teacher	\$130.00	
	Summer School	\$1,252.85	
	Summer Rec	\$798.00	
	Field Trip Chaperone	\$151.86	

Petersen, Monica			\$500.00
	Longevity	\$500.00	
Poach, Sharon			\$2,575.20
	Food Service Expense	\$2,575.20	
Poepping, Sarah			\$1,088.34
	Summer School	\$1,088.34	
Reep, Richard			\$2,821.12
	Custodial Expense	\$2,821.12	
Robideau, Nicholas			\$355.75
	Summer Rec	\$355.75	
Rotz, Stacey			\$667.12
	Summer School	\$667.12	
Samuelson, Jodi			\$170.95
	School Board Expense	\$130.00	
	Staff Development	\$40.95	
Samuelson, Matthew			\$625.00
	Summer Rec	\$625.00	
Schaub, Michael			\$1,175.00
	Longevity	\$500.00	
	Sick Days	\$675.00	
Schilling, Ashley			\$416.86
	Staff Development	\$416.86	
Schindler, Aaron			\$3,405.00
	Summer Rec	\$3,405.00	
Schmitt, Thomas			\$500.00
	Longevity	\$500.00	
Sigler, Shane			\$2,780.00
	Summer Rec	\$2,780.00	
Smith, Heidi			\$110.00
	Personal Days	\$110.00	
Snobl, Scott			\$500.00
	Longevity	\$500.00	
Solum, Karen			\$800.00
	Longevity	\$500.00	
	Mentor Pay	\$300.00	
Sossa, Brooke			\$630.14
	Kids Club	\$630.14	
Sossa, Brynn			\$454.52
	Kids Club	\$454.52	
Spillum, Mary			\$2,321.21
	Kids Club	\$2,321.21	
Strand, Bryan			\$376.52
	Personal Days	\$376.52	

Strand, Nathan			\$110.00
	Personal Days	\$110.00	
Suter, Chad			\$1,540.00
	Longevity	\$500.00	
	Sick Days Pay Out	\$1,040.00	
Szweduil, Don			\$1,049.99
	Cell Phone Reimb./Custodial	\$1,049.99	
Thompson, Jacob			\$675.00
	School Board Expense	\$675.00	
Tonsfeldt, Michelle			\$1,475.00
	Longevity	\$500.00	
	Sick Days Pay Out	\$975.00	
Trowbridge, Jack			\$170.00
	Summer Rec	\$170.00	
Trowbridge, Lillian			\$219.93
	Summer Rec	\$219.93	
Trowbridge, Philip			\$2,000.00
	Longevity	\$500.00	
	Summer Rec	\$1,500.00	
Wander, Michelle			\$987.50
	Longevity	\$500.00	
	Sick Days Pay Out	\$487.50	
Weber, Zander			\$971.02
	Kids Club	\$971.02	
Wierschke, Amy-Jo			\$1,245.00
	Longevity	\$500.00	
	Personal Days	\$220.00	
	Sick Days Pay Out	\$525.00	
Zander, Cindy			\$900.00
	Sick Days Pay Out	\$900.00	
	SUBTOTAL	\$100,066.42	
		TOTAL	\$100,066.42
		MSDLAF TRANSFERS TO MIDWEST BANK	
7/11/2022	TRANSFER	<u>\$100,000</u>	\$100,000.00



**Barnesville Public Schools #146**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$631,214.74
02	Food Service	\$12,600.80
04	Community Service	\$71,284.40
06	Building Construction	\$155,114.71
07	Debt Redemption	\$459,475.00
<b>Report Total</b>		<b>\$1,329,689.65</b>

## Student Activity Account Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
1146	MN	17884	1120		<b>NDSU ATHLETICS</b>		Check
				E 01	300 298 000 401 500 Track Throwing Camp		\$150.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4687</b>	Invoice	<b>Invoice No: 07062022</b>	<b>7/1/2022</b>	<b>Paid Amt: \$150.00</b>
							<b>Check Amount: \$150.00</b>
1146	MN	17885	1072		<b>MUSICAL THEATRE INTERNATIONAL</b>		Check
				E 01	300 298 000 401 313 Musical Fall 2022		\$1,790.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4688</b>	Invoice	<b>Invoice No: 07182022</b>	<b>7/18/2022</b>	<b>Paid Amt: \$1,790.00</b>
							<b>Check Amount: \$1,790.00</b>
1146	MN	17886	1107	Remit	<b>SHEELS</b>		Check
				E 01	300 298 000 401 390 Ammo & Clays		\$783.12
	<b>PO#: 1384</b>	<b>Voucher #:</b>	<b>4689</b>	Invoice	<b>Invoice No: 38633</b>	<b>7/18/2022</b>	<b>Paid Amt: \$783.12</b>
							<b>Check Amount: \$783.12</b>
							<b>Report Total: \$2,723.12</b>

- 7. Appreciation, Recognition and Presentations
  - A. Restorative Justice
    - Jeff Nyquist
- 8. Recognition of Citizens for Input Purposes
- 9. Reports/News
  - A. High School Principal's Report



## Barnesville High School – Board Report July 18, 2022

### Past Months Events

1. Discussed last month moving to 25 credits required for graduation, Megan checked with Department of Ed and we would be fine with our requirements. Below is what is required according to Department of Ed website.

### Course Credits

Students complete the academic standards by taking a core course of study that equips them with the knowledge and skills they need for success in postsecondary education, highly skilled work, and civic life. In order to graduate, your child's high school coursework must include at least the minimum state course credit requirements. A course credit is equivalent to a student successfully completing an academic year of study or mastering the subject matter, as determined by the local school district. Students must complete a minimum of 21.5 course credits as follows:

#### **4 credits of language arts**

**3 credits of mathematics**, including algebra, geometry, statistics and probability sufficient to satisfy the standards. Students in the graduating class of 2015 and beyond must complete an algebra II credit or its equivalent as part of the 3-credit requirement. In addition to the high school credits, students in the graduating class of 2015 and beyond must also complete an algebra credit by the end of eighth grade.

**3 credits of science**, including a biology credit. In addition, students in the graduating class of 2015 and beyond must complete a chemistry, physics, or Career and Technical Education (CTE) credit as part of the 3-credit requirement. (The CTE credit must meet the standards underlying the chemistry or physics credit.)

**3½ credits of social studies**, including U.S. history, geography, government and citizenship, world history and economics.

#### **1 credit in the arts**

#### **7 elective credits**

An agriculture course may fulfill a general science credit requirement. A CTE course may fulfill a general science, mathematics, or arts credit requirement. School districts may require additional course credits or other requirements for graduation beyond the minimum required by the state.

### **Future High School Events**

1. Summer school session currently running will end end of the week, 11 students started the session
  1. 2nd session will begin next week for the following two weeks
2. Secretaries will begin again August 1st
  1. Hours will be 7:30 a.m. to 4:00 p.m.
3. Handbook changes - only thing was from last year with the cell phone policy and name changes.
4. Still actively searching for a Spanish teacher



**TODD HENRICKSON - ELEMENTARY PRINCIPAL**  
**Board Report - July 18, 2022**

- **Handbook Updates (highlighted in yellow):**
  - Personnel / School Supply List / School Hours / Before and After School Program / Lunch and Breakfast prices (?) / Pickup & Drop off Students
  - School Map – a few room changes will be coming.
- **July 13<sup>th</sup> – Art Instructor Interviews**
- **July 26<sup>th</sup> – Social Worker Interviews**
- **Elementary Summer School – Session #2**
  - Aug 1<sup>st</sup> – Aug 12<sup>th</sup>
  - Times: 9:00am - 11:30am
- **Elementary Office Staff will return on the following dates:**
  - Tammy – August 1<sup>st</sup>
  - Myself – August 8<sup>th</sup>
  - Kari – August 15<sup>th</sup>
- **August 9<sup>th</sup> & 10<sup>th</sup> – PBIS Training in Duluth**
  - Team members attending include: Myself, Tori (1<sup>st</sup>), Michelle (3<sup>rd</sup>), Nicky (6<sup>th</sup>), Patti (Title), Susan (Special Ed), Chrissa (Para), Holly (MTSS), Social Worker

**Upcoming Events:**

Aug	1	2 <sup>nd</sup> Session of Summer School begins
Aug	12	2 <sup>nd</sup> Session of Summer School ends
Aug	9	8:30am - PBIS Training – Duluth (PBIS Team)
Aug	10	8:30am – PBIS Training – Duluth (PBIS Team)
Aug	29	8:00am - New Teacher Workshop
Aug	30	8:00am - Teacher Workshop <ul style="list-style-type: none"><li>• 8:00-11:30: CPI Training – Lake Agassiz</li><li>• 12:00-3:30: Ukeru Training – Lake Agassiz</li></ul>
Aug	31	8:00am - Teacher Workshop 5:30pm - Back-to-School Night
Sep	1	8:00am - Teacher Workshop
Sep	5	Labor Day
Sep	6	8:00 – 1 <sup>st</sup> Day of School



**BOARD REPORT -- AARON SCHINDLER**  
**ACTIVITIES DIRECTOR/COMMUNITY EDUCATION COORDINATOR**  
**July 18, 2022**

**ACTIVITY INFORMATION:**

- **Started Job on July 1st.**
  - I have been busy getting acclimated to my new office and setting things up.
- **Activities Rules Meeting**
  - **Tuesday, August 9th**
    - 7:00 PM-Performing Arts Center (PAC)
- **New AD Conference**
  - **August 10th and 11th**
    - Best Western Plus/Kelly Inn St. Cloud
- **Fall Athletic Start Dates**
  - **Monday, August 15<sup>th</sup>**
    - Volleyball Grades 9 – 12
      - Time: 8:00 am – 11:00 am
      - Site: Barnesville High School: BSA & Middle Gyms
    - Football Grades 9 – 12
      - Time: 8:00 am – 12:00 pm
      - Site: Barnesville High School & Fairgrounds
  - **Monday, August 29<sup>th</sup>**
    - 7th and 8th Grade Volleyball
      - Time: 4:00 pm – 6:00 pm
      - Site: Elementary Gym
    - 7th and 8th Grade Football
      - Time: 4:00 pm - 6:00 pm
      - Equipment Handout - High School Locker Room
      - Impact Test – High School Computer Lab (for those students that have not taken it)
      - Practice: East Side of Elementary School
- **2022-23 - Coaching Positions Available**
  - Boys Basketball - 9th Grade Coach
  - Girls Basketball - 7th Grade Coach
  - Boys Basketball - 8th Grade Coach
  - Football- 9th Grade Coach





## **Barnesville Public Schools Regular School Board Meeting**

7:00 PM on Monday, July 18, 2022  
High School Library

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### Superintendent's Monthly Board Report

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#### **1. Shop Floor**

We were able to reach the \$15,000 credit threshold we asked for on the unacceptable shop floor. RA Morton and Wendel paid the remaining \$2,750 to get us there. Ted will now be hired to grind down the unacceptable concrete and apply the epoxy flooring (similar to the new locker room floors).

#### **2. Draw Showing Retainage**

Please find below an updated draw showing the over \$1 million in retainage. There are a number of contractors with minor to more significant work to finish up (e.g., Pierce Lee Roofing).

Here is the link to download:

[Draw Showing Retainage](#)

E. Board Committee Reports

10. Removal of Consent Items for Discussion

11. Approval of Consent Items

A. Personnel

*All hirings are based upon the findings of each individual's background check, licensure status, and discipline report from the Minnesota Department of Education.*

- 1) Sam Olson as an English Teacher
- 2) Kelly Foss as an Elementary Art Teacher
- 3) Cassandra Peterson as a Preschool Paraprofessional
- 4) Desi Erickson as a Long Term Substitute for Laura Anderson
- 5) Alicia Amundson as 14 Under Softball Volunteer Coach for Summer 2022
- 6) Alyssa Bergman's Resignation as a Junior High Volleyball Coach
- 7) Matt Askegaard's Resignation as a Junior High Football Coach

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**From:** "Askegaard, Matt" <[maskegaard@barnesville.k12.mn.us](mailto:maskegaard@barnesville.k12.mn.us)>  
**Subject:** Resignation  
**Date:** July 14, 2022 at 6:41:17 AM CDT  
**To:** Aaron Schindler <[aschindler@barnesville.k12.mn.us](mailto:aschindler@barnesville.k12.mn.us)>

Aaron,

Please accept this as my resignation letter as junior high football coach effective immediately.

I am grateful for having the opportunity to work in and assist in the success of the Trojan football program the past 17 years. I offer my best wishes for its continued success and am thankful for the hard work from all of the young men I had an opportunity to work with.

Matt Askegaard

--

**Matt Askegaard**  
Business Education Instructor  
Head Boy's Golf Coach  
Barnesville High School  
302 3rd St. SE  
Barnesville, MN 56514  
218.354.2228

B. Volunteers

- 1) Kailee Strand as Volunteer Volleyball Coach for the 2022-23 Season
- 2) Jess Paschke as Volunteer Volleyball Coach for the 2022-23 Season
- 3) Dain Biewer as Volunteer Football Coach for the 2022-23 Season
- 4) Ace Gregg as Volunteer Football Coach for the 2022-23 Season
- 5) Kirk Peterson as Volunteer Football Coach for the 2022-23 Season
- 6) Michael Strand as Volunteer Football Coach for the 2022-23 Season
- 7) Adam Tonsfeldt as Volunteer Football Coach for the 2022-23 Season
- 8) Jacob Groszas Volunteer Football Coach for the 2022-23 Season

C. Donations

- 1) \$17,500 from City of Barnesville for Summer Recreation Program
- 2) \$100 from Valley Care & Rehab for Summer Recreation T-shirts
- 3) \$2,771.28 from Barnesville Booster Club for Ukuleles for Elementary Music
- 4) \$1,000 from Barnesville Booster Club for Fishing Team Auxiliary
- 5) \$500 from Mission Mechanical for Fishing Team
- 6) \$542 from Lakes Country Service Co-op for HOL Ice Fishing Raffle Donation
- 7) \$750 from Barnesville Booster Club for NDSU Field Rent for Softball
- 8) \$107.64 from Coborn's for School Rewards
- 9) \$30 Donation from Bell Bank (custom debit cards) to General Fund

D. Secondary Principal Contract for 2022-2024

70

## **SECONDARY PRINCIPAL'S CONTRACT 2022-2024**

The School Board of Independent School District No 146, Barnesville, MN, enters into this agreement with Bryan Strand, a legally qualified and certified principal, who agrees to perform the duties of secondary principal in the district beginning July 1, 2022 through June 30, 2024. The following provisions shall apply and are a part of this contract:

**BASIC SERVICES:** Said Secondary School Principal shall faithfully perform the services prescribed by the School Board, whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations, and policies established by the school board and any additional amendments thereto, pursuant to the provisions of M.S. 125A.45, as amended, and all federal and state laws relevant thereto: for the annual salary indicated below.

**COMPENSATION:** (Minimum duty day each year: 218 days)  
From July 1, 2022 through June 30, 2024 Bryan Strand shall be paid an annual contract salary in equal installments twice monthly. Salary for the 2022-2023 school year: \$113,271. Salary for the 2023-2024 school year: \$117,235.

**SPECIAL PROVISIONS:** The contents and stipulations of the attached articles constitute an integral part of this contract and represent continuing contract provisions for the employee.

### **ARTICLE I: Articles Portion of This Contract**

The articles hereto attached constitute an integral portion of this continuing contract agreement between Independent School District No. 146 and Bryan Strand.

### **ARTICLE II: The Definitions**

1. In all articles, Independent School District No. 146 shall be referred to as the EMPLOYER.
2. In all articles, Bryan Strand, shall be referred to as the EMPLOYEE.

### **ARTICLES III: Health, Long Term Disability, and Life Insurance**

The employee shall have the opportunity to participate in the insurance plan provided to other school district employees at the employee's request.

**Health Insurance:** The employer shall provide 100% of family coverage towards the cost of the health insurance premium for the 2022-2023 and 2023-2024 school years.

**Long Term Disability Insurance:** The employer shall pay the entire cost of the premium.

**Term Life Insurance Policy:** The employer shall pay the entire cost of the premium for a term life insurance policy in the amount of \$100,000.

### **ARTICLE IV: Duty Days**

The employee's contract will be 218 days. The employee will follow the teacher's contract for 180 days, 20 days to be put in mandatory during the summer, 10 days after the school year and 10 days prior to the school to the school year starting. The remaining 18 days are to be worked into their schedule which could be holiday vacations when school is not in session, Saturday or Sunday during the school year or during the summer.

### **ARTICLE V: Disability/Sick Leave, Emergency Leave, Bereavement Leave, Child Care Leave**

The employee shall be entitled to 10 days of disability/sick leave per year, accumulative to 120 days. Disability/Sick Leave, Emergency Leave, Bereavement Leave and Child Care Leave as provided to the teachers pursuant to the Teacher's Master Agreement, Article XII.

**ARTICLE VI: Personal Days**

The employee shall be entitled to three (3) days of personal leave per year accumulative to a maximum of six (6) days. The employee shall have the option to sell back to the school unused personal days at 50% of the average daily salary for the contract year.

**ARTICLE VII: Unused Sick Leave Language**

Unused Sick Leave Language Upon time of resignation or retirement, the principal will be entitled to collect 30% of unused sick leave days at the average prorated daily salary for the last three years. This amount will be paid out in a separate check issued to the principal. Upon accumulating 120 days, the employee shall have the option to sell back all days in excess of 120 days at 25% of the average daily salary for the contract year. At the end of the school year, the employee will be paid for all unused sick days in excess of 120 days.

**ARTICLE VIII:** The employer shall pay expenses and fees for attendance at school related conferences and workshops within the State, as determined by the employee and employer.

The employee shall be entitled to attend a national conference or convention at the school district’s expense once every three years.

The employee shall be entitled to five (5) days per year, accumulative to a maximum of ten days during any one-year, to be a part of his duty days for the purpose of professional growth at a college or university, or in some other type of individual professional activity as approved by the Board. If the employee attends a national convention or workshop he will be entitled to earn the five (5) days during that calendar year.

**ARTICLE IX: Professional Organizations**

The employer shall pay the annual dues/fees for membership of the employee in the local, state and national secondary principal’s association an elementary principal’s association.

**ARTICLE X: Protection of the Administrator**

Legal Counsel: In any work-related case, Independent School District No. 146 will provide legal counsel.

The employee, if complained against or sued by reason of administrative action in the course and scope of employment, shall be provided liability coverage equal to or greater than existing school district liability protection.

The Independent School District No. 146 shall defend, indemnify, and save the employee harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated, which any person may have or claim to have now or in the future, arising out of or by reason of the performance of his duties and responsibilities as set forth by Independent School District No. 146 .

Scope of Legal Protection: It is understood that the provisions of this article apply to those situations and incidents, which occur as a result of the EMPLOYEE’S completion of the duties and responsibilities of his position.

**ARTICLE XI: 403b/Deferred Compensation:**

Employer shall make an annual yearly matching contribution of \$1,500 per year with a \$32,500 career maximum match.

**ARTICLE XII: Cellular Phone Reimbursement:**

The Principal will be given up to \$75/month cellular phone reimbursement based on annual contract.

**ARTICLE XIII: Grievance Procedure:**

The purpose of this procedure is to secure, at the lowest possible administration level, equitable solutions to problems, which may arise from time to time in the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement. Both parties agree that these proceedings shall be kept as informal, yet confidential, as possible. Nothing herein shall be construed as limiting the right of

any principal having a problem, to discuss the matter informally with an appropriate member of the administration.

1. Grievance Definition: A "grievance" shall mean an allegation by a principal resulting in a dispute or disagreement between the principal and the school district as to the interpretation or application of terms and conditions contained in this Agreement.

SECTION 2. Representative: The principal or Independent School District No. 146 may be represented during any step of the procedure by any person or agent designated by such party to act in their behalf.

SECTION 3. Definitions and Interpretations:

Subd. 1. Extension. Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days.

A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

SECTION 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the principal and the school district's designee.

SECTION 5. Adjustment of Grievance: The school district and the principal shall attempt to adjust all grievances which, may arise during the course of employment of any principal within the school district in the following manner:

Subd. 1. Level I- If the grievance is not resolved through informal discussions, the superintendent or his designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II-. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the school board, provided such appeal is made in writing within five days after receipt of the decision in Level I. If a grievance is properly appealed to the school board, the school board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the school board shall issue its decision in writing to the parties involved. At the option of the school board, a committee or representatives of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

SECTION-6. School Board Review: The school board reserves the right to review any decision issued under Level I of this procedure provided the school board or its representative notify the parties of its intentions to review within ten days after the decision has been rendered. In the event the school board reviews a grievance under this section, the school board reserves the right to reserve or modify such decision.

SECTION 7. Denial of Grievance: Failure by the school board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the principal may appeal it to the next level.

SECTION 8. Arbitration Procedures: In the event that the principal and the school board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request. A request to submit a grievance arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten days following the decision in Level 11 of the grievance procedure.

Subd. 2. Prior Procedure Required. No grievance shall be considered by the arbitrator, which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator. Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the P.E.R.B. to appoint an arbitrator, pursuant

to M.S. 179.70, subd. 4, providing such request is made within twenty days after request for arbitration. The request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the P.E.R.B. within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information-

a) Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the superintendent, the submission of the grievance which, shall include the following:

1. The issues involved.
2. Statement of the facts.
3. Position of the grievant.
4. The written documents relating to Section 5, Article X of the grievance procedure.

b) The school district may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing. The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 6. Decision. The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A.

Subd. 7. Expenses. Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses, which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript of recording if requested by either or both parties, and any other expenses, which the parties mutually agree, are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 8. Jurisdiction. The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedures as outlined herein, nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligation of the public school districts to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

\_\_\_\_\_, 2022

\_\_\_\_\_, 2022

\_\_\_\_\_  
Secondary Principal

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk



## **ELEMENTARY PRINCIPAL 2022-2024**

The School Board of Independent School District No 146, Barnesville, MN, enters into this agreement with Todd Henrickson, a legally qualified and certified principal, who agrees to perform the duties of the elementary school principal beginning July 1, 2022, through June 30, 2024. The following provisions shall apply and are a part of this contract:

**BASIC SERVICES:** Said Elementary School Principal shall faithfully perform the services prescribed by the School Board, whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations, and policies established by the school board and any additional amendments thereto, pursuant to the provisions of M.S. 125A.45, as amended, and all federal and state laws relevant thereto: for the annual salary indicated below.

**COMPENSATION:** (Minimum duty day each year: 218 days)  
From July 1, 2022, through June 30, 2024 Todd Henrickson shall be paid an annual contract salary in equal installments twice monthly. Salary for the 2022-2023 school year: \$113,271. Salary for the 2023-2024 school year: \$117,235.

**SPECIAL PROVISIONS:** The contents and stipulations of the attached articles constitute an integral part of this contract and represent continuing contract provisions for the employee.

### **ARTICLE I: Articles Portion of This Contract**

The articles hereto attached constitute an integral portion of this continuing contract agreement between Independent School District No. 146 and Todd Henrickson.

### **ARTICLE II: The Definitions**

1. In all articles, Independent School District No. 146 shall be referred to as the EMPLOYER.
2. In all articles, Todd Henrickson, shall be referred to as the EMPLOYEE.

### **ARTICLES III: Health, Long Term Disability, and Life Insurance**

The employee shall have the opportunity to participate in the insurance plan provided to other school district employees at the employee's request.

**Health Insurance:** The employer shall provide 100% of family coverage towards the cost of the health insurance premium for the 2022-2023 and 2023-2024 school years.

**Long Term Disability Insurance:** The employer shall pay the entire cost of the premium.

**Term Life Insurance Policy:** The employer shall pay the entire cost of the premium for a term life insurance policy in the amount of \$100,000.

### **ARTICLE IV: Duty Days**

The employee's contract will be 218 days. The employee will follow the teacher's contract for 180 days, 20 days to be put in mandatory during the summer, 10 days after the school year and 10 days prior to the school to the school year starting. The remaining 18 days are to be worked into their schedule which could be holiday vacations when school is not in session, Saturday or Sunday during the school year or during the summer.

### **ARTICLE V: Disability/Sick Leave, Emergency Leave, Bereavement Leave, Child Care Leave**

The employee shall be entitled to 10 days of disability/sick leave per year, accumulative to 120 days. Disability/Sick Leave, Emergency Leave, Bereavement Leave and Child Care Leave as provided to the teachers pursuant to the Teacher's Master Agreement, Article XII.

**ARTICLE VI: Personal Days**

The employee shall be entitled to three (3) days of personal leave per year accumulative to a maximum of six (6) days. The employee shall have the option to sell back to the school unused personal days at 50% of the average daily salary for the contract year.

**ARTICLE VII: Unused Sick Leave Language**

Unused Sick Leave Language: Upon time of resignation or retirement, the principal will be entitled to collect 30% of unused sick leave days at the average prorated daily salary for the last three years. This amount will be paid out in a separate check issued to the principal. Upon accumulating 120 days, the employee shall have the option to sell back all days in excess of 120 days at 25% of the average daily salary for the contract year. At the end of the school year, the employee will be paid for all unused sick days in excess of 120 days.

**ARTICLE VIII:** The employer shall pay expenses and fees for attendance at school related conferences and workshops within the State, as determined by the employee and employer.

The employee shall be entitled to attend a national conference or convention at the school district’s expense once every three years.

The employee shall be entitled to five (5) days per year, accumulative to a maximum of ten days during any one-year, to be a part of his duty days for the purpose of professional growth at a college or university, or in some other type of individual professional activity as approved by the Board. If the employee attends a national convention or workshop he will be entitled to earn the five (5) days during that calendar year.

**ARTICLE IX: Professional Organizations**

The employer shall pay the annual dues/fees for membership of the employee in the local, state and national elementary principal’s association.

**ARTICLE X: Protection of the Administrator**

Legal Counsel: In any work-related case, the Independent School District No. 146 will provide legal counsel.

The employee, if complained against or sued by reason of administrative action in the course and scope of employment, shall be provided liability coverage equal to or greater than existing school district liability protection.

The Independent School District No. 146 shall defend, indemnify, and save the employee harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated, which any person may have or claim to have now or in the future, arising out of or by reason of the performance of his duties and responsibilities as set forth by Independent School District No. 146.

Scope of Legal Protection: It is understood that the provisions of this article apply to those situations and incidents, which occur as a result of the EMPLOYEE’S completion of the duties and responsibilities of his position.

**ARTICLE XI: 403b/Deferred Compensation:**

Employer shall make an annual yearly matching contribution of \$1,500 per year with a \$32,500 career maximum match.

**ARTICLE XII: Cellular Phone Reimbursement:**

The principal will be given up to \$75/month cellular phone reimbursement based on annual contract.

**ARTICLE XIII: Grievance Procedure:**

The purpose of this procedure is to secure, at the lowest possible administration level, equitable solutions to problems, which may arise from time to time in the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement. Both parties agree that these proceedings shall be kept as informal, yet confidential, as possible. Nothing herein shall be construed as limiting the right of

any principal having a problem, to discuss the matter informally with an appropriate member of the administration.

1. Grievance Definition: A "grievance" shall mean an allegation by a principal resulting in a dispute or disagreement between the principal and the school district as to the interpretation or application of terms and conditions contained in this Agreement.

SECTION 2. Representative: The principal or Independent School District No. 146 may be represented during any step of the procedure by any person or agent designated by such party to act in their behalf.

SECTION 3. Definitions and Interpretations:

Subd. 1. Extension. Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days.

A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

SECTION 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the principal and the school district's designee.

SECTION 5. Adjustment of Grievance: The school district and the principal shall attempt to adjust all grievances which, may arise during the course of employment of any principal within the school district in the following manner:

Subd. 1. Level I- If the grievance is not resolved through informal discussions, the superintendent or his designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II-. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the school board, provided such appeal is made in writing within five days after receipt of the decision in Level I. If a grievance is properly appealed to the school board, the school board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the school board shall issue its decision in writing to the parties involved. At the option of the school board, a committee or representatives of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

SECTION-6. School Board Review: The school board reserves the right to review any decision issued under Level I of this procedure provided the school board or its representative notify the parties of its intentions to review within ten days after the decision has been rendered. In the event the school board reviews a grievance under this section, the school board reserves the right to reserve or modify such decision.

SECTION 7. Denial of Grievance: Failure by the school board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the principal may appeal it to the next level.

SECTION 8. Arbitration Procedures: In the event that the principal and the school board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein: Subd. 1. Request. A request to submit a grievance arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten days following the decision in Level 11 of the grievance procedure. Subd. 2. Prior Procedure Required. No grievance shall be considered by the arbitrator, which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator. Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the P.E.R.B. to appoint an arbitrator, pursuant to M.S. 179.70, subd. 4, providing such request is made within twenty days after request for arbitration. The

request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the P.E.R.B. within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information-

a) Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the superintendent, the submission of the grievance which, shall include the following:

1. The issues involved.
2. Statement of the facts.
3. Position of the grievant.
4. The written documents relating to Section 5, Article X of the grievance procedure.

b) The school district may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing. The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 6. Decision. The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A.

Subd. 7. Expenses. Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses, which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript of recording if requested by either or both parties, and any other expenses, which the parties mutually agree, are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 8. Jurisdiction. The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedures as outlined herein, nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligation of the public school districts to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

\_\_\_\_\_, 2022

\_\_\_\_\_, 2022

\_\_\_\_\_  
Elementary Principal

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk





# AIA Document G736™ – 2009

## Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition

<b>TO OWNER:</b> I.S.D. #146 - Barnesville Public Schools	<b>PROJECT:</b> Add'n./Upgrade-Atkinson Add'n./Renovation-High School Barnesville, MN	<b>APPLICATION NO:</b> 27	<b>Distribution to:</b>
		<b>PERIOD TO:</b> July 05, 2022	<b>OWNER:</b> <input type="checkbox"/>
<b>ATTENTION:</b> Dr. Jon Ellerbusch, Superintendent	<b>VIA CONSTRUCTION MANAGER:</b> R. A. Morton & Associates, LLC	<b>PROJECT NOS:</b> 1907 /	<b>CONSTRUCTION MANAGER:</b> <input type="checkbox"/>
			<b>ARCHITECT:</b> <input type="checkbox"/>
			: <input type="checkbox"/>

### PROJECT APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Project. AIA Document G737™–2009, Summary of Contractors' Applications for Payment, is attached.

1. <b>TOTAL CONTRACT SUMS</b> <i>(Item A Totals)</i>	\$28,050,000.00
2. <b>TOTAL NET CHANGES BY CHANGE ORDERS</b> <i>(Item B Totals)</i>	\$936,483.29
3. <b>TOTAL CONTRACT SUM TO DATE</b> <i>(Item C Totals)</i>	\$28,986,483.29
4. <b>TOTAL COMPLETED &amp; STORED TO DATE</b> <i>(Item F Totals)</i>	\$28,558,694.57
5. <b>RETAINAGE</b> <i>(Item H Totals)</i>	\$766,193.46
6. <b>LESS PREVIOUS TOTAL PAYMENTS</b> <i>(Item I Totals)</i>	\$27,651,247.43
7. <b>CURRENT PAYMENT DUE</b> <i>(Item J Totals)</i>	\$141,253.68

The undersigned Construction Manager certifies that to the best of its knowledge, information and belief this Project Application for Payment is an accurate compilation of the Contractors' Applications for Payment, attached hereto.

**CONSTRUCTION MANAGER:**  
By: \_\_\_\_\_ Date: \_\_\_\_\_

State of: Minnesota

County of: Stearns

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public: Connie M. Leathers

My Commission expires: January 31, 2027

### PROJECT CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluation of the Work and the data comprising this Application, the Construction Manager certifies to the Owner that to the best of its knowledge, information and belief the Work has progressed as indicated; the quality of the Work is in accordance with the Contract Documents; and the Construction Manager recommends to the Owner and Architect that the Contractors be paid the AMOUNTS set forth in the attached Summary of Contractors' Applications for Payment.

**TOTAL OF AMOUNTS CERTIFIED** ..... \$141,253.68

**CONSTRUCTION MANAGER:**  
By: \_\_\_\_\_ Date: \_\_\_\_\_

In accordance with the Contract Documents, based on evaluation of the Work, the data comprising this Application, and the Construction Manager's recommendation, the Architect certifies to the Owner that to the best of its knowledge, information and belief the Work has progressed as indicated; the quality of the Work is in accordance with the Contract Documents; and the Contractors are entitled to payments of the AMOUNTS set forth in the attached Summary of Contractors' Applications for Payment.

**ARCHITECT:**  
By: \_\_\_\_\_ Date: \_\_\_\_\_

**I.S.D. #146 - Barnesville Public Schools**

Project Application Summary

Application No. 27

Period From: 06/05/22

To: 07/05/22

**Construction Manager:**

R. A. Morton & Associates, LLC

3315 Roosevelt Road, Suite 100

St. Cloud, MN 56301

**Architect:**

Wendel

401 Second Avenue North, Suite 206

Minneapolis, MN 55401

	Contract Sum	Change Orders	Contract To Date	Work In Place	Materials Stored	Total Completed	Retainage Amount	Previous Payments	Current Payment	Balance to Finish	Percent Complete
<b>General Conditions Allow.</b>	415,205.00	(415,205.00)	0.00							0.00	100%
<b>Phone/Technology</b>	0.00	12,694.11	12,694.11	12,694.11		12,694.11		12,680.48	13.63		
<b>Temp Office</b>	0.00	18,970.34	18,970.34	18,970.34		18,970.34		18,970.34			
<b>Temp Storage</b>	0.00	3,100.00	3,100.00	3,100.00		3,100.00		3,100.00			
<b>Temp Toilet</b>	0.00	13,121.00	13,121.00	13,121.00		13,121.00		13,121.00			
<b>Temp Electric</b>	0.00	25,538.31	25,538.31	25,538.31		25,538.31		25,538.31			
<b>Temp Heat/Environ Control</b>	0.00	83,647.08	83,647.08	83,647.08		83,647.08		83,647.08			
<b>Barricades/Temp Fencing</b>	0.00	15,520.00	15,520.00	15,520.00		15,520.00		15,520.00			
<b>Construction Staking</b>	0.00	41,502.70	41,502.70	41,502.70		41,502.70		41,502.70			
<b>Construction Testing</b>	0.00	113,208.50	113,208.50	113,208.50		113,208.50		113,208.50			
<b>Safety</b>	0.00	133.03	133.03	133.03		133.03		133.03			
<b>Misc Mat'l/Constr Supplies</b>	0.00	1,085.80	1,085.80	1,085.80		1,085.80		804.72	281.08		
<b>Construction Signage</b>	0.00	1,916.00	1,916.00	1,916.00		1,916.00		1,916.00			
<b>Hourly Workers</b>	0.00	40,246.64	40,246.64	40,246.64		40,246.64		40,246.64			
<b>Equipment Rental</b>	0.00	6,891.80	6,891.80	6,891.80		6,891.80		6,891.80			
<b>Snow Removal/Road Maintenance</b>	0.00		0.00								
<b>Dumpsters</b>	0.00	56,703.72	56,703.72	56,703.72		56,703.72		56,703.72			
<b>Clean Up</b>	0.00	143,583.26	143,583.26	143,583.26		143,583.26		143,583.26			
<b>Project Closeout</b>	0.00		0.00								

I.S.D. #146 - Barnesville Public Schools	Contract Sum	Change Order	Contract To Date	Work In Place	Materials Stored	Total Completed	Retainage Amount	Previous Payments	Current Payment	Balance to Finish	Percent Complete
<b>Job Overhead</b>	0.00	1,969.88	1,969.88	1,969.88		1,969.88		1,843.78	126.10		
Sub-Total	\$415,205.00	\$164,627.17	\$579,832.17	\$579,832.17	\$0.00	\$579,832.17	\$0.00	\$579,411.36	\$420.81	\$0.00	100%
<b>3A Combination Building and Site Concrete</b>											
All Finish Concrete, Inc.	1,130,567.06	78,176.58	1,208,743.64	1,203,323.64		1,203,323.64	60,166.00	1,143,157.64		5,420.00	100%
<b>3B Precast Concrete</b>											
Taracon Precast, LLC	1,205,119.00	6,000.00	1,211,119.00	1,205,119.00		1,205,119.00	60,256.00	1,144,863.00		6,000.00	100%
<b>PR #37 Concrete</b>											
Innovative Builders	0.00	100,067.77	100,067.77	100,067.77		100,067.77	5,003.00	95,064.77		0.00	100%
<b>4A Masonry</b>											
Eicholtz Masonry, Inc.	1,684,400.00	45,613.91	1,730,013.91	1,724,420.96		1,724,420.96	69,351.46	1,655,069.50		5,592.95	100%
<b>4B Masonry Restoration</b>											
Bradco Restoration, Inc.	0.00	106,035.00	106,035.00	106,035.00		106,035.00	5,302.00	100,733.00		0.00	100%
<b>5A Steel Supply (MO)</b>											
Integrity Steel Supply, LLC	782,000.00	89,448.60	871,448.60	871,448.60		871,448.60		827,051.50	44,397.10	0.00	100%
<b>5B Steel Erection (LO)</b>											
Innovative Erectors, Inc.	348,900.00	335,158.64	684,058.64	669,229.48		669,229.48	33,461.00	635,768.48		14,829.16	98%
<b>6A Carpentry</b>											
Gast Construction Co., Inc.	429,500.00	135,118.93	564,618.93	535,259.97		535,259.97	26,763.00	508,496.97		29,358.96	95%
<b>6B Architectural Woodwork</b>											
Northern Woodwork, Inc.	141,537.00	42,674.72	184,211.72	184,211.72		184,211.72	9,211.00	175,000.72		0.00	100%
<b>7A Weather Barriers</b>											
Fresh Look Painting, LLC dba Herzog Coatings	35,600.00		35,600.00	35,600.00		35,600.00	1,780.00	33,820.00		0.00	100%
<b>7B Roofing</b>											
Pierce Lee Roofing, Inc.	1,336,166.00	17,030.78	1,353,196.78	1,341,586.78		1,341,586.78	67,079.00	1,231,628.78	42,879.00	11,610.00	99%
<b>7C Joint Sealants</b>											
WCS1, LLC	60,500.00	4,250.00	64,750.00	61,500.00		61,500.00	3,075.00	58,425.00		3,250.00	95%

I.S.D. #146 - Barnesville Public Schools	Contract Sum	Change Order	Contract To Date	Work In Place	Materials Stored	Total Completed	Retainage Amount	Previous Payments	Current Payment	Balance to Finish	Percent Complete
<b>8A Doors, Frames, and Hardware (MO)</b>											
Central Door & Hardware, Inc.	264,937.00	69,533.00	334,470.00	334,470.00		334,470.00	16,724.00	317,746.00		0.00	100%
<b>8B Aluminum Doors and Windows</b>											
Rusco Window Company, Inc.	338,689.00	22,465.00	361,154.00	338,100.50		338,100.50	16,905.00	321,195.50		23,053.50	94%
<b>8C Sectional Doors</b>	Contract Prepared Later - \$ Taken From Contingenc										
PS Garage Doors	15,000.00	37,049.00	52,049.00	52,049.00		52,049.00	2,602.00	49,447.00		0.00	100%
<b>9A Gypsum System</b>											
RTL Construction, Inc.	778,075.00	127,072.71	905,147.71	905,147.71		905,147.71	45,257.00	859,890.71		0.00	100%
<b>9B Tilework</b>											
McArthur Tile Corporation	130,000.00	48,390.00	178,390.00	177,800.00		177,800.00	8,890.00	168,910.00		590.00	100%
<b>9C Acoustical Ceilings</b>	* Contract Prepared Later - \$ Added to Contingency										
Far-Moor Acoustics & Floors, LLC	365,000.00	66,960.00	431,960.00	431,960.00		431,960.00	21,598.00	409,725.00	637.00	0.00	100%
<b>9D Wood Flooring</b>											
H2I Group, Inc.	194,300.00		194,300.00	194,300.00		194,300.00	9,715.00	184,585.00		0.00	100%
<b>9E Floor Covering</b>											
Bachman, Inc. dba Floor to Ceiling Carpet One	326,398.00	73,799.00	400,197.00	400,197.00		400,197.00	20,010.00	380,187.00		0.00	100%
<b>9F Painting</b>											
Traill Painting Co.	184,500.00	23,703.00	208,203.00	208,203.00		208,203.00	10,410.00	190,228.00	7,565.00	0.00	100%
<b>10A Lockers</b>											
Olympus Lockers & Storage Products, Inc.	77,219.00	1,995.00	79,214.00	79,214.00		79,214.00		79,214.00		0.00	100%
<b>11A Gymnasium Equipment</b>											
H & B Specialized Products, Inc.	51,600.00		51,600.00	51,600.00		51,600.00		51,600.00		0.00	100%
<b>11C Foodservice Equipment</b>	Contract Prepared Later - \$ Taken from Owner Cont										
Trimark Hockenbergs	0.00	390,322.97	390,322.97	390,322.97		390,322.97	19,516.00	337,286.20	33,520.77	0.00	100%

<b>I.S.D. #146 - Barnesville Public Schools</b>	<b>Contract Sum</b>	<b>Change Order</b>	<b>Contract To Date</b>	<b>Work In Place</b>	<b>Materials Stored</b>	<b>Total Completed</b>	<b>Retainage Amount</b>	<b>Previous Payments</b>	<b>Current Payment</b>	<b>Balance to Finish</b>	<b>Percent Complete</b>
<b>12A Furnishings</b>											
H2I Group, Inc.	158,992.00	11,853.00	170,845.00	170,845.00		170,845.00	8,542.00	162,303.00		0.00	100%
<b>12B Auditorium Seating</b>											
H2I Group, Inc.	133,500.00		133,500.00	133,500.00		133,500.00	6,675.00	126,825.00		0.00	100%
<b>12C Bleachers</b>											
Seating & Athletic Facility Enterprises, LLC (SAAFE, LLC)	123,845.00		123,845.00	123,845.00		123,845.00		123,845.00		0.00	100%
<b>14A Conveying Equipment</b>											
Otis Elevator Company	155,000.00		155,000.00	155,000.00		155,000.00	7,750.00	147,250.00		0.00	100%
<b>21A Fire Protection</b>											
LVC Companies, Inc.	532,906.00	61,403.76	594,309.76	588,392.75		588,392.75	29,420.00	558,972.75		5,917.01	99%
<b>22A Plumbing &amp; HVAC</b>											
Manning Mechanical, Inc.	4,634,000.00	1,320,025.77	5,954,025.77	5,935,445.46		5,935,445.46	59,354.00	5,876,091.46		18,580.31	100%
<b>26A Electrical Communications, Electronic Safety, &amp; Security</b>											
Vinco, Inc.	1,607,800.00	492,745.92	2,100,545.92	2,088,505.19		2,088,505.19	104,425.00	1,984,080.19		12,040.73	99%
<b>31A Earthwork and Site Utilities</b>											
Landwehr Construction, Inc.	1,357,679.00	166,837.83	1,524,516.83	1,524,516.83		1,524,516.83		1,524,516.83		0.00	100%
<b>PR #37 Earthwork and Site Utilities</b>											
Ferguson Brothers Excavating, Inc.	Contract Prepared Later - \$ Taken from Owner Cont 0.00	77,891.00	77,891.00	77,891.00		77,891.00	3,895.00	73,996.00		0.00	100%
<b>32A Bituminous Paving</b>											
FM Ashphalt, LLC	164,600.00	67,292.00	231,892.00	231,892.00		231,892.00	11,595.00	208,463.00	11,834.00	0.00	100%
<b>32B Landscaping</b>											
Allowance	25,000.00		25,000.00	7,850.00		7,850.00		7,850.00		17,150.00	31%
<b>Tuckpointing</b>											
Allowance	* \$ Trans. - 4B Masonry Restoration & 11B Equip. 331,614.00	(331,614.00)	0.00							0.00	100%

I.S.D. #146 - Barnesville Public Schools	Contract Sum	Change Order	Contract To Date	Work In Place	Materials Stored	Total Completed	Retainage Amount	Previous Payments	Current Payment	Balance to Finish	Percent Complete
<b>Auditorium Sound Equip.</b>	* \$ Trans. To 27A Comm. & 11B Equipment *										
Allowance	400,000.00	(400,000.00)	0.00							0.00	100%
<b>27A Communications</b>	* \$ Trans. From Tuckpointing Allow. & 27A Allow. *										
AVI Systems, Inc.	0.00	343,350.10	343,350.10	343,350.10		343,350.10	17,168.00	326,182.10		0.00	100%
<b>11B Equipment</b>	* \$ Trans. From Tuckpointing Allow. & 27A Allow. *										
Norcostco, Inc.	0.00	85,900.00	85,900.00	85,900.00		85,900.00	4,295.00	81,605.00		0.00	100%
Sub-Total	\$19,504,943.06	\$3,716,549.99	\$23,221,493.05	\$23,068,100.43	\$0.00	\$23,068,100.43	\$766,193.46	\$22,161,074.10	\$140,832.87	\$153,392.62	99%
<b>CM Fees</b>	R. A. Morton & Associates, LLC										
	685,000.00	30,000.00	715,000.00	712,250.00		712,250.00		712,250.00		2,750.00	100%
<b>CM Reimbursables</b>	R. A. Morton & Associates, LLC										
	88,000.00		88,000.00	88,000.00		88,000.00		88,000.00		0.00	100%
<b>Architect Fees</b>	1,886,326.00	(85,000.00)	1,801,326.00	1,720,606.23		1,720,606.23		1,720,606.23		80,719.77	96%
<b>Architect Reimbursables</b>		729.65	729.65	729.65		729.65		729.65		0.00	100%
<b>Misc. Owner Expenses</b>	273,625.98	(252,184.65)	21,441.33	21,441.33		21,441.33		21,441.33		(0.00)	100%
<b>Permits, Plan Reviews</b>	81,240.34	75,132.52	156,372.86	156,372.86		156,372.86		156,372.86		0.00	100%
<b>Builders Risk</b>	27,390.00	10,084.00	37,474.00	37,474.00		37,474.00		37,474.00		0.00	100%
<b>Soil Testing</b>	11,504.00	3,100.00	14,604.00	14,604.00		14,604.00		14,604.00		0.00	100%
<b>Site Survey</b>	15,125.00	3,635.00	18,760.00	18,760.00		18,760.00		18,760.00		0.00	100%
<b>Commissioning</b>	0.00	57,900.00	57,900.00	41,225.00		41,225.00		41,225.00		16,675.00	71%
<b>Plan Printing &amp; Bid Expenses</b>	6,040.13		6,040.13	5,736.84		5,736.84		5,736.84		303.29	95%
<b>Owner Project Supplies</b>	3,000.00		3,000.00	2,954.66		2,954.66		2,954.66		45.34	98%
<b>Wrestling Room Relocation and Pads</b>	60,000.00		60,000.00	52,851.01		52,851.01		52,851.01		7,148.99	88%

I.S.D. #146 - Barnesville Public Schools	Contract Sum	Change Order	Contract To Date	Work In Place	Materials Stored	Total Completed	Retainage Amount	Previous Payments	Current Payment	Balance to Finish	Percent Complete
<b>Elementary School Parking Lot East</b>	25,094.55	(19,882.05)	5,212.50	5,212.50		5,212.50		5,212.50		0.00	100%
<b>Scoreboards</b>	0.00	72,940.00	72,940.00	72,940.00		72,940.00		72,940.00		0.00	100%
<b>Clock System</b>	0.00	33,180.15	33,180.15	32,727.05		32,727.05		32,727.05		453.10	99%
		* Added to Contingency *									
<b>Move City Electric Line</b>	151,602.00	(9,771.00)	141,831.00	141,831.00		141,831.00		141,831.00		0.00	100%
		* Added to Contingency *									
<b>Move City Gas Mains</b>	75,000.00	(43,673.00)	31,327.00	31,327.00		31,327.00		31,327.00		0.00	100%
		* Taken from Owner Contingency *									
<b>Asbestos Abatement</b>	174,876.00	63,019.00	237,895.00	237,895.00		237,895.00		237,895.00		0.00	100%
		* Taken from Owner Contingency *									
<b>Summer 2021 Elem. Abate.</b>	0.00	46,797.16	46,797.16	46,797.16		46,797.16		46,797.16		0.00	100%
		* Taken from Owner Contingency *									
<b>Abatement Required Elec.</b>	27,117.00	1,857.00	28,974.00	28,974.00		28,974.00		28,974.00		0.00	100%
<b>Abatement - House Demo</b>	2,750.00		2,750.00	2,750.00		2,750.00		2,750.00		0.00	100%
		* Added to Contingency *									
<b>House Demo</b>	21,125.00	(4,725.00)	16,400.00	16,400.00		16,400.00		16,400.00		0.00	100%
		Taken from Owner Contingency/Constr. Contingency									
<b>Relocate Owner Equip.</b>	0.00	3,925.17	3,925.17	3,925.17		3,925.17		3,925.17		0.00	100%
<b>Elementary Classroom Cabinets</b>	0.00	41,547.64	41,547.64	41,547.64		41,547.64		41,547.64		0.00	100%
		* \$ Taken From Construction Contingency *									
<b>Elementary Remodel Carpet</b>	0.00	81,136.45	81,136.45	81,136.45		81,136.45		81,136.45		0.00	100%
		* \$ Taken From Construction Contingency *									
<b>Window Treatments</b>	0.00	23,610.00	23,610.00	23,610.00		23,610.00		23,610.00		0.00	100%
		* \$ Taken From Construction Contingency *									
<b>Epoxy Floor - Locker Rooms</b>	0.00	10,500.00	10,500.00	10,500.00		10,500.00		10,500.00		0.00	100%
		* \$ Taken From Construction Contingency *									
<b>FF&amp;E</b>	472,153.00	116,135.60	588,288.60	588,288.60		588,288.60		588,288.60		0.00	100%
<b>Additional Elementary FF&amp;E</b>	0.00	66,202.36	66,202.36							66,202.36	0%
<b>Fitness Equipment</b>	152,658.00	791.30	153,449.30	153,449.30		153,449.30		153,449.30		0.00	100%
		* \$ Taken From Construction Contingency *									
<b>Technology</b>	300,000.00	25,133.67	325,133.67	325,133.67		325,133.67		325,133.67		0.00	100%

I.S.D. #146 - Barnesville Public Schools	Contract Sum	Change Order	Contract To Date	Work In Place	Materials Stored	Total Completed	Retainage Amount	Previous Payments	Current Payment	Balance to Finish	Percent Complete		
	* Transferred to Owner Contingency *												
<b>Legal &amp; Fiscal</b>	406,648.00	(213,336.15)	193,311.85	193,311.85		193,311.85		193,311.85		0.00	100%		
<b>Added to project</b>	\$267,071.93 was added to Contingency - Increased Project Budget												
<b>Additional LTFM Funds</b>	* \$122,684.09 Elementary Class Room & Carpets*												
<b>Food Service Funds</b>	* \$69,387.84 Portion of Trimark Contract*												
<b>Secured Front Entrance</b>	* \$75,000.00 Secured Entry Grant*												
<b>Contingency</b>	3,183,576.94	(3,083,478.69)	100,098.25	Starting Contingency includes Construction Contingency, Owner Contingency and initial Interest Earnings								100,098.25	97%
<b>Interest Earnings</b>	\$603,209.00 was added to Contingency - Increased Project Budget (Started at \$400,031 - added \$255,000 then adjusted to final projection by reducing by \$51,822)												
Sub-Total	\$8,129,851.94	(\$2,944,693.87)	\$5,185,158.07	\$4,910,761.97	\$0.00	\$4,910,761.97	\$0.00	\$4,910,761.97	\$0.00	\$274,396.10	95%		
Construction Total	\$28,050,000.00	\$936,483.29	\$28,986,483.29	\$28,558,694.57	\$0.00	\$28,558,694.57	\$766,193.46	\$27,651,247.43	\$141,253.68	\$427,788.72	99%		

**I.S.D. #146 - Barnesville Public Schools**

Listing of Checks to be Prepared

Draw #27

**Please Do NOT Combine Checks for the Same Contractor.**

R. A. Morton & Associates, LLC	\$	420.81
Integrity Steel Supply, LLC	\$	825.10
Integrity Steel Supply, LLC	\$	43,572.00
Pierce Lee Roofing, LLC	\$	42,879.00
Far-Moor Acoustics & Floors, LLC	\$	637.00
Trall Painting Co.	\$	7,565.00
Hockenbergs Equipment and Supply Company, Inc. Trimark Hockenbergs	\$	33,520.77
FM Asphalt, LLC	\$	<u>11,834.00</u>
Draw Total	\$	<u><u>141,253.68</u></u>

**PLEASE SEND ALL CHECKS TO R. A. MORTON & ASSOCIATES, LLC.  
WE WILL ATTACH LIEN WAIVERS AND DISBURSE TO THE INDIVIDUAL  
CONTRACTORS.**

**PLEASE NOTE, IT IS THE OWNER'S RESPONSIBILITY TO PROCESS  
REQUIRED 1099 INFORMATION AT YEAR END FOR PAYMENTS  
MADE BY THEM.**

**THANK YOU!**

R. A. Morton & Associates, LLC  
3315 Roosevelt Road, Suite 100  
St. Cloud, MN 56301

**I.S.D. #146 - Barnesville Public Schools**

Owner Contingency Fund Balance

Reconciliation  
07/05/22

Beginning Balance of Contingency Fund	\$1,933,608.00
Change Orders Processed On Draw #1	<u>0.00</u>
Contingency Balance Shown on Draw #1	1,933,608.00
Change Orders Processed On Draw #2	<u>0.00</u>
Contingency Balance Shown on Draw #2	1,933,608.00
Change Orders Processed On Draw #3	<u>0.00</u>
Contingency Balance Shown on Draw #3	1,933,608.00
Change Orders Processed On Draw #4	<u>0.00</u>
Contingency Balance Shown on Draw #4	1,933,608.00
Change Orders Processed On Draw #5	<u>0.00</u>
Contingency Balance Shown on Draw #5	1,933,608.00
Change Orders Processed On Draw #6	0.00
Additional Asbestos Abatement \$ Required	(18,320.00)
Additional Abatement Required Electrical Allowance \$ Required	<u>(1,857.00)</u>
Contingency Balance Shown on Draw #6	1,913,431.00
Change Orders Processed On Draw #7	<u>0.00</u>
Contingency Balance Shown on Draw #7	1,913,431.00
Change Orders Processed On Draw #8	<u>0.00</u>
Contingency Balance Shown on Draw #8	1,913,431.00
Change Orders Processed On Draw #9	<u>0.00</u>
Contingency Balance Shown on Draw #9	1,913,431.00
Change Orders Processed On Draw #10	<u>0.00</u>
Contingency Balance Shown on Draw #10	1,913,431.00

Change Orders Processed On Draw #11	0.00
11C Food Service Equipment Section Added to the Draw	<u>(385,810.00)</u>
Contingency Balance Shown on Draw #11	1,527,621.00
Change Orders Processed On Draw #12	0.00
PR #37 Concrete Contract Added to Draw	(100,067.77)
PR #37 Earthwork Contract Added to Draw	(77,891.00)
Line Added for Summer 2021 Elementary School Abatement	(38,232.00)
Line Added to Draw for Relocating Owner Equipment	<u>(500.00)</u>
Contingency Balance Shown on Draw #12	1,310,930.23
Change Orders Processed On Draw #13	(2,046,059.23)
General Conditions Allowance \$ Added to Owner Contingency	85,000.00
Anticipated Additional Interest Earnings	255,000.00
Legal & Fiscal Allowance \$ Added to Contingency	215,727.15
Construction Contingency \$ Transferred to Owner Contingency	<u>186,000.00</u>
Contingency Balance Shown on Draw #13	6,598.15
Change Orders Processed On Draw #14	<u>(6,560.00)</u>
Contingency Balance Shown on Draw #14	38.15
Change Orders Processed On Draw #15	<u>0.00</u>
Contingency Balance Shown on Draw #15	38.15
Change Orders Processed On Draw #16	<u>0.00</u>
Contingency Balance Shown on Draw #16	38.15
Change Orders Processed On Draw #17	<u>0.00</u>
Contingency Balance Shown on Draw #17	38.15
Change Orders Processed On Draw #18	<u>0.00</u>
Contingency Balance Shown on Draw #18	38.15
Change Orders Processed On Draw #19	<u>0.00</u>
Contingency Balance Shown on Draw #19	38.15
Change Orders Processed On Draw #20	<u>0.00</u>
Contingency Balance Shown on Draw #20	38.15
Change Orders Processed On Draw #21	<u>0.00</u>
Contingency Balance Shown on Draw #21	38.15
Change Orders Processed On Draw #22	0.00

Contingency Balance Shown on Draw #22	38.15
Change Orders Processed On Draw #23	<u>0.00</u>
Contingency Balance Shown on Draw #23	38.15
Change Orders Processed On Draw #24	<u>0.00</u>
Contingency Balance Shown on Draw #24	38.15
Change Orders Processed On Draw #25	<u>0.00</u>
Contingency Balance Shown on Draw #25	38.15
Change Orders Processed On Draw #26 Included in Construction Contingency	<u>0.00</u> <u>(38.15)</u>
Contingency Balance Shown on Draw #26	(0.00)
Change Orders Processed On Draw #27	<u>0.00</u>
Contingency Balance Shown on Draw #27	(0.00)
Change Orders in Process	<u>0.00</u>
Contingency Fund Balance as of 07/05/22	<u><u>(\$0.00)</u></u>



I.S.D. #146 - Barnesville Public Schools

Contingency Fund Balance

Reconciliation  
07/05/22

Beginning Balance of Contingency Fund	\$1,649,999.94
Change Orders Processed On Draw #1	<u>0.00</u>
Contingency Balance Shown on Draw #1	1,649,999.94
Change Orders Processed On Draw #2	<u>0.00</u>
Contingency Balance Shown on Draw #2	1,649,999.94
Change Orders Processed On Draw #3	<u>0.00</u>
Contingency Balance Shown on Draw #3	1,649,999.94
Change Orders Processed On Draw #4	<u>(197,944.10)</u>
Contingency Balance Shown on Draw #4	1,452,055.84
Change Orders Processed On Draw #5	(150,770.42)
Change Order #1907-10-3 Processed on Draw #3 Applies to " Elementary School Parking Lot East"	<u>19,720.65</u>
Contingency Balance Shown on Draw #5	1,321,006.07
Change Orders Processed On Draw #6	<u>(98,230.76)</u>
Contingency Balance Shown on Draw #6	1,222,775.31
Change Orders Processed On Draw #7	(25,953.82)
9C Acoustical Ceilings Contract Prepared Later Came In Under Budget	<u>67,100.00</u>
Contingency Balance Shown on Draw #7	1,263,921.49
Change Orders Processed On Draw #8	<u>(145,896.32)</u>
Contingency Balance Shown on Draw #8	1,118,025.17
Change Orders Processed On Draw #9	<u>978.00</u>
Contingency Balance Shown on Draw #9	1,119,003.17
Change Orders Processed On Draw #10	<u>(32,900.70)</u>
Contingency Balance Shown on Draw #10	1,086,102.47
Change Orders Processed On Draw #11	<u>(29,369.00)</u>
Contingency Balance Shown on Draw #11	1,056,733.47

Change Orders Processed On Draw #12	(272.20)
8C Sectional Overhead Doors Contract Prepared Later - Exceeded Budget	<u>(37,049.00)</u>
Contingency Balance Shown on Draw #12	1,019,412.27
Change Orders Processed On Draw #13	(2,066,678.84)
Change Orders Processed on Draw #13 Affecting Owner Contingency Instead of Construction Contingency	2,046,059.23
Additional CM Fees - Construction of Shop and Reconstruction of Space for New Kitchen	(30,000.00)
Construction Contingency Transferred to Owner Contingency	<u>(186,000.00)</u>
Contingency Balance Shown on Draw #13	782,792.66
Change Orders Processed On Draw #14	(17,900.49)
Change Orders Processed on Draw #14 Affecting Owner Contingency Instead of Construction Contingency	<u>6,560.00</u>
Contingency Balance Shown on Draw #14	771,452.17
Change Orders Processed On Draw #15	(50,309.05)
Additional \$ to Relocate Owner Equipment	<u>(1,873.00)</u>
Contingency Balance Shown on Draw #15	719,270.12
Change Orders Processed On Draw #16	<u>(55,575.08)</u>
Contingency Balance Shown on Draw #16	663,695.04
Change Orders Processed On Draw #17	<u>(37,852.69)</u>
Contingency Balance Shown on Draw #17	625,842.35
Change Orders Processed On Draw #18	(146,772.07)
General Conditions Use of Contingency	(26,794.45)
Transferred Unused Tuckpointing Allowance \$ to Contingency	217,394.00
Additional Miscellaneous Owner Expenses \$ Required	(3,636.83)
Additional Commissioning \$ Required	(9,400.00)
Transferred Unused "Elementary School Parking Lot East" Allowance to Contingency	161.40
Transferred Unused "Move City Electric Line" Allowance to Contingency	9,771.00
Transferred Unused "Move City Gas Mains" Allowance to Contingency	43,673.00
Transferred Unused "House Demo" Allowance to Contingency	4,725.00
Line Added for Elementary Classroom Cabinets	(41,547.64)
Line Added for Elementary Remodel Carpet	<u>(81,136.45)</u>
Contingency Balance Shown on Draw #18	592,279.31
Change Orders Processed On Draw #19	(70,675.43)
Additional General Conditions Allowance \$ Required	(3,911.10)
Additional Asbestos Abatement \$ Required	(32,264.00)
Additional "Relocate Owner Equipment" \$ Required	(1,552.17)
Additional Technology \$ Required	<u>(8,241.80)</u>
Contingency Balance Shown on Draw #19	475,634.81
Change Orders Processed On Draw #20	(60,041.02)
Additional General Conditions Allowance \$ Required	(21,838.18)
Additional Builders Risk \$ Required	(4,209.00)
Additional Technology \$ Required	(10,092.96)
Additional Legal & Fiscal \$ Required	<u>(2,250.00)</u>

Contingency Balance Shown on Draw #20	377,203.65
Change Orders Processed On Draw #21	(11,028.00)
Additional General Conditions Allowance \$ Required	<u>(31,078.43)</u>
Contingency Balance Shown on Draw #21	335,097.22
Change Orders Processed On Draw #22	(25,223.18)
Additional General Conditions Allowance \$ Required	(18,547.69)
Additional Builders Risk \$ Required	(3,800.00)
Line Added for Window Treatments	(22,800.00)
Additional FFE \$ Required	(58,262.26)
Additional Fitness Equipment \$ Required	(791.30)
Additional Technology \$ Required	<u>(3,974.91)</u>
Contingency Balance Shown on Draw #22	201,697.88
Change Orders Processed On Draw #23	(27,097.80)
Additional General Conditions Allowance \$ Required	(36,450.00)
Additional Scoreboards \$ Required	(2,645.00)
Additional Technology \$ Required	<u>(2,824.00)</u>
Contingency Balance Shown on Draw #23	132,681.08
Change Orders Processed On Draw #24	(53,324.38)
Additional General Conditions Allowance \$ Required	(10,824.99)
Builders Risk Credit Added Back to Contingency	212.00
Line Added for Epoxy Floors - Locker Rooms	<u>(10,500.00)</u>
Contingency Balance Shown on Draw #24	58,243.71
Change Orders Processed On Draw #25	(48,105.66)
Additional General Conditions Allowance \$ Required	(13,236.18)
Additional Builders Risk \$ Required	(2,179.00)
Additional FFE \$ Required	(46,481.91)
Additional LTFM Funds Allocated to Project for Elementary Classroom Cabinets & Carpet	122,684.09
Food Service Funds Allocated to Project for Portion of Trimark Contract	69,387.84
Secured Front Entry Funds Allocated to Project	75,000.00
Adjustment for Difference Between Estimated Additional Interest and Actual	<u>(51,822.00)</u>
Contingency Balance Shown on Draw #25	163,490.89
Change Orders Processed On Draw #26	(1,524.91)
Additional General Conditions Allowance \$ Required	(567.00)
Balance of Owner Contingency	<u>38.15</u>
Contingency Balance Shown on Draw #26	161,437.13
Change Orders Processed On Draw #27	(47,758.30)
Additional General Conditions Allowance \$ Required	(1,379.15)
Additional Window Treatments \$ Required	(810.00)
Additional FFE \$ Required	<u>(11,391.43)</u>
Contingency Balance Shown on Draw #27	100,098.25
Change Orders in Process	<u>(25,065.49)</u>



I.S.D. #146 - Barnesville Public Schools

Change Order Status Report  
07/05/22

Change Orders Approved at Draw #1

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Sub-Total 0.00

Change Orders Approved at Draw #2

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Sub-Total 0.00

Change Orders Approved at Draw #3

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Sub-Total 0.00

Change Orders Approved at Draw #4

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2-1	All Finish Concrete, Inc.	PR #1 Civil House Demolition: \$3,250.19 PR #2 BP-1 Plan Review Revisions: \$4,259.23.	7,509.41
3-1	Integrity Steel Supply, LLC	PR #2 BP-1 Plan Review Revisions: \$788.00 PR #3 Structural Revisions: \$13,288.00.	14,076.00
4-1	Innovative Erectors, Inc.	PR #3 Structural Revisions.	6,888.20
5-1	Pierce Lee Roofing, LLC	PR #9 Art Room Canopy Demo.	1,380.00
6-1	Landwehr Construction, Inc.	PR# 1 Civil House Demolition \$21,534.90; PR #2 BP-1 Plan Review Revisions \$995.00; PR #7 Site Utilities \$426.00; PR #9 Art Room Canopy Demo \$12,581.50.	35,537.40
7-1	FM Asphalt, LLC	PR #1 Civil House Demolition.	3,586.00
8-1	Eicholtz Masonry, Inc.	PR #2 BP-1 Plan Review Revisions.	8,863.00
9-2	Landwehr Construction, Inc.	FCO #01 - Unforeseen conditions. Excavate and remove from site four buried foundations. Import, place, and compact 144 yards of granular fill at removal locations that was below required soil correction elevation. Cap off/abandon existing utility services to the four locations.	8,603.20
* 10-3	Landwehr Construction, Inc.	FCO #02 - Project enhancement to provide temporary parking lot for the 2020 - 2021 school year and long-term parking for sporting events. Excavate and export 6" of top soil and import, place, and compact 6" of reclaimed asphalt millings.	19,720.65
11-4	Landwehr Construction, Inc.	FCO #03 - Unforeseen conditions, existing abandoned well at new high school pond. Excavate and remove approximately 9' of existig well casing and cover remaining casing with concrete to 3' depth below bottom of pond elevation.	856.00
12-5	Landwehr Construction, Inc.	FCO #04 - Unforeseen conditions. Existing 5th Street contained poor quality soils that could not be reused as utility trench fill per project specifications. Export 300 yards of black organic materials and replace with granular fill at the two water main wet tap locations on 5th Street.	9,240.00
13-2	Eicholtz Masonry, Inc.	PR #8 - 170 Commons Expansion. Deduct 20' x 3'4"	(744.00)

14-2	Integrity Steel Supply, LLC	precast. Add burnished 20' x 3'4". PR #8 - 170 Commons Expansion. Added steel, joist, and deck.	20,040.00
15-2	Innovative Erectors, Inc.	PR #8 - 170 Commons Expansion. Added steel, joist, and deck.	7,582.58
16-1	Gast Construction Company, Inc.	PR #8 - 170 Commons Expansion. Added blocking.	478.00
17-1	Northern Woodwork, Inc.	PR #8 - 170 Commons Expansion. Added windowsill.	698.00
18-2	Pierce Lee Roofing, LLC	PR #8 - 170 Commons Expansion. Added roofing and metal wall panels.	12,172.56
19-1	Rusco Windows Company, Inc.	PR #8 - 170 Commons Expansion. Added (1) window type HS19.	900.00
20-1	RTL Construction, Inc.	PR #8 - 170 Commons Expansion. Added exterior framing	7,935.10
21-1	Bachman, Inc. dba Floor to Ceiling	PR #8 - 170 Commons Expansion.	3,998.00
23-1	LVC Companies, Inc.	PR #8 - 170 Commons Expansion.	2,530.75
24-1	Manning Mechanical, Inc.	PR #8 - 170 Commons Expansion.	9,642.00
25-1	Vinco, Inc.	PR #8 - 170 Commons Expansion.	16,451.25
Sub-Total			197,944.10

#### Change Orders Approved at Draw #5

22-1	Trall Painting Co.	PR #8 - 170 Commons Expansion.	350.00
27-7	Landwehr Construction, Inc.	FCO #10 - Export 240 yards of black organic materials and replace with granular fill at location where storm piping from manhole 12 crosses 5th Street to enter STMH 16 and 100 yards at location where storm piping from STMH 22 crosses 5th Street to exit at the flared end section at the east side of the high school pond.	10,472.00
28-3	Eicholtz Masonry, Inc.	PR #5 - BP2 Plan Review Revisions.	1,335.00
29-2	Gast Construction Company, Inc.	PR #5 - BP2 Plan Review Revisions. Add (4) doors.	770.00
31-3	Pierce Lee Roofing, LLC	PR #5 - BP2 Plan Review Revisions.	445.20
32-1	Central Door & Hardware, Inc.	PR #5 - BP2 Plan Review Revisions. Add (4) doors and hardware.	3,734.00
33-2	Manning Mechanical, Inc.	PR #5 - BP2 Plan Review Revisions.	21,044.37
34-2	Vinco, Inc.	PR #5 - BP2 Plan Review Revisions.	8,375.00
35-3	Manning Mechanical, Inc.	PR #6 - Plumbig Review Revisions.	66,688.21
36-2	FM Asphalt, LLC	PR #11 - Elementary site pavement.	12,144.00
37-8	Landwehr Construction, Inc.	PR #11 - Elementary site pavement.	13,910.76
38-2	All Finish Concrete, Inc.	PR #11 - Elementary site pavement.	11,501.88
Sub-Total			150,770.42

#### Change Orders Approved at Draw #6

1-1	H2I Group, Inc.	PR #4 Fume Hood - Cost includes all applicable taxes, freight, and installation.	11,853.00
26-6	Landwehr Construction, Inc.	PR #8 - 170 Commons Expansion.	110.77
30-2	Northern Woodwork, Inc.	PR #5 - BP2 Plan Review Revisions. Add butcher block bench; Omit 2 sink cabinets; Add 2 aprons; Add ledger.	141.00
39-2	Bachman, Inc. dba Floor to Ceiling	PR #12R - Area B Science changes. Credit for carpet tile change.	(587.00)
40-3	All Finish Concrete, Inc.	PR #12R - Area B Science changes. Floor infills.	3,090.31
41-4	Manning Mechanical, Inc.	PR #12R - Area B Science changes. \$6,258.73. PR #13 Locker Room changes. (\$2,252.32).	4,006.41
42-4	Eicholtz Masonry, Inc.	PR #13 - Locker Room changes.	200.00
43-3	Gast Construction Company, Inc.	PR #13 - Locker Room changes. Delete toilet and bath accessories in rooms 176 and 177.	(398.07)
44-3	Vinco, Inc.	PR #12R <sup>98</sup> Area B Science changes. (\$4,763.79).	(4,777.92)

		PR #14 - Biology 123 electrical. (\$14.13).	
45-5	Manning Mechanical, Inc.	PR #15 - HS Area B Glycol Loop.	59,766.00
46-4	Vinco, Inc.	PR #15 - HS Area B Glycol Loop.	3,831.84
47-9	Landwehr Construction, Inc.	PR #08 - 170 Commons Expansion - Add for confusion on price request form.	4,312.00
48-5	Eicholtz Masonry, Inc.	PR #16 ES Conference Room Storefront.	1,487.00
49-2	Rusco Windows Company, Inc.	PR #16 ES Conference Room Storefront.	(1,200.00)
51-2	RTL Construction, Inc.	PR #17 - ES Top off existing classroom partion. Wall infill.	16,395.42
		Sub-Total	98,230.76

Change Orders Approved at Draw #7

50-2	Traill Painting Co.	PR #16 ES Conference Room Storefront.	100.00
52-1	Olympus Lockers & Storage Products,	PR #18 - Locker Room Bench Detail. Add bench brackets.	1,995.00
53-3	RTL Construction, Inc.	PR #18 - Locker Room Bench Detail. Add framing and insulation for benches in lieu of concrete.	1,871.07
54-4	All Finish Concrete, Inc.	PR #18 - Locker Room Bench Detail. Delete concrete benches.	(3,852.25)
55-6	Manning Mechanical, Inc.	FCO #05 - Cap acid waste pipe below floor and at roof. Remove existing rain leader piping, offset new piping tight to cmu wall and reconnect in tunnel below floor.	1,849.00
56-7	Manning Mechanical, Inc.	FCO #06 - Remove existing sanitary sewer drain piping and correct grade, correctly install fittings and add additional hangers to meet plumbing code requirements.	5,778.00
57-8	Manning Mechanical, Inc.	FCO #07 - Cap pipes from existing CUH's in tunnel, remove acid waste vent pipe from roof to below grade, cut off and remove existing domestic cold water piping to existing hose at west exterior wall of Science 131.	231.00
58-9	Manning Mechanical, Inc.	FCO #08 - Use pex piping for underground water lines at Area B Science and Special Education rooms.	(701.00)
59-10	Manning Mechanical, Inc.	FCO #09 - Disconnect and reroute rainwater leader piping around required structural steel lintel above Door 123.1.	502.00
60-3	Integrity Steel Supply, LLC	FCO #11 - Change guardrail type at Auditorium 190 and Balcony 190B.	2,370.00
61-11	Manning Mechanical, Inc.	FCO #12 - Provide and install six aluminum egg-crate grills with lined ductwork elbows above.	1,507.00
62-12	Manning Mechanical, Inc.	FCO #13 - Remove existing covered in-slab plumbing trenches and gas and water pipes at science rooms 116, 123, and 131.	1,200.00
63-13	Manning Mechanical, Inc.	FCO #15 - Revise gas piping in tunnels and below concrete slab to serve both the chemistry and science classrooms with separate feeds that can be independently controlled at the gas controller/safety panel and emergency stops located at each room.	7,577.00
65-3	Bachman, Inc. dba Floor to Ceiling	FCO #19 - 1.) Material and labor to skim entire existing floor surface at rooms 116, 119, 123, 128, 128A, 128B, 130, 130A, 130B, & 131 with Ardex floor patching compound and to build up existing floor surfaces and grind patched areas to achieve a flat smooth finished surface. 2.) Additional labor compensation for a crew of five to work on Labor Day to ensure Area B occupancy on 09/21/20. 3.) Labor to install Iris Alumina LVT and vinyl base at Chemical Storage Room 116A.	5,527.00
		Sub-Total	25,953.82

Change Orders Approved at Draw #8

64-5	Vinco, Inc.	FCO #16 - Lower installed electrical and data receptacles at six locations in Biology 123 and change from a duplex to a quad outlet.	595.59
66-1	Far-Moor Acoustics & Floors, LLC	PR #22 - HS acoustic treatment. Add for extra scope not in bid documents.	81,087.00
67-6	Vinco, Inc.	PR #20 - HS fire pump.	19,738.73
68-2	LVC Companies, Inc.	PR #20 - HS fire pump.	44,475.00
Sub-Total			145,896.32

Change Orders Approved at Draw #9

69-4	Bachman, Inc. dba Floor to Ceiling	ASI #007 - Add border around rooms 116, 119, 123, 128, and 131.	1,064.00
71-4	RTL Construction, Inc.	PR #24 - ES Hall E1002 Bench Seating. Credit for alcove framing and sheetrock.	(1,223.00)
73-3	Northern Woodwork, Inc.	PR #24 - ES Hall E1002 Bench Seating. Credit for Butcher Block Bench and P-lam.	(819.00)
Sub-Total			(978.00)

Change Orders Approved at Draw #10

72-3	Trall Painting Co.	PR #24 - ES Hall E1002 Bench Seating. Credit painting of alcove.	(100.00)
74-7	Vinco, Inc.	PR #27R - Electrical speaker wiring changes. Change from 14/2 to 18/4 non-shielded plenum speaker cable.	(110.58)
75-5	RTL Construction, Inc.	PR #28 - ES E1005 Soffits. Add for new soffits in elementary school addition.	3,228.42
76-2	Far-Moor Acoustics & Floors, LLC	PR #28 - ES E1005 Soffits. Deduct for less acoustic ceilings.	(329.00)
77-4	Trall Painting Co.	PR #28 - ES E1005 Soffits. Add to paint new soffits.	150.00
79-14	Manning Mechanical, Inc.	FCO #17 - Provide separate curbs for return and supply at each unit, extend ductwork from existing roof surface to units on elevated structural steel support stands, additional duct insulation and aluminum jacketing, insulate and cover exposed bottom of rooftop unit with sheetmetal.	8,612.00
81-5	Bachman, Inc. dba Floor to Ceiling	FCO #22 - Owner requested project enhancement. Install new LVT and vinyl base at Area B. Material & labor to prep existing floor to receive new LVT. Labor to install Iris Alumina LVT at Special Education 129 and Toilet 129A. Material and labor to install vinyl base at Special Education 129, Toilet 129A, and relocated lockers at Hall 1220.	946.00
82-15	Manning Mechanical, Inc.	FCO #23 - Unforeseen condition - The existing heating lines at two locations in tunnel started leaking when system was filled with water. Drain down existing heating lines through tunnel, install ball valves, and cap supply and return lines for the north CUH at Hall 1200, remove and replace existing 1" pipe cap approximately 20' northwest of Chemistry Storeroom 116A.	1,231.00
83-16	Manning Mechanical, Inc.	FCO #24 - Unforeseen conditions. 1.) Construct a temporary 6" PVC pipe drain system from the two existing west roof scuppers to outside the new addition footprint. 2.) Remove existing ductwork and replace with new re-routed ductwork pieces to allow for installation of the new heating lines in Hall E1014.	1,602.00

84-10	Landwehr Construction, Inc.	FCO #30 - Provide and install Class 5 at south elementary school parking lot.	10,862.08
85-3	FM Asphalt, LLC	FCO #31 - Credit for not supplying and installing 950 tons of Class 5 required for the south elementary school parking lot. Any corrective work or additional Class 5 gravel required prior to installation of asphalt paving will be addressed by a future field change order to FM Asphalt's contract.	(13,000.00)
86-4	FM Asphalt, LLC	FCO #32 - Cut out existing deteriorated asphalt to install new at patch areas indicated on plan page C200. Credit provided for areas where others installed Class 5 to level road surfaces at original patch after site demolition work was completed. Asphalt & Labor: \$15,400.00. Class 5 Deduct: (\$1,800.00).	13,600.00
87-17	Manning Mechanical, Inc.	FCO #25 - Material and labor to add three additional 3-way control valves for a total of five to control the glycol loop added to the Area B heating system by PR #15.	1,276.00
88-18	Manning Mechanical, Inc.	FCO #29 - Cost difference between planned and required diffuser type. Labor covered by original scope of work bid.	1,457.00
89-19	Manning Mechanical, Inc.	FCO #33 - Provide and install paint grip break metal at end of demoed locker outside Chemistry 116 to close gab between back of locker and cmu wall, shroud around water, and waste piping at Prep 119 side of fume hood and two locations at concrete ceiling in Science 131 and Hall 1220.	324.00
90-8	Vinco, Inc.	PR #32 - Exterior security camera locations.	<u>3,151.78</u>

Sub-Total 32,900.70

Change Orders Approved at Draw #11

70-4	Gast Construction Company, Inc.	PR #23 - Aluminum storefront changes. Added blocking required by aluminum storefront and windows.	2,213.00
78-5	Gast Construction Company, Inc.	FCO #20 - Owner requested project enhancements: 1.) Provide and install eight marker boards with 1' magnetic marker trays. 2.) Install chemical storage cabinets in Chemical Storage 116A. 3.) Rebuild two banks of salvaged demoed lockers, build wood base and install in Hall 1220. 4.) Remove rubber base and VCT floor covering from Alcove 129 and Toilet 129A.	7,646.00
80-6	Gast Construction Company, Inc.	FCO #21 - Provide and install access panels in wall for gas solenoid valves at Chemistry 116 and Science 131.	484.00
91-9	Vinco, Inc.	FCO #28 - Per owner's request, install line voltage dimmer and wire to each fixture at Room 130. Remove ceiling occupancy sensor from Room 130B and install wall mounted single pole light switch.	749.85
93-6	Eicholtz Masonry, Inc.	PR #36 - ES Gymnasium 180 new pair of doors. Price includes tothing and setting door frame.	2,480.00
94-7	Gast Construction Company, Inc.	PR #36 - ES Gymnasium 180 new pair of doors. Includes required demo and hanging doors and hardware. Tothing and setting frame by others.	1,730.00
95-4	Integrity Steel Supply, LLC	PR #36 - ES Gymnasium 180 new pair of doors.	764.00
96-2	Central Door & Hardware, Inc.	PR #36 - ES Gymnasium 180 new pair of doors.	4,969.00
98-3	Rusco Windows Company, Inc.	PR #36 - ES Gymnasium 180 new pair of doors. Added GL-2 glass, one per door.	300.00
100-10	Vinco, Inc.	PR #38 - ES Exhaust Fan Circuiting.	7,097.52
101-5	All Finish Concrete, Inc.	PR #30 - Concessions Footing Revision.	<u>935.63</u>

Sub-Total

29,369.00

## Change Orders Approved at Draw #12

97-1	WCS1, LLC	PR #36 - ES Gymnasium 180 new pair of doors.	50.00
99-3	Innovative Erectors, Inc.	PR #30 - Concessions Footing Revision. Field but beam.	222.20
165-2	Olympus Lockers & Storage Products, Void		0.00

Sub-Total

272.20

## Change Orders Approved at Draw #13

**	102-5	Integrity Steel Supply, LLC	PR #26R1 - HS Secure Entry	2,227.00
**	103-4	Innovative Erectors, Inc.	PR #26R1 - HS Secure Entry	2,441.98
**	104-8	Gast Construction Company, Inc.	PR #26R1 - HS Secure Entry	19,700.00
**	105-4	Northern Woodwork, Inc.	PR #26R1 - HS Secure Entry	20,017.00
**	106-4	Pierce Lee Roofing, LLC	PR #26R1 - HS Secure Entry	314.94
**	107-3	Central Door & Hardware, Inc.	PR #26R1 - HS Secure Entry	5,809.00
**	108-4	Rusco Windows Company, Inc.	PR #26R1 - HS Secure Entry	14,730.00
**	109-3	Far-Moor Acoustics & Floors, LLC	PR #26R1 - HS Secure Entry - Includes add alternate for new ceilings - \$6,305.00.	12,828.00
**	110-6	Bachman, Inc. dba Floor to Ceiling	PR #26R1 - HS Secure Entry	7,867.00
**	111-6	Trall Painting Co.	PR #26R1 - HS Secure Entry	3,415.00
**	112-3	LVC Companies, Inc.	PR #26R1 - HS Secure Entry - Includes add alternate for new ceilings - \$1,400.00.	2,650.00
**	113-20	Manning Mechanical, Inc.	PR #26R1 - HS Secure Entry	182,139.00
**	114-6	All Finish Concrete, Inc.	PR #33 - HS Kitchen Remodel	9,820.84
**	115-7	Eicholtz Masonry, Inc.	PR #33 - HS Kitchen Remodel	44,075.00
**	116-9	Gast Construction Company, Inc.	PR #33 - HS Kitchen Remodel	28,240.00
**	117-5	Innovative Erectors, Inc.	PR #33 - HS Kitchen Remodel	2,235.89
**	118-6	Integrity Steel Supply, LLC	PR #33 - HS Kitchen Remodel	6,700.00
**	119-5	Northern Woodwork, Inc.	PR #33 - HS Kitchen Remodel	16,727.00
**	120-5	Pierce Lee Roofing, LLC	PR #33 - HS Kitchen Remodel	4,034.30
**	121-2	WCS1, LLC	PR #33 - HS Kitchen Remodel	1,200.00
**	122-4	Central Door & Hardware, Inc.	PR #33 - HS Kitchen Remodel	19,439.00
**	123-6	RTL Construction, Inc.	PR #33 - HS Kitchen Remodel	25,655.71
**	124-1	McArthur Tile Corporation	PR #33 - HS Kitchen Remodel	48,200.00
**	125-4	Far-Moor Acoustics & Floors, LLC	PR #33 - HS Kitchen Remodel	13,769.00
**	126-7	Trall Painting Co.	PR #33 - HS Kitchen Remodel	2,275.00
**	127-4	LVC Companies, Inc.	PR #33 - HS Kitchen Remodel	3,752.00
**	128-21	Manning Mechanical, Inc.	PR #33 - HS Kitchen Remodel	274,789.31
**	129-11	Vinco, Inc.	PR #33 - HS Kitchen Remodel	112,876.87
**	130-7	Bachman, Inc. dba Floor to Ceiling	PR #33 - HS Kitchen Remodel	(1,285.00)
**	131-7	RTL Construction, Inc.	PR #26R1 - HS Secure Entry	17,591.80
**	132-12	Vinco, Inc.	PR #26R1 - HS Secure Entry - Alternate for new lighting not accepted.	82,050.37
**	133-8	Eicholtz Masonry, Inc.	PR #37 - HS Shop Addition and Remodeling	5,600.00
**	134-6	Innovative Erectors, Inc.	PR #37 - HS Shop Addition and Remodeling - Includes aluminum windows.	238,323.94
**	135-10	Gast Construction Company, Inc.	PR #37 - HS Shop Addition and Remodeling - Alternate to move vehicle lift accepted. - \$2,972.00.	11,342.00
**	136-3	WCS1, LLC	PR #37 - HS Shop Addition and Remodeling	3,000.00
**	137-5	Central Door & Hardware, Inc.	PR #37 - HS Shop Addition and Remodeling	13,208.00
**	138-5	Rusco Windows Company, Inc.	PR #37 - HS Shop Addition and Remodeling	600.00
**	139-8	RTL Construction, Inc.	PR #37 - HS Shop Addition and Remodeling	5,917.22
**	140-5	Far-Moor Acoustics & Floors, LLC	PR #37 - HS Shop Addition and Remodeling	599.00
**	142-5	LVC Companies, Inc.	PR #37 - HS Shop Addition and Remodeling	12,140.00
**	143-5	FM Asphalt, LLC	PR #37 - HS Shop Addition and Remodeling	18,557.00

144-13	Vinco, Inc.	FCO #35 - Extend raceway and fire alarm wiring to an accessible location above the ACT ceiling at Lobby E1005.	481.39
145-14	Vinco, Inc.	FCO #36 - Extend raceway and wiring to a receptacle location at Office E100H.	202.04
146-15	Vinco, Inc.	FCO #37 - Extend power from planned location at west wall to new outlet location above it at 84" above finished floor. Add a new data receptacle and raceway to run additional data cable across ceiling space to planned location at reception desk.	599.18
147-16	Vinco, Inc.	FCO #38 - Remove existing light above door 7 and relocate approximately 12' to south end of Hall E1015.	245.66
148-6	LVC Companies, Inc.	PR #34 - HS Stage Stand Pipe	(5,320.00)
149-17	Vinco, Inc.	PR #34 - HS Stage Stand Pipe	(247.13)
** 150-22	Manning Mechanical, Inc.	PR #37 - HS Shop Addition and Remodeling	590,826.00
** 151-18	Vinco, Inc.	PR #37 - HS Shop Addition and Remodeling	159,660.06
152-9	Eicholtz Masonry, Inc.	PR #40 - HS Lighting 190K Wall and Door 190F.1	(1,100.00)
153-6	Central Door & Hardware, Inc.	PR #40 - HS Lighting 190K Wall and Door 190F.1	360.00
154-9	RTL Construction, Inc.	PR #40 - HS Lighting 190K Wall and Door 190F.1	1,650.56
155-2	McArthur Tile Corporation	PR #41 - ES Staff Toilet Layout E133	(400.00)
156-8	Bachman, Inc. dba Floor to Ceiling	PR #41 - ES Staff Toilet Layout E133	929.00
157-23	Manning Mechanical, Inc.	PR #42 - ES Fuel Oil Tank Removal	22,419.16
158-6	Northern Woodwork, Inc.	PR #43 - ES Lobby E1005 - Delete Bench Seating	(1,706.00)
159-7	Northern Woodwork, Inc.	PR #48R - Training Room Changes	(184.00)
160-24	Manning Mechanical, Inc.	PR #48R - Training Room Changes	2,903.86
161-6	Pierce Lee Roofing, LLC	PR #49 - Vestibule E1000 Ceiling Material Change	(1,316.22)
162-10	RTL Construction, Inc.	PR #49 - Vestibule E1000 Ceiling Material Change	(1,088.00)
163-6	Far-Moor Acoustics & Floors, LLC	PR #49 - Vestibule E1000 Ceiling Material Change	849.00
164-19	Vinco, Inc.	PR #49 - Vestibule E1000 Ceiling Material Change	668.11
166-10	Eicholtz Masonry, Inc.	PR #44R - ES Hall E1004 Relocated Lockers. Add for burnished block base.	673.00
Sub-Total			2,066,678.84

Change Orders Approved at Draw #14

92-5	Trall Painting Co.	FCO #34 - Labor and materials to paint existing Halls 1200 1210, 1220, and 1130.	3,180.00
** 141-8	Trall Painting Co.	PR #37 - HS Shop Addition and Remodeling	6,560.00
167-7	Central Door & Hardware, Inc.	PR #47 - Door Security System	19,527.00
168-1	AVI Systems, Inc.	PR #50 - HS Gymnasium 180 - delete projector.	(13,524.90)
169-11	RTL Construction, Inc.	PR #55 - HS Hall 1510 Soffits.	1,843.39
170-9	Trall Painting Co.	PR #55 - HS Hall 1510 Soffits.	315.00
Sub-Total			17,900.49

Change Orders Approved at Draw #15

171-20	Vinco, Inc.	PR #51 - ES Rooftop Equipment Locations and Support.	(2,750.92)
172-11	Gast Construction Company, Inc.	PR #56 - HS Auditorium Cove Lighting Detail.	2,024.00
173-8	Northern Woodwork, Inc.	PR #56 - HS Auditorium Cove Lighting Detail.	619.00
174-21	Vinco, Inc.	PR #56 - HS Auditorium Cove Lighting Detail.	8,822.61
175-22	Vinco, Inc.	PR #58R1 - Elevator Electrical Revision.	4,767.38
176-23	Vinco, Inc.	PR #59 - Auditorium Entrance Soffit Lighting.	5,709.23
177-11	Eicholtz Masonry, Inc.	PR #26A - HS Secure Entry Windows.	1,680.00
178-7	Integrity Steel Supply, LLC	PR #26A - HS Secure Entry Windows.	915.00
179-12	Gast Construction Company, Inc.	PR #26A - HS Secure Entry Windows.	2,554.00
180-6	Rusco Windows Company, Inc.	PR #26A - HS Secure Entry Windows.	1,800.00
181-12	Eicholtz Masonry, Inc.	PR #53A - HS Fitness Partition - Guardrail.	1,840.00

182-8	Integrity Steel Supply, LLC	PR #53A - HS Fitness Partition - Guardrail.	9,954.00
184-24	Vinco, Inc.	PR #061 - OHCD Power	2,207.86
185-1	Trimark Hockenbergs	PR #65 - HS Kitchen remodel sink.	4,512.97
186-13	Gast Construction Company, Inc.	PR #62 - HS Shop Addition Plan Review.	548.00
187-8	Central Door & Hardware, Inc.	PR #62 - HS Shop Addition Plan Review.	2,487.00
188-25	Vinco, Inc.	PR #62 - HS Shop Addition Plan Review.	2,618.92
Sub-Total			50,309.05

Change Orders Approved at Draw #16

183-10	Trall Painting Co.	PR #53A - HS Fitness Partition - Guardrail.	1,455.00
189-9	Bachman, Inc. dba Floor to Ceiling	PR #70 - ES Existing Classroom Shelving.	(2,149.00)
190-11	Trall Painting Co.	PR #70 - ES Existing Classroom Shelving.	(1,525.00)
191-25	Manning Mechanical, Inc.	PR #60 - HS Kitchen Plumbing Review.	6,959.75
192-9	Integrity Steel Supply, LLC	PR #67 - ES Corridor Structural Changes.	756.00
193-7	Innovative Erectors, Inc.	PR #67 - ES Corridor Structural Changes.	1,008.23
194-26	Vinco, Inc.	PR #68 - HS Concessions Electrical.	881.87
195-12	RTL Construction, Inc.	PR #71 - ES Lobby E1001 Furring Wall.	5,685.00
196-12	Trall Painting Co.	PR #71 - ES Lobby E1001 Furring Wall.	300.00
197-27	Vinco, Inc.	PR #71 - ES Lobby E1001 Furring Wall.	456.99
198-7	Far-Moor Acoustics & Floors, LLC	PR #73 - ES Ceilings at Existing Classrooms.	(3,671.00)
199-1	Bradco Restoration	PR #76 - HS Additional Brick Restoration.	34,590.00
200-28	Vinco, Inc.	FCO #39 - Troubleshoot existing wiring, remove extra wire feed from double loaded existing breaker & turn breaker feeding main entry light & door security power back on. \$212.20. FCO #40 - Re-feed AHU from close available circuiting. \$175.56. FCO #41 - Labor to change plan installed electrical rough-in to new location. \$127.50. FCO #42 - Labor to change plan installed ceiling rough-ins to new wall location.	1,025.20
201-29	Vinco, Inc.	PR #69A - ES Spec Ed Elect Demo.	4,483.04
202-8	Far-Moor Acoustics & Floors, LLC	Provide and install 480 sq ft of Armstrong Invis Acoustics	5,319.00
Sub-Total			55,575.08

Change Orders Approved at Draw #17

203-1	Taracon Precast, LLC	FCO #27 - Additioanl Crane Mobilization. Add additional crane mobilization \$7,500.00. Deduct for use of Eicholtz forklift (\$1,500.00).	6,000.00
204-30	Vinco, Inc.	PR #81 - HS Fitness Electrical Layout.	8,007.33
205-26	Manning Mechanical, Inc.	FCO #14 - Recessed Mounting Box Chemistry 116.	127.00
206-13	Eicholtz Masonry, Inc.	FCO #45 - Forklift Use Backcharge. Cost associated for crane mobilization due to inadequate work force to complete cmu walls.	(6,000.00)
207-27	Manning Mechanical, Inc.	FCO #44 - Gymnasium Ductwork Changes. Conflicts between bar joist wind bracing and large sized ductwork required resizing of ductwork in Gym 180. Includes credit for deletion of original plan sized ductwork and labor to install.	2,414.00
208-28	Manning Mechanical, Inc.	PR #47 - HS Shop remodel mechanical support.	477.00
209-8	Innovative Erectors, Inc.	PR #47 - HS Shop remodel mechanical support.	1,960.92
211-13	RTL Construction, Inc.	PR #69B - ES Spec Ed demo/finishes.	4,381.44
212-10	Integrity Steel Supply, LLC	PR #72R1 - HS Catwalk elect enclosure framing.	20,485.00
Sub-Total			37,852.69

Change Orders Approved at Draw #18

210-14	Gast Construction Company, Inc.	PR #69B - ES Spec Ed demo/finishes.	960.00
213-31	Vinco, Inc.	PR #79 - HS IT wiring.	7,294.84
215-14	RTL Construction, Inc.	PR #84 - HS Kitchen ceiling revision.	2,074.87
216-32	Vinco, Inc.	PR #84 - HS Kitchen ceiling revision.	237.44
217-11	Integrity Steel Supply, LLC	PR #86 - HS Kitchen mechanical reinforcing.	1,510.00
218-9	Innovative Erectors, Inc.	PR #86 - HS Kitchen mechanical reinforcing.	1,572.07
219-9	Far-Moor Acoustics & Floors, LLC	PR #87 - Elementary classroom ductwork.	(237.00)
220-29	Manning Mechanical, Inc.	PR #87 - Elementary classroom ductwork.	(600.00)
221-7	All Finish Concrete, Inc.	PR #80 - Additional sitework.	8,229.69
222-11	Landwehr Construction, Inc.	PR #80 - Additional sitework. Soil correction not required.	6,980.70
223-12	Landwehr Construction, Inc.	FCO #46 - Remove cmu from footing trenches where banks collapsed. Remove 8' section of undermined footing at HS stage area. Clean muck from HS & ES footing trenches prior to backfilling. Dig alongside undermined HS & ES to allow for Controlled Density Fill placement by All Finish Concrete.	8,330.69
224-8	All Finish Concrete, Inc.	FCO #47 - Place controlled density fill at locations determined correctable by Braun Intertec and Larson Engineering. Form and pour new footing at locations where footings were severely undermined or shifted from originally poured location.	3,341.42
225-9	Northern Woodwork, Inc.	PR #26A - HS Secure Entry Windows.	411.72
226-30	Manning Mechanical, Inc.	PR #77 - ES Natural gas piping to kitchen.	4,137.65
227-15	Gast Construction Company, Inc.	PR #63 Signage. Interior panel signage accepted only.	11,542.00
228-15	RTL Construction, Inc.	PR #78 - ES Bathroom furring walls.	7,311.36
229-16	Gast Construction Company, Inc.	PR #78 - ES Bathroom furring walls.	1,680.00
230-9	All Finish Concrete, Inc.	FCO #48 - Added Concrete. Replace cracked, heaved sidewalk section near HS door 7. Continue existing accessible pathway to HS door 9.	2,181.30
231-10	Innovative Erectors, Inc.	FCO #49 - Ag Shop color transition height. Adjust the color transition height of the exterior sidewall stel on the Ag Shop addition.	6,104.95
232-10	Northern Woodwork, Inc.	FCO #50 - Added solid surface. Provide and install solid surface wall caps at the reading nooks in eight elementary classrooms.	2,402.00
233-17	Gast Construction Company, Inc.	FCO #53 - ES Backing at reading nooks. Add plywood backing at back of reading nooks for casement attachment.	1,404.00
234-18	Gast Construction Company, Inc.	FCO #54 - ES Addition tack boards and tack strips. Provide and install 12' tack boards at elementary classroom and 250' of tack strips above lockers at hall E1004.	8,858.00
235-10	Bachman, Inc. dba Floor to Ceiling	PR #82 - HS Fitness room flooring.	54,995.00
236-12	Integrity Steel Supply, LLC	FCO #51 - CMU Shear wall corrections at ES. All reinforcing bar indicated on structural plan S2101 at the north wall of stairtower J was not installed during CMU wall construction. Provided steel angles as directed by structural engineer.	770.50
237-14	Eicholtz Masonry, Inc.	FCO #52 - Deduct for FCO #51. All reinforcing bar indicated on structural plan S2101 at the north wall of stairtower J was not installed during CMU wall construction. Integrity Steel provided steel angle as directed by structural engineer.	(770.50)
238-11	Northern Woodwork, Inc.	FCO #55 - End panels at 137 and 143. Provide and install P-lam end at FACS 137 and finished 24" filler panel at Art 143.	325.00
239-12	Northern Woodwork, Inc.	FCO #56 - Extra Mobilization. Schedule delays caused	1,215.00

		extra mobilization to install elementary casework.	
242-11	Innovative Erectors, Inc.	PR #53A - HS Fitness Partition - Guardrail	3,888.50
243-12	Innovative Erectors, Inc.	PR #88 - Gymnasium 180 scoreboard supports	2,460.87
244-15	Eicholtz Masonry, Inc.	PR #53A - HS Fitness Partition - Guardrail. Install of guard rail was changed after CO written, this will not be needed anymore. This zeroes out change order #1907-181-12.	(1,840.00)
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Sub-Total			146,772.07

Change Orders Approved at Draw #19

214-13	Trall Painting Co.	PR #85 - HS Wood shop ceiling painting.	3,250.00
240-13	Integrity Steel Supply, LLC	PR #88 - Gymnasium 180 scoreboard supports	2,423.00
241-14	Trall Painting Co.	PR #88 - Gymnasium 180 scoreboard supports	700.00
245-10	All Finish Concrete, Inc.	PR #37 - New Ag Shop. Add for site concrete.	27,164.13
246-13	Landwehr Construction, Inc.	FCO #57 - Sanitary & Storm Under Building. Provide and install city sanitary sewer and storm sewer underneath high school.	5,637.30
247-14	Landwehr Construction, Inc.	FCO #58 - Sock & Pea rock at drain tile. Provide and install fabric sock and pea rock at drain tile fields in HS & ES infiltration basins around elevator pits and at stage.	11,013.00
248-15	Landwehr Construction, Inc.	FCO #59 - Backflow valves. Provide and install backflow valves at the two drain tile systems exiting the high school addition and the one exiting the elementary addition.	15,946.00
249-16	Landwehr Construction, Inc.	FCO #60 - Misc. Site. 1.) Provide ramps across footings and flat drive paths throughout HS addition - \$2,625.00. 2.) Install salvaged asphalt milling at entries to ES bus loop & south parking lot - \$735.00. 3.) Remove ramp from stage to auditorium after completion of the structural steel, block wall and backfilling scopes of work were completed - \$1,182.00.	4,542.00
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Sub-Total			70,675.43

Change Orders Approved at Draw #20

250-13	Innovative Erectors, Inc.	FCO #61 - Adjustments to Structural Steel. Corrections for plan dimensions/elevation discrepancies and epoxy anchor bolts for a steel column after a rain event required a footing to be replaced.	6,784.32
251-10	Far-Moor Acoustics & Floors, LLC	FCO #062 - Commons 170 Sound Panels. Split cost of 120 sq. ft. of acoustical panels on west wall of Commons 170.	1,372.00
252-6	FM Asphalt, LLC	FCO #063 - Pave 5th Street. Poor road structure caused deterioration and required repaving between 5th Street and 4th Avenue and 5th Avenue.	22,300.00
253-14	Innovative Erectors, Inc.	FCO #064 - Add for FCO #066 to Eicholtz. 1. Corrective measures to correct anchor bolt placement in masonry piers at Commons 170. \$12,839.83. 2. Corrective measures to steel tube bearing height at HS running track, provide structural integrity of shear walls at ES stair tower J, & provide for adequate joist bearing at auditorium 190. \$9,563.71. FCO #067 - Deduct for FCO #065. 1. Replace CMU carelessly removed during sky link structural steel installation. (\$4,646.00).	17,757.54
255-7	FM Asphalt, LLC	PR #92 - ES Parking signage.	2,860.00
256-31	Manning Mechanical, Inc.	PR #94 - Exterior wall hydrants.	10,184.00
257-15	Innovative Erectors, Inc.	PR #90 - Lighting balcony 190k beam.	3,468.16
258-15	Trall Painting Co.	PR #37 - <del>New</del> Ag Shop. The school decided not to paint	(4,685.00)

the rigid structure in the new steel building and will accept a credit of (\$4,685.00).

		Sub-Total	60,041.02
<u>Change Orders Approved at Draw #21</u>			
261-20	Gast Construction Company, Inc.	PR #63 - Signage. Owner decided to go with cast aluminum in lieu of acrylic, resulting in an add of \$2,767.00 to original PR #63 pricing of \$12,303.00 written in change order #1907-259-19.	2,767.00
262-21	Gast Construction Company, Inc.	PR #31 - Flag Poles.	8,261.00
		Sub-Total	11,028.00
<u>Change Orders Approved at Draw #22</u>			
254-16	Eicholtz Masonry, Inc.	FCO #066 - Deduct for FCO #064 to Innovative. 1. Corrective measures to correct anchor bolt placement in masonry piers at Commons 170. (\$12,839.83). 2. Corrective measures to steel tube bearing height at HS running track, provide structural integrity of shear walls at ES stair tower J, & provide for adequate joist bearing at auditorium 190. (\$9,563.71). FCO #065 - Add for FCO #067. 1. Replace CMU carelessly removed during sky link structural steel installation. \$4,646.00.	(17,757.54)
259-19	Gast Construction Company, Inc.	PR #63 - Add for reduced scope exterior signage.	12,303.00
260-11	All Finish Concrete, Inc.	FCO #68 - Additional Curb, Sidewalk and Parking Lot Slab. 1.) Prep for and install new siewalks at the elementary parking lot sidewalk connection to 5th Street sidewalk, at curve from 4th Sreet to 4th Avenue and between sidewalk and 4th Avenue at the north aluminum entry doors of the high school addition. 2.) Install section of new curb and parking lot slab where existing was removed to install 15" HDPE storm sewer piping from catch basin 7 to existing curb basin at south side of the existing HS parking lot.	7,995.72
263-11	Far-Moor Acoustics & Floors, LLC	FCO #69 - Additional ACT at existing locations. Provide and install ceilings in existing HS halls 1000, 1001, & 1010 & Ag Room 112, Ag Office 112B, Kitchen 102, Girls' Bathroom 116 and ES Library.	19,342.00
264-12	Far-Moor Acoustics & Floors, LLC	FCO #70 - Additional ACT at plan missed locations. Provide and install ceilings in existing ES entries E1007 & E1009 and at HS Hall 1300.	2,461.00
265-22	Gast Construction Company, Inc.	PR #63 - Signage. Owner decided to go with 15" lettering for "MAIN ENTRANCE" in lieu of '12", resulting in an add of \$879.00 to revised PR #63 pricing.	879.00
		Sub-Total	25,223.18
<u>Change Orders Approved at Draw #23</u>			
266-8	FM Asphalt, LLC	FCO #73 - Additional signage and paint striping at ES & HS parking lots. 1. Add two entrance signs at ES bus lane and one additional stall and number bus stalls - \$1,050.00. 2. Paint existitng HS ADA stall curbs blue and a bus only sign with restricted hour sign at ES bus lane entrance - \$925.00. 3. Re-stripe existing HS parking lot - \$1,250.00.	3,225.00

267-16	Innovative Erectors, Inc.	FCO #74 - Gym column base plate modifications. Fix columns C8 & C13 due to strong wind shifting with masonry shelter and dislodging anchor bolts at north gym wall.	880.80
268-9	FM Asphalt, LLC	FCO #72 - patching at 5th Street HS bus lane. HS bus lane entry from 5th Street SE to provide a smooth transition from 5th Street to the concrete HS bus lane.	4,020.00
269-17	Landwehr Construction, Inc.	FCO #75 - Prep for additional sidewalk at ES parking lot. Prep for additional sidewalk from 5th Street sidewalk to north ES parking lot sidewalk.	763.28
270-33	Vinco, Inc.	FCO #76 - Electrical demo and new power to FA related items. Demolition of existing equipment, power to existing and new mechanical equipment, fire alarm tie in to existing items not shown on plans.	6,532.21
271-7	Rusco Windows Company, Inc.	PR #96 - Fitness 183 mirrors.	1,800.00
272-14	Integrity Steel Supply, LLC	PR #97 - Roof ladder.	1,331.00
273-17	Innovative Erectors, Inc.	PR #97 - Roof ladder.	2,110.90
274-34	Vinco, Inc.	PR #98 - HS kitchen office data.	715.07
275-35	Vinco, Inc.	PR #103 - HS Hall 1520 Exiting Lighting.	2,689.42
276-11	Bachman, Inc. dba Floor to Ceiling	FCO #71 - Commons 170 step risers and nosings. Provide and install rubber risers and nosings at the steps and ramp at Commons 170.	1,997.00
277-36	Vinco, Inc.	PR #89 - HS Area A mechanical items.	801.29
278-37	Vinco, Inc.	PR #101 - HS hall 1520 light fixtures.	(439.17)
283-13	Far-Moor Acoustics & Floors, LLC	PR #102 - Stair H ceiling.	671.00
Sub-Total			27,097.80

Change Orders Approved at Draw #24

279-32	Manning Mechanical, Inc.	PR #29 - ES Sprinkler piping support. Plan review required added hanger support for piping.	2,429.20
280-33	Manning Mechanical, Inc.	PR #95 - Boiler EPO System.	2,114.70
281-34	Manning Mechanical, Inc.	PR #99 - HS Practice room modifications.	2,373.74
282-7	LVC Companies, Inc.	PR #102 - Stair H ceiling.	1,176.01
284-16	Trail Painting Co.	PR #105 - HS balcony revisions.	300.00
285-16	RTL Construction, Inc.	PR #102 - Stair H ceiling.	1,657.14
286-17	RTL Construction, Inc.	PR #105 - HS balcony revisions.	1,712.06
287-18	Innovative Erectors, Inc.	PR #72R1 - HS catwalk elect enclosure framing revision 1. Agreed to not exceed \$14,637.43.	14,637.43
288-17	Trail Painting Co.	PR #104 - HS track guardrail gates.	985.00
289-15	Integrity Steel Supply, LLC	PR #104 - HS track guardrail gates.	4,259.00
291-17	Eicholtz Masonry, Inc.	FCO #77 - Egress walkway at door 10. Provide and install scaffolding, reinforced poly, and wood planks, 7 months rent.	651.75
292-18	Eicholtz Masonry, Inc.	FCO #78 - CMU walls. Install walls at shower stall rooms 122A & 148A, infill wall required for ADA plumbing at toilets 161 & 163.	4,941.20
293-38	Vinco, Inc.	FCO #79 - Owner requested changes. 1.) Provide power to owner furniture at ES district & admin desk. \$586.82. 2.) Repair FA wiring at existing HS that were reinstalled by others at abated halls on 2nd & 3rd floor demo. \$2,125.00. 3.) Reinstall 120v lighting to the 13 existing ES classroom alcoves. \$4,306.56. 4.) Relocate data & power service at two walls in ES reception E100. \$2,426.42. 5.) Add data rough-in and power at existing ES SPED E122, E123, E124. \$1,869.27.	11,314.07
296-18	RTL Construction, Inc.	FCO #82 - Unforeseen/Project Enhancement. 1.) Skim existing deteriorated walls in new admin area with 5/8"	1,691.02

		sheetrock and prep for paint. \$1,234.60. 2.) Tape and sand wall patches at reading nooks in eight elementary classrooms. \$456.42.	
297-19	RTL Construction, Inc.	FCO #18 - Area B project enhancement. Add bulkheads for ceiling at SPED 128, framed opening for electrical panel at Chemistry 116 & prep 119 frame for added access panels to enclose gas shut off at Chemistry 116 and access VAV at SPED 130, frame for recessed gas controller at Chemistry 116 & skim coat existing infilled windows at SPED 128.	2,606.06
298-20	RTL Construction, Inc.	FCO #26 - Demo existing roof decking. Cut and remove a section of steel roof deck at east exterior wall of existing art room 143.	476.00
Sub-Total			53,324.38

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Change Orders Approved at Draw #25

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290-12	Bachman, Inc. dba Floor to Ceiling	PR #107 - HS commons 170 wall base.	497.00
294-39	Vinco, Inc.	FCO #80 - Wire ADA push buttons at auto operated entries. Install 18/2 cable and connections for ADA push buttons on openings E100E.1, E100A.1, E1000.1 & E1000.3.	764.17
299-8	Rusco Windows Company, Inc.	PR #106 - ES Office Sliding Window.	2,685.00
300-21	RTL Construction, Inc.	PR #106 - ES Office Sliding Window.	864.26
301-18	Traill Painting Co.	PR #106 - ES Office Sliding Window.	300.00
302-40	Vinco, Inc.	PR #108 - HS Door 1300 Magnetic Door Holds.	792.50
303-23	Gast Construction Company, Inc.	PR #106 - ES Office Sliding Window.	7,676.00
304-24	Gast Construction Company, Inc.	PR #112 - HS Assembly Occupancy Signage.	1,458.00
306-12	All Finish Concrete, Inc.	FCO #89 - Cold Weather Concrete. Winter rates for schedule delayed concrete.	258.50
307-35	Manning Mechanical, Inc.	PR #89 - HS Area A Mechanical Items	4,159.10
308-22	RTL Construction, Inc.	FCO #81 - Miscellaneous Gypsum Extras. 1.) Add 1/2" RC Channel to select walls at Band & Choir rooms. \$2,152.76. 2.) Frame, sheetrock, tape, and sand gypsum bulkhead at Commons 145 connection to Hall 1300. \$1,874.72. 3.) Difference in material and labor cost to install 5/8" fire treated plywood in lieu of 5/8" gypsum wallboard at Auditorium 190. \$3,577.99. 4.) Frame, sheetrock, tape, and sand gypsum bulkhead at stair J. \$1,914.23.	9,519.70
309-23	RTL Construction, Inc.	FCO #83 - Code Related Gypsum Extras. 1.) Add 2 hr shaft wall enclosure above door 1030 to provide 2 hr assembly around multiple penetrations. \$2,589.00. 2.) Build temporary steel stud/gypsum walls outside existing door 10. \$1,398.01. 3.) Frame, sheetrock, and firetape gypsum walls outside existing door 10. \$281.12.	5,109.25
310-24	RTL Construction, Inc.	FCO #90 - Unforeseen/Owner Requested Project Enhancements. 1.) Frame, sheetrock, and finish gypsum soffit at Lobby E1005 & Hall E1006, provide access door to access fire alarm junction boxes. \$2,145.23. 2.) Frame, sheetrock, and finish radius bulkhead at vestibule 190E. \$774.62. 3.) Frame and install fire treated plywood on knee wall at AG Shop 112B. \$830.59. 4.) Patch mirror mounting holes in gypsum wall at Fitness 183 after mirrors were relocated approximately one foot higher. \$456.42.	4,206.86
311-13	Northern Woodwork, Inc.	FCO #92 - Stage Nosing Revision. Revise maple stair nosing trim at stage 191 to have deeper returns to	2,678.00

		accommodate electrical conduits and back boxes and one additional day per diem for install crew.	
312-14	Northern Woodwork, Inc.	FCO #86 - Added ADA Cabinet Panel. Provide and install ADA panel at open sink cabinet in Conference Room E100B.	150.00
313-41	Vinco, Inc.	PR #111R1 - HS Auditorium Lighting.	609.32
314-19	Trall Painting Co.	FCO #93 - Auditorium Floor Sealing. Added floor sealing not shown on the plans.	6,378.00
		Sub-Total	48,105.66

Change Orders Approved at Draw #26

316-42	Vinco, Inc.	PR #114 - Exterior Light Fixtures.	1,524.91
		Sub-Total	1,524.91

Change Orders Approved at Draw #27

317-16	Integrity Steel Supply, LLC	FCO #95 - Onsite rework deduct. Stair F stringers and commons 170 ADA ramp railing not fabricated correctly and had to be modified for proper installation.	(3,321.90)
318-17	Integrity Steel Supply, LLC	FCO #97 - Metal Adds. 1. Stairs at Mechanical Room 199 were not shown on bid documents. 2. Conflict between ductwork and wind bridging at Auditorium bar joist space. 3. Project enhancement for safety of public.	4,190.00
319-43	Vinco, Inc.	FCO #87 - Electrical Adds. 1. Relocate light fixtures at Elementary School Conference Room E100B. \$391.00. 2. Extend existing electrical boxes out to accommodate added layer of drywall at HS Conference Room 142D and records 142C. \$437.10. 3. Per ASI #32, add USB outlets at burnished block counter walls in Commons 170. \$10,206.67. 4. Replace GFCI receptacle at concessions 145A with a standard receptacle and add a GFCI breaker at electrical panel to solve issues with their existing pretzel machine. \$363.65. 5. Add two 2 x 2 light fixtures each at Men's toilet 171 and Women's toilet 172. \$642.32.	12,040.73
320-3	McArthur Tile Corporation	FCO #100 - Floor Leveling. After wall demo, existing floor was lower at planned new door opening to ES staff toilet E133.2.	590.00
322-36	Manning Mechanical, Inc.	FCO #99 - Upsize Piping & Added EPO Switch. Remove originally specified 1- 1/2" piping for AHU1 and replace with 3", replace 1 1/2" piping for AHU 5 with 2" per RFI #72. \$14,201.31. Add an EPO switch at HS Mech room 186 for water heater and wire installed EPO switches at Elementary boiler room. \$1,427.00	15,628.31
323-19	Innovative Erectors, Inc.	FCO #96 - Unforeseen/not on plans steel erection. 1. Grout hollow core plank cores solid for stair H. \$311.08. 2. Install horizontal wind bracing where ductwork layout required bracing removal. \$1,083.23. 3. Remove detailed 3/4" plywood backer, prep for toggle bolts and reinstall for guardrail attachment at 2nd floor tier seating. \$1,263.83. 4. Install stairs at Mechanical Mezzanine 199. \$538.84.	3,196.98
324-20	Innovative Erectors, Inc.	FCO #85 - Onsite rework add. Stair F stringers and commons 170 ADA ramp railing not fabricated correctly and had to be modified for proper installation.	3,321.90
327-37	Manning Mechanical, Inc.	PR #117 - HS Gymnasium water cooler.	2,952.00
328-9	Rusco Windows Company, Inc.	PR #47 - Door security system. Added labor to change	850.00

329-21	Innovative Erectors, Inc.	existing panics to EL Rim panics, add removable mullion, add (2) power transfers. PR #110 - Auditorium handrails.	<u>8,310.28</u>
		Sub-Total	47,758.30

Change Orders in Process

295-1	Otis Elevator Company	FCO #84 - Elevator additional staffing. Extra trip to operate elevator to allow for fire caulking in the elevator shaft for code compliance.	980.00
305-8	LVC Companies, Inc.	FCO #88 - Fire Protection Changes. 1. Remove exposed heads and install flex heads in new ACT in Ag Classroom 112 and in Ag Office 112B \$1,382.00. 2. Remove plastic lines and reinstall steel after district removed walls and ceilings. \$2,119.20.	3,501.20
315-25	RTL Construction, Inc.	PR #113 - HS Auditorium Stage Stair Furring.	460.81
321-13	All Finish Concrete, Inc.	FCO #98 - Floor Sealing Credit. Switch floor sealing type at select rooms scheduled to receive concrete sealer.	(5,420.00)
325-9	LVC Companies, Inc.	FCO #94 - VE plastic pipe. Value engineering to use CPVC Blazemaster pipe in lieu of specified schedule 40 in HS.	(5,383.40)
326-10	LVC Companies, Inc.	FCO #91 - Code compliance fire protection. Added coverage for areas not shown on plan but required by code, wood ceiling in HS and 2nd floor mechanical room.	13,820.40
330-20	Trail Painting Co.	PR #110 - Auditorium handrails.	573.00
331-14	Far-Moor Acoustics & Floors, LLC	FCO #102 - Misc. Ceiling Changes. 1. Reduce footage of ES elevator equipment room. 2. Plan discrepancy. 3. ISD vendor removed ceiling but did not reinstall. 4. Adjustment to ceiling heights.	2,947.00
332-38	Manning Mechanical, Inc.	FCO #101 - Plasma Table Exhaust. Provide enhanced exhaust performance at existing plasma table.	1,500.04
333-44	Vinco, Inc.	FCO #103 - Electrical Extras. 1. Prep tile and reinstall brackets and smoke detectors in acoustical ceiling. \$306.00. 2. Install conduit and CAT6 and floor boxes south side of Track 2510. \$2,265.20.	2,571.20
334-45	Vinco, Inc.	FCO #104 - Unforeseen Electrical. 1. Relocate power feeds for RTU's to avoid modified structural steel and duct and piping at ES. \$5,243.25. 2. Relocate two existing exit lights at Cafeteria E150 for ductwork routing. \$562.65. 3. Replace damaged emergency light at fitness 183. \$432.54.	6,238.44
335-46	Vinco, Inc.	FCO #106 - Code Items. 1. Illuminate walking spaces outside vestibules 1521 & 1522. \$983.56. 2. Install (5) additional ceiling mount emergency light fixtures at Auditorium 190. \$2,293.24.	3,276.80
		Sub-Total	<u>25,065.49</u>

Change Order Status To Date 07/05/22 3,425,291.71

\* Change Order #1907-10-3 affects the "Elementary School Parking Lot East" line on the draw instead of Constructor Contingency.

\*\* Change Orders affecting Owner Contingency instead of Construction Contingency.



12. New Business

A. Long-Term Facilities Maintenance (LTFM) Plan for FY2023-32

114

**SCHOOL BOARD RESOLUTION**

**INDEPENDENT SCHOOL DISTRICT NO. 146**

**ADOPTING THE SCHOOL DISTRICT'S FISCAL YEAR (FY) 24 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

WHEREAS, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2021, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year facilities plan by July 31 for commissioner approval.

WHEREAS, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member \_\_\_\_\_ moved for the resolution adoption and the motion was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

\_\_\_\_\_

And the following voted against \_\_\_\_\_.

THEREFORE, BE IT RESOLVED THAT, the School Board of Independent School District No. 0146 approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 24 on the 18th of July, 2022.

\_\_\_\_\_

SCHOOL BOARD CLERK SIGNATURE

FY 24 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/04/2022																
<b>146</b> <= Type in School District Number																				
<b>BARNESVILLE PUBLIC SCHOOL DIST.</b>																				
			Change only if requiring levy adjustments	Payable 2022 LLC Certification	Current Estimate															
<i>Calculations for Ten Year Projection</i>		<b>Pay 22</b>																		
	<b>LLC #</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>FY 2032</b>							
<b>1</b> Type your district number in cell A2 (Minneapolis = 1.2)																				
<b>2</b> Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b																				
<b>3</b> Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33																				
<b>4</b> Look-up data from following tabs																				
<b>5</b> Initial Formula Revenue																				
6	Current year APU	57	994.40	1,002.79	989.58	989.58	989.58	989.58	989.58	989.58	989.58	989.58	989.58							
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)																			
6b	Total Adjusted Pupil Units = (6) + (6a)			1,002.79	989.58	989.58	989.58	989.58	989.58	989.58	989.58	989.58	989.58							
7	District average building age (uncapped)	451	54.55	54.55	55.55	56.55	57.55	58.55	59.55	60.55	61.55	62.55	63.55							
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00							
9	Building age ratio = (Lesser of 1 or (7) / 35)	452		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000							
10	Initial revenue = (6) * (8) * (9)	453	377,872	381,061	376,042	376,042	376,042	376,042	376,042	376,042	376,042	376,042	376,042							
<b>11</b> Added revenue for Eligible H&S Projects > \$100,000 / site																				
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702																		
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756																		
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701																		
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755																		
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab																			
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue																			
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767																		
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455																		
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	456																		
<b>Added revenue for Pre-K remodeling (for VPK approvals only)</b>																				
20a	Net debt service for bonds approved for Pre-K remodeling	768																		
20b	Pay as you go for projects approved for Pre-K remodeling	457																		
20c	Total Pre-K revenue																			
20d	<b>Total New Law Revenue (10) + (19) + (20c)</b>	458		381,061	376,042	376,042	376,042	376,042	376,042	376,042	376,042	376,042	376,042							

FY 24 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/04/2022														
<b>146</b>	<b>&lt;= Type in School District Number</b>																	
	<b>BARNESVILLE PUBLIC SCHOOL DIST.</b>		Change only if requiring levy adjustments	Payable 2022 LLC Certification	Current Estimate													
<b>Calculations for Ten Year Projection</b>				<b>Pay 22 LLC #</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>FY 2032</b>		
<b>Old Formula revenue</b>																		
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2024)	459		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)	460		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	463		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	767		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless	769		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	466			64,179	63,333	63,333	63,333	63,333	63,333	63,333	63,333	63,333	63,333	63,333	63,333	63,333	63,333
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467		63,642	64,179	63,333	63,333	63,333	63,333	63,333	63,333	63,333	63,333	63,333	63,333	63,333	63,333	63,333
30	<b>Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]</b>	<b>468</b>		<b>377,872</b>	<b>381,061</b>	<b>376,042</b>												
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
32	<b>District LTFM Revenue (30) - (31)</b>	<b>470</b>		<b>377,872</b>	<b>381,061</b>	<b>376,042</b>												
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
34	<b>Grand Total LTFM Revenue (32) + (33)</b>	<b>472</b>		<b>377,872</b>	<b>381,061</b>	<b>376,042</b>												
<b>Aid and Levy Shares of Total Revenue</b>																		
35	For ANTC & APU, three year prior date			2020	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029				
36	Three year prior Ag Modified ANTC	33		6,910,014	6,910,014	7,215,525	7,504,146	7,804,312	8,116,484	8,441,144	8,778,789	9,129,941	9,495,139	9,874,944				
37	Three year prior Adjusted PU (New Weights)	54		966.79	964.66	990.05	981.98	1,002.79	989.58	989.58	989.58	989.58	989.58	989.58				
38	ANTC / APU = (36) / (37)	474		7,147.38	7,163.13	7,288.07	7,641.82	7,782.57	8,201.92	8,530.00	8,871.20	9,226.04	9,595.09	9,978.89				
39	State average ANTC / APU with ag value adjustment	475		9,596.79	9,596.79	10,491.16	11,673.33	12,421.51	12,918.00	13,435.00	13,972.00	14,531.00	15,112.00	15,716.00				
40	Equalizing Factor = 123% of (39)	476		11,804.05	11,804.05	12,904.13	14,358.20	15,278.46	15,889.14	16,525.05	17,185.56	17,873.13	18,587.76	19,330.68				
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477		60.55%	60.68%	56.48%	53.22%	50.94%	51.62%	51.62%	51.62%	51.62%	51.62%	51.62%				
42	State (aid) share of Equalized Revenue (1 - (41))	478		39.45%	39.32%	43.52%	46.78%	49.06%	48.38%	48.38%	48.38%	48.38%	48.38%	48.38%				
43	Equalized Revenue (lesser of (34) or (6) * (8))	473		377,872	381,061	376,042	376,042	376,042	376,042	376,042	376,042	376,042	376,042	376,042				
44	Initial LTFM State Aid (42) * (43)	479		149,070	149,819	163,659	175,902	184,493	181,930	181,934	181,929	181,930	181,927	181,921				
45	Old formula Grandfathered Alternative Facilities Aid	481		-	-	-	-	-	-	-	-	-	-	-				
46	Total LTFM State Aid (Greater of (44) or (45))	482		149,070	149,819	163,659	175,902	184,493	181,930	181,934	181,929	181,930	181,927	181,921				
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485		228,802	231,242	212,383	200,139	191,549	194,111	194,107	194,113	194,111	194,115	194,120				
<b>Debt Service Portion of Revenue (non-grandfather districts)</b>																		
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	765+766+767+768		-	-	-	-	-	-	-	-	-	-	-				
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769			193,778	194,145	189,105	189,315	189,368	189,263	-	-	-	-				
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	-				
51	Total Debt Service Revenue = (49) + (50) + (50b)	770			193,778	194,145	189,105	189,315	189,368	189,263	-	-	-	-				
52	Equalized debt Service Revenue (lesser of (43) or (51))	486			193,778	194,145	189,105	189,315	189,368	189,263	-	-	-	-				
53	Debt Service Aid = (52) * (42)	488			76,186	84,495	88,458	92,881	91,617	91,568	-	-	-	-				
54	Equalized Debt Service Levy = (52) - (53)	489			117,591	109,650	100,647	96,434	97,751	97,695	-	-	-	-				
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490			-	116	-	-	-	-	-	-	-	-				
<b>General Fund Portion of Revenue (non-grandfather districts)</b>																		
56	Total General Fund Revenue = (34) - (51)	491			187,284	181,897	186,937	186,727	186,674	186,779	376,042	376,042	376,042	376,042				
58	General Fund Equalized Revenue = (43) - (52)	492			187,284	181,897	186,937	186,727	186,674	186,779	376,042	376,042	376,042	376,042				

FY 24 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/04/2022													
<b>146</b> <= Type in School District Number																	
<b>BARNESVILLE PUBLIC SCHOOL DIST.</b>																	
			Change only if requiring levy adjustments	Payable 2022 LLC Certification	Current Estimate												
<i>Calculations for Ten Year Projection</i>		<b>Pay 22</b>															
		<b>LLC #</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>FY 2032</b>			
59	Total General Fund Aid = (46) - (53)	493			73,633	79,164	87,444	91,612	90,314	90,366	181,929	181,930	181,927	181,921			
60	General Fund Equalized Levy = (58) * (41)	494			113,651	102,733	99,493	95,115	96,361	96,413	194,113	194,111	194,115	194,120			
61	General Fund Unequalized levy = (57) - (58)	495			0	-	-	-	-	-	-	-	-	-			
62	Total General Fund Levy = (60) + (61)	496			113,651	102,733	99,493	95,115	96,361	96,413	194,113	194,111	194,115	194,120			
<b>Notes:</b>																	
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.																	
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.																	
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.																	



## Fiscal Year (FY) 2024 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

**General Information:** Minnesota school districts, intermediate school districts, cooperative districts, applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2021, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2022. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

### Identification Information

Name of District or Cooperative:	District Number and Type:	Date Submitted:
----------------------------------	---------------------------	-----------------

### Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2021, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2024 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2021, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2024 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.411, subd. 3[2021]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2021]). ***The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.***

### Certification of Statement of Assurances

Signature – <b>Must be signed</b> by Superintendent or Cooperative Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
118		

 DEPARTMENT OF EDUCATION	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	<b>Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only</b>	ED - 02478-08
--	--	---	---------------

**Instructions:** Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information									
District Name:	<b>Barnesville</b>	Date:	7/18/2022									
District Number:	<b>0146-01</b>	Email:	<a href="mailto:jsamuels@barnesville.k12.mn.us">jsamuels@barnesville.k12.mn.us</a>									
District Contact Name:	<b>Jodi Samuelson</b>											
Contact Phone #	218-354-2217											

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2022 (base year)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>												
<b>Finance Code</b>	<b>Category (1)</b>											
347	Physical Hazards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
349	Other Hazardous Materials	\$983	\$250	\$300	\$300	\$350	\$400	\$400	\$450	\$500	\$500	\$500
352	Environmental Health and Safety Management	\$9,568	\$10,000	\$12,000	\$12,000	\$14,000	\$16,000	\$16,000	\$18,000	\$18,000	\$20,000	\$20,000
358	Asbestos Removal and Encapsulation	\$0	\$200	\$200	\$300	\$3,000	\$400	\$500	\$500	\$500	\$600	\$600
363	Fire Safety	\$56,605	\$6,000	\$6,500	\$7,000	\$7,500	\$8,500	\$9,000	\$9,500	\$9,500	\$10,000	\$10,000
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects</b>		\$67,156	\$16,450	\$19,000	\$19,600	\$24,850	\$25,300	\$25,900	\$28,450	\$28,500	\$31,100	\$31,100
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>												
<b>Finance Code</b>	<b>Category (2)</b>											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>												
<b>Finance Code</b>	<b>Category (3)</b>											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Accessibility</b>												
<b>Finance Code</b>	<b>Category (4)</b>											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Deferred Capital Expenditures and Maintenance Projects</b>												
<b>Finance Code</b>	<b>Category (5)</b>											
368	Building Envelope	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$10,000	\$0	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
370	Electrical	\$11,987	\$0	\$12,000	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$127,751	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$10,000	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$17,187	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
381	Plumbing	\$523	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0	\$200,000	\$200,000	\$200,000
384	Site Projects	\$15,826	\$135,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Deferred Capital Expense and Maintenance</b>		\$173,274	\$190,000	\$42,000	\$44,000	\$44,000	\$44,000	\$49,000	\$4,000	\$204,000	\$204,000	\$204,000
<b>Total Annual 10-Year Plan Expenditures</b>		\$240,430	\$206,450	\$61,000	\$63,600	\$68,850	\$69,300	\$74,900	\$32,450	\$232,500	\$235,100	\$235,100

**Ten Year Deferred Maintenance Plan Page 1 of 3**

<b>FY2023</b>		
Code	Description	Amount
368	window replacement in high school	\$15,000
369	door & hardware replacement high school	\$10,000
367	ADA compliant-athletic complex-concesions	\$60,000
	bathrooms & bleachers	
379	3 class rooms in 55 addition elementary counter tops	\$30,000
384	wood mulch up dates for elementary playground	\$75,000
<b>Total</b>		<b>\$190,000</b>

<b>FY2024</b>		
Code	Description	Amount
379	55addition-elementary y 4 classrooms counter tops	\$30,000
370	new ceiling/LED lighting                      electical outlets	\$12,000
<b>Total</b>		<b>\$42,000</b>

<b>FY 2025</b>		
Code	Description	Amount
379	55 addition elementary	\$30,000
370	new ceiling &LED lighting	\$10,000
	add electrical outlets	
369	door & hardware replacement high school	\$4,000
<b>Total</b>		<b>\$44,000</b>

**Ten Year Deferred Maintenance Plan Page 2 of 3**

<b>Fy 2026</b>		
Code	Description	Amount
379	55 addition elementary 4 class roomssinks &counter tops	\$30,000
370	add new ceilings LED lighting and outlets	\$10,000
369	new doors and hardware high school	\$4,000
<b>Total</b>		<b>\$44,000</b>

<b>FY2027</b>		
Code	Description	Amount
379	55 addition elementary sinks and cabinets	\$30,000
370	new ceilings/LED lightingand outlets	\$10,000
369	door & hardware replacement high school	\$4,000
<b>Total</b>		<b>\$44,000</b>

FY2027		
Code	Description	Amount
381	steam lines and traps	\$10,000
383	tuck pointing	\$25,000
369	door & hardware replacement	\$4,000
379	tile flooring and carpet replacement	\$10,000
<b>Total</b>		<b>\$49,000</b>

FY2028		
Code	Description	Amount
369	door and hardware replacement highschool	\$4,000
<b>Total</b>		<b>\$4,000</b>

FY2029		
Code	Description	Amount
369	Door/Hardware Replacement-High School	\$4,000
383	Roof Replacement	\$200,000
<b>Total</b>		<b>\$204,000</b>

**Ten Year Deferred Maintenance Plan Page 3 of 3**

fy2030		
Code	Description	Amount
369	Door/Hardware Replacement-High School	\$4,000
383	Roof Replacement	\$200,000
<b>Total</b>		<b>\$204,000</b>

FY2031		
Code	Description	Amount
369	Door/Hardware Replacement-High School	\$4,000
383	Roof Replacement	\$200,000
<b>Total</b>		<b>\$204,000</b>

FY2032		
Code	Description	Amount
379	Interior Surfaces	\$4,000
383	Roof Replacement	\$200,000
<b>Total</b>		<b>\$204,000</b>

B. Handbooks

1) 2022-23 Elementary Student Handbook

123

# **ATKINSON ELEMENTARY**



## **PARENT / STUDENT HANDBOOK**

**2022-23**

(Revised July 18, 2022)

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## **SCHOOL BOARD PHILOSOPHY**

The Board of Education of Independent School District Number 146 believes that each individual should be accepted into the educational program as he/she is; that each student shall be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustment to life.

In the practical application of this philosophy, opportunities shall be provided each individual mentally, physically, emotionally, and morally. It is further the philosophy of the Board of Education to provide the plant, tools, and facilities to implement this policy.

## **SCHOOL DISTRICT MISSION STATEMENT**

The mission of Barnesville Public Schools, in partnership with the family and community in its quest to develop responsible students, is to promote academics, arts, and athletics by providing challenging programs in an innovative environment.

## **DISTRICT GOALS**

Our goals are to develop lifelong learners in an atmosphere of mutual respect and trust by:

1. Improving educational achievement by establishing clear standards, measuring performance, assisting educators and increasing opportunities for lifelong learning in an ever-changing society.
2. Promoting school spirit and enthusiasm so that all students, staff, and residents of the District feel connected and proud.

# **INDEPENDENT SCHOOL DISTRICT 146**

## **BOARD OF EDUCATION**

CRYSTAL HENDERSON    JACOB THOMPSON    ANDREW MAIER    MARLA FIELD  
DION BREDMAN (Chair)    RYAN LINDBOM    DAVE HERBRANSON

## **ADMINISTRATION**

DR. JON ELLERBUSCH	SUPERINTENDENT
TODD HENRICKSON	K-6 PRINCIPAL
	ACTIVITIES DIRECTOR
BRYAN STRAND	7 - 12 PRINCIPAL

## **SECRETARIES / OFFICE STAFF**

BROOKE FRADET	ADMINISTRATIVE SECRETARY
TAMMY MAESSE	ELEMENTARY SECRETARY
KARI WILSON	ELEMENTARY SECRETARY
SHELLY KRUEGER	HIGH SCHOOL SECRETARY
MELISSA SOSSA	HIGH SCHOOL SECRETARY
CHRIS ELLEFSON	COMMUNITY ED
JODI SAMUELSON	FINANCE OFFICER
SARA LIEN	PAYROLL / HR ASSISTANT

## **SCHOOL OFFICES**

### **ELEMENTARY SCHOOL OFFICE**

PO BOX 189  
BARNESVILLE MN 56514  
(218) 354-2300  
(218) 354-7797 Fax

### **HIGH SCHOOL OFFICE**

PO BOX 189  
BARNESVILLE MN 56514  
(218) 354-2228  
(218) 354-2305 Fax

### **DISTRICT OFFICE**

PO BOX 189  
BARNESVILLE MN 56514  
(218) 354-2217  
(218) 354-7260 Fax

This handbook and its contents were approved by the School Board at its meeting on **July 18, 2022**. This handbook may be changed or amended during the school year. Changes will be posted in the office of the principal and on the school's website. If you have any questions about a provision, contact the principal.

## Elementary Staff Directory

### **Administrative Assistants**

Tammy Maesse .....	405
Kari Wilson .....	409

### **Health Aid/Special Ed Paraprofessional**

Trisha O’Leary .....	444
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### **Kindergarten**

Shari Grabow .....	415
Megan Martin.....	417
Christine Messer .....	416
Alison Willers .....	428

### **Grade 1**

Chastity Justesen .....	419
Laura Jorud .....	427
Karie Martinson .....	420
Tori Olson .....	432

### **Grade 2**

Lisa Forsgren.....	439
Carrie Jenkins.....	424
Sandy Meyer .....	436
Peggy Parker .....	435

### **Grade 3**

Ryan Bomstad .....	434
George Haj .....	433
Michelle Tonsfeldt .....	418

### **Grade 4**

<b>Desi Erickson/Laura Anderson .....</b>	<b>431</b>
Lisa Gilbertson .....	430
Tracy Hinsz .....	429

### **Grade 5**

Scott Amundson .....	421
Megan Askegaard .....	422
Brandi Holleman .....	423

### **Grade 6**

McKinzie Solum .....	353
Aaron Schindler .....	307
Nicole Nelson.....	318

### **Title I Lead / Gifted & Talented Teacher**

Patti Erlandson .....	442
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### **MTSS Coordinator**

<b>Holly Inniger .....</b>	<b>354</b>
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### **Special Education**

Sarah Poepping .....	408
Michelle Wander.....	414
Susan Yeske .....	426
<b>Mary Spillum .....</b>	<b>TBD</b>

### **Occupational Therapy**

Taylor Karger .....	426
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### **Speech Clinician**

Michelle Field .....	441
Brittany Thompson .....	TBD

<b>Preschool</b>	
Laura Lempe .....	335
Breanna Chuinard .....	456
<b>Music</b>	
Mariah Dant .....	443
<b>Physical Education</b>	
Jacob Grosz .....	412
<b>Art</b>	
Kelly Foss .....	TBD
<b>5<sup>th</sup> &amp; 6<sup>th</sup> Grade Band</b>	
Erick Knudson.....	334 - High School
<b>Social Worker</b>	
TBD.....	450
<b>Library Aide</b>	
Lynn Thorkildson.....	411
<b>Title I Paraprofessionals</b>	
Joanne Herbranson .....	651
Betsy Ronsberg .....	458
Jessi Haus.....	646
Janet Rasmussen .....	654
Ashley Schilling.....	655
Chrissa Wolters.....	672
<b>Special Education Paraprofessionals</b>	
Trisha Krause .....	656
Michelle Zajac.....	663
Kari Wilson.....	408
Lesley Connelly .....	674
Ashley Schwartz .....	408
Chandra Buck.....	408
Julia Bekkerus.....	643
Haley Pender.....	648
Gwen Budd .....	TBD
<b>Preschool Paraprofessionals</b>	
Stacey Rotz .....	645
Cassandra Peterson .....	TBD
<b>Technology Coordinator</b>	
Casey Ehlert .....	338
<b>Technology Aid</b>	
Cary Zepper.....	649
<b>Cooks</b>	
Sharon Braton .....	342
Sharon Poach.....	410
Wanda Julsrud.....	410
Deborah Goegren .....	410
Tim Getz .....	410
<b>Custodian</b>	
Don Szweduik.....	340
Duane Duval .....	407
Scott Odden.....	407
Laurie Haapala .....	407

# **PART I - INFORMATION**

## **ELEMENTARY SCHOOL OFFICE**

The elementary school office can be accessed by entering the main doors at the south end of the building. The office staff includes the principal and two administrative assistants. The office hours are 7:30 a.m. until 4:00 p.m. during most regular working days. The principal's office may be reached by telephone at 354-2300. If we are not available to take your call, please leave a message on our voicemail.

## **ENROLLMENT REQUIREMENTS**

1. **Immunization:** Various Minnesota laws set forth immunization requirements for children and adults enrolled in institutional settings. Legal exemptions are permissible for those who have medical contraindications to vaccine(s) or if they or a parent has conscientiously held beliefs that oppose immunization.
  - a. Records for infants and children who have not completed a primary series of vaccines must be signed by a physician or public clinic staff.
  - b. Documentation of measles vaccine given before 12 months of age is not acceptable for children in child care or schools.
  - c. **A Doctor's signature is required for proof of the Chicken Pox Disease.**
  - d. Minnesota Statute § 121A.15 requires all children enrolling in an elementary or secondary school to show evidence of immunization as follows:

<b><u>Age/Grade Groupings</u></b>	<b><u>Vaccine Type and Number of Doses</u></b>
Kindergarten < 7 years	5 DTP, 4 polio, 2 MMR, 2 Chicken Pox
7 years through grade 6	>3 DTP/Td, > 3 polio, 1 MMR
Grades 7 through 12	>3 DTP/Td(1 dose>11 years), >3 polio,2 MMR
Kindergarten	> 3 hepatitis B
K and grade 7	> 3 hepatitis B

2. **Transfer / New Student:** Any new student or student transferring to Barnesville Public Schools *will not* be permitted to register without official copies of the student's records/transcript and immunization records from the last school attended.

## **SCHOOL PROPERTY**

1. **Care of School Property:** The careful use of property and respect for the furniture and the building is indicative of responsible citizenship. The appearance of the building and grounds reflects on the entire community, the students and staff. It is expected that students will demonstrate appropriate care for school property.
2. **Hallway Lockers and desks:** Although students are assigned lockers and desks, they remain the property of Atkinson Elementary School and are subject to periodic search. At no time does the district relinquish its exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Students are discouraged from keeping valuable possessions in the lockers or desks.
3. **Textbooks:** Textbooks for classes in the elementary school are provided to students at no charge. Students will be required to pay replacement cost related to lost or damaged books.

## INSTRUCTIONAL MATERIALS

The following is a list of supplies that each grade recommends for the start of the school year. A supply list is available at the Fargo and Moorhead Walmart and Target Stores.

**Music** – Kleenex (1)

**PE** - Non-marking tennis shoes.

**Kindergarten** – **Labeled with Name:** Bath or beach towel (no rugs or foam mats please), Backpack, (2) 2-pocket Vinyl folders, Headphones (no earbuds), (1) shoebox size plastic tote with lid

**Unlabeled:** (1) package of black dry erase markers, (3) Packages of 24 count Crayola Crayons, (2) 10 count Crayola Classic Color Markers, (1) large pack Elmer’s Glue sticks, (1) box of #2 yellow pencils, (3) small Elmer’s Glue Bottles, (2) boxes of Kleenex, (1) box of colored pencils, (1) 1½” Binder, (1) Box Ziploc Bags – Quart or Gallon, Clorox Wipes.

**First Grade** – (2) Crayola Crayons (24 ct pack only), (3) 2-pocket folders, (2) Crayola Washable Markers (classic colors), (1) Elmer’s white glue bottle, (18) glue sticks, (24) Ticonderoga #2 yellow pencils, (2) spiral notebooks, scissors, (2) Large erasers, (2) boxes of Kleenex, 5x8 pencil/crayon box (no pouches please), 8-color watercolor paint set, (2) Black Expo Marker, colored pencils, highlighters, (1) headphones, (1) Clorox wipes.

**Second Grade** – (36) #2 Pencils – no decorative pencils please, (3) highlighters, (3) large erasers, scissors, 5 x 8 plastic pencil/crayon box( no pouches please), (2 boxes)24 count Crayola Crayons, 1 box BROAD tip classic colored markers, 1 box FINE tip classic colored markers, (1 box) colored pencils, (1) 24 water color Crayola or Prang paint set, (6) glue sticks, (2) wide spaced spiral notebooks, (2) 2-pocket folders, (1) glue bottle, (2) disinfecting wipes, (2 boxes) facial tissues, (1)2-pack of fine tip sharpie, (2) individual Expo markers( any color), headphones, stylus.

**Third Grade** - 24 count Crayola crayons, 1 box FINE tip classic colored markers, colored pencils, 5x8 pencil box, 24 pkg watercolor paint, (1) Kleenex, (8) glue sticks, (40) #2 Pencils – no decorative pencils please, (2) large erasers, (24) pencil top erasers, highlighter, (1 pk) expo markers, headphones, (2) wide-lined notebooks, (3) 2-pocket folders with 3-hole punch, (2) Clorox/Lysol disinfecting wipes, (2) Fine point black sharpie, one ream of copy paper.

**Fourth Grade** – headphones for iPads, 12” ruler, crayons, scissors, (3) wide-lined spiral note books, white glue, (4) glue sticks, (5) 2-pocket folders, wide tip markers, (24) #2 pencils, pencil box/pouch (5”x8” no larger), colored pencils, watercolor paints, black sharpies (2), Clorox/Lysol disinfecting wipes, kleenex

**Fifth Grade** – crayons, scissors, wide-lined spiral note books (4), 2-pocket folders (4), highlighter (1), Kleenex (1), white glue (1), glue sticks, markers, (2) Black Sharpies, pens, pencils, colored pencils, (1) Clorox/Lysol disinfecting wipes, ear buds or headphones, pencil box or pouch.

**Sixth Grade** - scissors, markers, colored pencils, pencils, Kleenex (1), earbuds, wide lined spiral notebooks (5), highlighter (1), 2 pocket folders (5), Clorox/Lysol disinfecting wipes (3), white glue (1), 4 pack of dry erase markers, pencil box or pouch.

**ALL BACKPACKS/BAGS MUST BE SMALL ENOUGH TO FIT IN A LOCKER.**

## **FEES**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including but not limited to:

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

## **RELEASE TIME FOR RELIGIOUS CLASSES**

Information regarding release time for religious instructions will be sent home to the parents during the first part of the school year. A note will then have to be signed by the parents requesting that their child be allowed to attend religious instruction during the week.

## **PLEDGE OF ALLEGIANCE**

Students will recite the Pledge of Allegiance to the flag of the United States of America. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

## **LOST AND FOUND**

Each year mittens, sweaters, caps, boots, and coats are turned into the Lost and Found and are never claimed. We urge that all pieces of clothing be marked with the child's name. Lost articles may be picked up at the two designated locations. Remind your child to report any lost article promptly. The school secretary will hold items of higher value. At the end of the school year, all items not claimed will be donated to the Dakota Boy's Ranch.

## **FIRST DAY OF SCHOOL**

**Tuesday, September 6<sup>th</sup>**, will be the first day of school for all children. Students should meet in the following areas as assigned to them:

- Preschool                      Rooms 25, 27
- Kindergarten                Rooms 105, 106, 107, 108
- Grade 1                        Rooms 101, 102, 103, 104
- Grade 2                        Rooms 17, 18, 19, 21
- Grade 3                        Rooms 14, 15, 16
- Grade 4                        Rooms 11, 12, 13
- Grade 5                        Rooms 4, 5, 6
- Grade 6                        Rooms 8, 9, 10

## SCHOOL HOURS

1. The School Breakfast Program begins at 8:00 am and will be served in two shifts:
  - a. 8:00 am - 8:15 am (all students report to the lunchroom)
  - b. 8:15 am - 8:30 am
  - c. Students walking or being dropped off have the option of either time.
2. The school day begins each morning at 8:30 a.m. Bells will sound at 8:15 and 8:25 to allow students time to prepare for class. Dismissal time is 3:10 p.m. There is no supervision on the school playground before or after school hours. The school office is open until 4:00 p.m.
3. Students in the building after 3:30 must be in an area that is under the supervision of a teacher or coach. Students not in an after school program or supervised activity, must leave the building by 3:30. Failure to comply with this provision may result in disciplinary action.

## BEFORE AND AFTER SCHOOL PROGRAM

Barnesville Kids Club exists to provide a safe, supervised place for children enrolled in the Senior Preschool classes through sixth grade to learn new skills and develop resourcefulness, responsibility, and reliability. Information can be found on the School Website or by contacting the Community Education Office at 354-2638

## SCHOOL BREAKFAST AND LUNCH PROGRAM

We encourage all children who do not go home for lunch to take part in our hot lunch program. Breakfast and lunch prices are as follows:

	<b>Breakfast</b>	<b>Lunch</b>
Full school year - student	Free	Free
1 meal – includes 1 milk	Free	Free
*Kindergarten	Free	Free
1 adult meal – includes 1 milk	\$2.45	\$4.25
1 reduced meal-includes 1 milk	Free	Free

1. Meal payments will be made through the automated Lunch Cashier System which will be accessed by the student's personal identification number. One carton of milk will be furnished free of charge to all students eating hot lunch. Students who bring their lunch and want milk at noon can purchase it in the cafeteria through the Cashier System for the amount of **\$.40 per carton**.
2. Students who also wish to take part in the mid-morning or mid-afternoon milk break will be required to pay the amount of **\$24.00 for a half year or \$48.00 for the full year**. There is no charge for the kindergarten milk break due to action taken by our State Legislature.
3. The following procedures will be implemented to control negative family accounts in the Barnesville Public Schools Food Service Accounts:
  - a. Students in grades K-12 with a negative balance will not be allowed to participate in the breakfast program.
  - b. Students in grades K-12 with a negative balance will not be allowed to charge a regular noon lunch, but will be provided an alternative.
  - c. The District will continue to mail invoices to families with a negative balance.

- d. **Policy 534** – Students have use of a meal account. When any meal account has a negative balance in any amount, the elementary office will send out an instant alert notification to parents. If a student’s account has a negative balance of \$10 or more students will be individually notified by the school office and given a meal account statement or notice that indicates the amount of the negative balance. If a student’s negative balance reaches \$20, a letter is sent home indicating balance due and methods of how to make payments. Parents may add money to their children’s account by mail, sending lunch money designating to which account the funds are to be applied, by personally delivering funds to the office, or by adding money to lunch accounts through PAY schools online. Negative balances of more than \$35 a student or \$50 per family if not paid prior to a time frame as determined by administrations discretion (quarterly, semester, or end of the year) will be turned over to the superintendent or superintendent’s designee for collection.

4. **Lunch periods for the children are as follows (tentative):**

Preschool (T-TH) .....	11:40 a.m. to 12:00 p.m. (In Classroom)
Grade K.....	10:55 a.m. to 11:15 a.m.
Grade 1.....	11:15 a.m. to 11:35 a.m.
Grade 2.....	11:45 a.m. to 12:05 p.m.
Grade 3.....	11:05 a.m. to 11:25 a.m.
Grade 4.....	11:35 a.m. to 11:55 a.m.
Grade 5.....	11:55 a.m. to 12:15 p.m.
Grade 6.....	12:10 p.m. to 12:30 p.m.

**LEAVING THE SCHOOL GROUNDS**

Children, after arriving at the school, are not to leave the school grounds unless the teacher or office has received a note from home granting permission to the child to leave the school premises. Phone calls may be substituted for the note.

**BUS STUDENTS IN GRADES K, 1, 2 & 3**

Bus students in grades K, 1, 2 & 3 must have a note from the parent if they are not to ride home on the bus after school. Without this note, the child will be sent on the bus. A phone call to the office may be substituted for the note.

**HOME BAKED TREATS SERVED IN SCHOOL**

Due to Minnesota Department of Health regulations, *Treats prepared in individual homes are not allowed.* Commercially prepared, packaged or individually wrapped food items such as cookies, or other packaged baker items, (i.e. Twinkies), candies, or individually portioned ice cream novelties are allowed.

**SENDING MONEY TO SCHOOL**

When sending money to school with small children (for lunches, etc.), put it in an envelope marked with the child’s name, grade, teacher, amount, and purpose for which the money is sent.

**SCHOOL VISITORS**

All visitors must report to Door on the South End of the building during the school day.

## **PICK UP / DROP OFF STUDENTS**

- a. The bus loop on the south end of the school is not to be used between 8:00 am - 8:30 am and between 3:00 pm – 3:30 pm. Buses will be arriving during those times.
- b. Doors 1, 2, and 3 can be used for student drop off in the morning (8:15 am) and when the school day is done (3:10 pm).
- c. If using the drop-off loop on the west side of the building (Doors 1 & 2) enter on the south end and exit on the north end.

## **SAFETY PATROL**

Student safety patrol members are on duty at key crossings. The safety patrol's chief duty is to help school children to cross streets safely. **As parents, your attitude toward the school patrol will do much to add to its effectiveness.**

## **DISMISSAL DURING THE SCHOOL DAY**

When picking up children during school hours, parents are required to sign children out in the office and notify the secretary or principal. Always notify the teacher in advance, by note, of an early pick-up.

## **CLOSING OF SCHOOL DUE TO WEATHER CONDITIONS**

School will be closed by the Superintendent of Schools when, in his/her judgment, weather or road conditions are such that it would be unsafe for students to attend or remain in school. Dismissal times will be posted on all local TV and radio stations.

## **GYM SHOES**

Playing games in the gym stocking footed can be dangerous. Children are asked to have non-marking tennis shoes available for gym periods.

## **EXCUSES FROM PHYSICAL EDUCATION/RECESS**

If a child is well enough to attend school, they should be allowed to go outdoors or participate in physical education class. We are, therefore, requiring your child to participate unless a note from the physician states it would be detrimental for him/her to do so.

## **REPORTING TO PARENTS**

A progress report is sent to parents four times each year for students in grades one through six and three times each year for students in Kindergarten. It reports your child's individual growth and development in all school activities. His/her growth in health, social adjustment, work habits and attitudes is considered, as well as his/her progress in reading, writing, arithmetic and other subjects.

1. Parent-Teacher Conferences are held in the fall for all pupils and in the spring as needed. This conference gives parents and teachers a chance to discuss the child's growth plan cooperatively to meet his/her needs. Parents are encouraged to ask for additional conferences at any time. Conferences usually result in a better understanding and an improved relationship between home and school.

## **ELEMENTARY ACTIVITY TICKET**

Children will be able to purchase an Elementary Season Ticket that will admit them to all home athletic events. These tickets can be purchased in the office after the beginning of school. The prices are as follows:

- 1. Athletic Events:**
  - a. Adult - \$6.00 / Student - \$4.00 / Senior Citizens (65) - Free
- 2. Season Pass:**
  - a. Adult - \$55.00 / Student - \$35.00 / Senior Citizen (65) – Free
- 3. Music Concerts – No Charge.**

## **CHILDREN VISITING SCHOOL**

Children visiting our school may spend up to a half-day with us. They should also be approximately the same age as the child they are visiting. The elementary principal **must** be called one day prior to sending the visitor to school.

## **ANIMALS IN SCHOOL**

Due to the unpredictable behavior of animals in strange situations, the school does not allow any animals on school grounds.

## **PROMOTION AND RETENTION**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the elementary school office.

## **STUDENT PICTURES & VIDEOS**

In various settings throughout the school year, teachers, paraprofessionals and other staff involved in your child's education may periodically take pictures/videos of him/her. The pictures/videos may be used for one or more of the following:

1. Classroom or Hallway Displays.
2. A record of student activities or accomplishments.
3. The local or regional newspapers (picture may be taken by newspaper staff).

If you **do not** want your child photographed or videotaped, please contact the elementary office at the beginning of each school year.

## **TRANSPORTATION POLICY**

- 1. Philosophy:**
  - a.** The Barnesville Public Schools offer transportation to students of the district in an effort to assist with the educational process and facilitate orderly movement of students to and from the educational settings. The transportation of students is offered as a service to the residents of the school district.
  - b.** The provision of school transportation by the district does not endorse the transportation of students as a right held by the student. Transportation of

students is a privilege and service offered by the district which may be revoked for appropriate and legitimate reasons.

- c. Because transportation of students is a privilege rather than a right, it is the responsibility of the parents and/or guardians of the students transported to endorse, support, encourage, and uphold the general provisions for student safety and discipline as outlined in the district transportation policy.

## 2. General Transportation Guidelines

- a. Bus schedules will be filed in the office of the Superintendent and Principal prior to the beginning date of school. It will be the duty of the bus manager to establish bus routes and notify parents and guardians of the locations and time of the bus stops. Students not at the prescribed bus stops at the scheduled time will be left behind.
- b. The bus driver will be in control of student discipline on the bus route or while students are loading or unloading at the bus stops.
- c. Students will not be allowed to stand up and/or change seats while the bus is in motion. Students must remain in seats at all times while the bus is in motion.
- d. Management of food and beverage issues on the school transportation is the responsibility of the bus manager. The guidelines developed by the bus management will be endorsed and enforced by the school district officials.
- e. **Bus Discipline Policy**: The school district recognizes that students are expected to follow general standards of behavior on the buses which would be comparable to the expectations held in the school buildings. The general school behavior guidelines and expectations, as appropriate to the bus setting, are supported by the school district's transportation system.

The bus driver is recognized as the authority directly responsible for student discipline on the bus route or while students are loading or unloading at the bus stops. Students are expected to exhibit behavior on buses which reflects good judgment and common sense. Appropriate behavior promotes respect for self and others. Inappropriate behavior is that which displays a lack of good judgment and common sense.

3. **Category I Offenses**: These types of behavior are typically classified as disruptive behaviors which may interfere with the safe and efficient operation of the bus. Examples of this category of behaviors include, but are not limited to, unsafe behavior, interference or obstruction, swearing, willful disobedience, disruptive behavior, loud noises, insulting or abusive language, tardiness, etc. Students will not be allowed to stand up and/or change seats.
  - a. Bus drivers are expected to record instances of and give a verbal warning to students in regard to this behavior. Drivers are expected to utilize logical consequences for instances of behavior, including assigning specific seats for students on the bus.
  - b. Upon the third, and each ensuing incident of this behavior during the school year, the bus driver will file a report with school administration for further disciplinary action.
  - c. Appropriate and increasing consequences will be assigned by school administrators for each referral from bus drivers, including assigned bus seats, removal of riding privileges as outlined below, detention, in-school suspension, or out-of-school suspension.
4. **Category II Offenses**: These types of behavior are classified as gross disruptive behaviors, which create an oppressive, hostile, or dangerous environment. Examples of this category

of behaviors include, but are not limited to, assault, fighting, harassment, theft, willful damage to property, defiance of authority, etc.

- a. Incidents of Category II Offenses will be referred to the bus manager and school administrators immediately upon the return of the bus to the garage.
- b. Category II Offenses may result in suspension from bus transportation according to the following schedule (although any and all actions may be taken at a given time if deemed appropriate):
  - i. Suspension from transportation for one day.
  - ii. Suspension from transportation for one week.
  - iii. Suspension from transportation until the next regularly scheduled board meeting, at which time it will be recommended that the student be removed for the remainder of the year.
- c. Category II Offenses may result in concurrent consequences within the school building as well, should it be deemed appropriate by administrators.
- d. Incidents of Category II Offenses will be recorded and records maintained for a period of a single school year. Increased levels of consequence will be enforced for incidents during the current school year only.

**The driver may assign students to specific seats on the bus and take other corrective actions, as appropriate, to deal with student discipline.**

#### **STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

Policy #529 is available in the District Office. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior in order to serve the student and protect students and staff members.

#### **TITLE IX**

The Barnesville Public Schools District Title IX officer is Megan Hoyer. Her office is located in the high school, and her phone number is 218-354-2228 ext. 311. Address is 302 3<sup>rd</sup> Street, Barnesville MN 56514. The alternate American Disabilities Act (ADA), 504 Compliance officer and Title IX coordinator is: Dr. Jon Ellerbusch, Superintendent, Barnesville Public Schools, 302 3<sup>rd</sup> Street, Barnesville MN 56514, and his phone number is 218-354-2217 ext. 363.

All Vocational opportunities at Barnesville Public Schools will be offered regardless of race, color, national origin, sex or disability. A brief summary of the vocational course offerings are as follows: Basic Foods, Global Foods, Wise Choices, Human Development and Parenting, Agriculture Mechanics, Minnesota Wildlife, Animal Science, Welding, Ag Power, Vocational Job Placement, Entrepreneurship, Business law, Marketing, Accounting I and Accounting II.

A complete course description for the above courses can be found in our school course offerings book that the students get every year in the spring when we do scheduling and also placed on our school web site under the parent's link and labeled school course offerings.

**Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g. Regulations: 34 CFR part 99**

FERPA provides that a local education agency (LEA) that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10)
- Seek to amend education records (34 CFR § 99.20 and 99.22)
- Consent to the disclosure of personally identifiable information from education records except as specified by law (CFR 34 § 99.30 and 99.31)

These rights transfer to the student when she / he turns 18 years of age or enters a post secondary educational institution at any age as an “eligible student.”

LEA’s must annually notify parents and eligible students of their rights under FERPA 34 CFR § 99.7. The annual notification must include the following:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent;
- The right of parents to file a complaint with the Family Compliance Office in the Department

**DATA PRIVACY - PUPIL RECORDS**

Every district must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. Parents, guardians and eligible students are permitted to inspect and review educational records related to the student, which are collected, maintained, or used by the district without unnecessary delay.

The only time a parent can be denied access is when a divorce or separation agreement or court order has a clause denying said right. Also, upon request, a list of the types and locations of educational records collected, maintained, or used by the school district will be given. If there is incorrect, inaccurate or misleading information in a student’s records, the parent, guardian or student has the right to challenge the content of the records and make a written request to the principal to have the material corrected or removed. The district will decide within a reasonable period of time, whether to change the record in accordance with the request. If the district decides not to make changes, it will tell you, and advise you that you have the right to a hearing.

The school district may charge a fee for copies of records which they make for you if the fee does not prevent you from inspecting and reviewing the records. The district may not charge a fee to find the records for you. Records of sixth grade students will be transferred to the junior high school after the close of this school year. When transferring to another district, be sure to let the school know as soon as possible. We will send records to the receiving school as soon as we receive a records request.

Directory information will be released to authorized agencies unless you have registered an objection. Such information may include the following:

- Name

- Address
- Phone number
- Date and place of birth
- Dates of attendance
- The most recent previous education agency attended by the student and other similar information.

## **NUTRITIONAL GUIDELINES**

1. **Rewards for students and classrooms** - Schools will limit foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan).
2. **Snacks** – We encourage healthy choices as classroom snacks. These would include nutrient dense foods, such as whole grains, fresh fruits, vegetables and dairy products. Preference is to be given to foods that do not list sugar as the first ingredient and do not have more than 35% of its calories from fat (excluding foods with high nutritional value such as nuts, seeds and cheese).
3. **Sack lunches or home packed lunches** - When sending a home-packed lunch or snack to school, the district encourages parents to pack healthy foods and refrain from including foods and beverages without nutritional value.
4. **Celebrations** – We will limit celebrations that involve food during the school day. Each party should include no more than one food that does not meet nutrition standards for food and beverages sold individually.
5. **Fundraising** – We will encourage the use of non-food items or foods with high nutrition value, such as fresh fruit or nuts, as fund-raising choices. Fundraising orders taken and deliveries made will not be done during school lunch hours.
6. **School-sponsored events** – The district will work toward increasing the healthy or more nutrient-dense food selections that are available.
7. **Beverages** – Only milk (preferably low-fat), flavored milk, water and beverages containing fruit juices (preferably 100%) with no added artificial or natural sweeteners may be sold or provided on school grounds both immediately prior to and throughout the instructional day.
8. **Advertising/Marketing messages** – The district will encourage and support lifelong healthy eating by students and engage in nutrition promotion that is offered as part of the health and physical education curriculum designed to provide students with the knowledge and skills necessary to understand advertising and marketing messages.

**For more information, please refer to our school district wellness policy.**

## **STUDENT SURVEYS**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, contact the elementary school office.

## **NOTICE OF MN STUDENT SURVEY 2010 AND PROTECTION RIGHTS AMENDMENT**

In the spring of 2010, the Minnesota Department of Education in partnership with the Minnesota Departments of Health, Public Safety, and Human Services will be administering the Minnesota Student Survey. The MSS goes to all Minnesota 6<sup>th</sup>, 9<sup>th</sup> and 12<sup>th</sup> grade students and is administered every three years. The questions are designed around various patterns of youth behaviors related to personal health, school safety, drug use, and violence in schools.

As part of the Protection of Pupil Rights Amendment all education agencies must provide parents and students notification of the MSS administration in their school district. As part of this notification, parents must be allowed to review the survey and be given the opportunity to elect not to allow their child to participate in the survey. MSBA

### **PARENTS RIGHT TO KNOW**

School districts are required to notify parents of All children in All Title I schools in the beginning of the each school year, that parents have the right to request and receive timely information on the professional qualifications of the student's classroom teachers. This requirement applies to all parents of the children in the school- whether or not the students receive Title I services both targeted or schoolwide. Section 111 (h) (6) (A)

When the parent of a child requests information on their child's classroom teachers professional qualifications, districts must respond in a timely manner, to the requested information, at a minimum, report the following: a.) whether or not the teacher has met Minnesota licensing requirements for the grade level and academic core they teach; b.) whether or not the teacher is teaching under a variance status; c.) the education level and subject area of the teachers college degree major and any graduate degree or certificate held; d.) whether the child is provided services by paraprofessionals, and if so, their qualifications.

Schools that receive Title I funds shall provide to each parent: a.) Information on the level of achievement of the parent's child on the state academic assessment. b.) Timely notice that parents child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

All information provided to parents shall be in a uniform and understandable format and to the extent practical provided in a language that parents can understand.

### **NOTICE OF DISABILITY / NON-DISCRIMINATION POLICY**

- A. Purpose: This policy is to provide a fair employment setting and opportunities for all persons and in doing so comply with state and federal law.
- B. Statement: Barnesville Public Schools shall not discriminate against qualified individuals with disabilities because of disabilities in regard to an individual's job application, hiring, advancement, discharge, compensation, training, and / or other terms and conditions of employment.
  - a. District shall not engage in contractual or other type arrangements that subject qualified applicants or employees with disabilities to discrimination.
  - b. District shall not exclude nor deny equal jobs or benefits to qualified individuals because of a known disability.

- c. District will make reasonable accommodations for a known physical or mental limiting factor of an otherwise qualified individual with a disability who is either an applicant or an employee unless the accommodation would impose a hardship on the operation of the business of the school district.
- d. Any applicant or current employee wishing to discuss a need for a reasonable accommodation, application of this policy, or matters related to disability discrimination should contact the Superintendent of Schools or the following contacts:

Title IX Coordinator: Megan Hoyer  
 504 Coordinator: Bryan Strand  
 Human Rights: Dr. Jon Ellerbusch

Barnesville Public Schools  
 302 3<sup>rd</sup> St. SE PO Box 189  
 Barnesville MN 56514  
 218-354-2217 or 218-354-2228

Legal References:

29 U.S.C. 794 et seq. 504 Rehabilitation Act 1973

42 U.S.C. 126 12112 Americans with Disabilities Act

MSBA / MASA Policy 521 Student Disability Non-Discrimination

**PARENT TEACHER ASSOCIATION**

Parents/Guardians are encouraged to become actively involved in the PTA at their child’s school. This organization provides opportunities for parents/guardians and school staff to work together for the betterment of the school and its students. PTA meetings are held regularly throughout the school year. Call the school office for meeting schedules.

**BIRTHDAY PARTIES**

Our policy prohibits birthday party invitations from being distributed at school. Other students experience hurt feelings when not receiving an invitation. In addition, based on the limited seating capacity on our buses, parents must contact the bus company for prior approval if they want birthday party participants to ride the bus.

**CLASSROOM INTERRUPTIONS**

**Students may not be interrupted during the school hours by outside calls and messages except in the case of an emergency.** If it is necessary to reach your child, dial 354-2300 ext. 405. The office will relay your message. It is suggested that parents wishing to contact a classroom teacher be prepared to leave a message requesting the teacher to contact them. Except during preparation time, teachers are not available to come to the telephone during the school day.

**PART II – ACADEMICS**

**DISTRICT GRADING SCALE**

The Barnesville Board of Education has approved a uniform grading policy to be used in Grades 3 – 12:

- 100 – 94      A
- 93 – 90      A-
- 89 – 87      B+
- 86 – 84      B
- 83 – 80      B-
- 79 – 77      C+
- 76 – 74      C
- 73 – 70      C-
- 69 – 67      D+
- 66 – 64      D
- 63 – 60      D-
- 59 & Below    F

**LATE WORK POLICY**

Students who turn in late work will be subject to the following:

- 1 day late – Grade reduced 10%
- 2 days late – Grade reduced another 10%
- 3 days late – Grade reduce another 10%
- 4<sup>th</sup> day – No Credit

Students who miss school due to illness or other will have the same number of days missed to make up their work. Example: Student is home sick for 2 days. That student will have 2 days to get all makeup work in.

**FIELD TRIPS**

Class trips are valuable because they provide concrete learning experiences, provide opportunity for training in courtesy, safety and good citizenship and help stimulate children’s interest in the community. When your child’s class is planning a trip, you will be notified. Upon notification, you will be asked to give your permission for your son/daughter to go with the group and to pay any fees that may be associated with the trip itself.

**SECTION 504 EDUCATION STATEMENT OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY**

Barnesville Public Schools, ISD #146 will provide a free and appropriate public education to each student with a disability. It is the intent of the District to ensure that students who are disabled with the definition of Section 504 of the Rehabilitation Act of 1973 are identified, assessed, and provided appropriate educational services.

In accord with this statement, a student with a disability is one who (a) has physical or mental impairment that substantially limits one or more major life activity(s), (b) has a record of such impairment, or (c) is regarded as having such impairment. Students may be disabled under Section 504 even though they do not require services consistent or pursuant with the Individuals with Disabilities Education Act (IDEA).

At the direction of the 504 Compliance Officer or building principals each school site will coordinate its efforts to comply with the regulations of Section 504.

## SECTION 504 STUDENT AND PARENTAL RIGHTS

- Participation of your child in school district programs and activities, including extracurricular programs to the maximum extent appropriate, free from discrimination based upon the student's disability and at the same level as students without disabilities.
- Free educational services to the extent they are provided students without disabilities.
- Information about your child and your child's educational programs and activities in a language the parent can understand.
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right periodically request a re-evaluation of your child.
- Inspect and review your child's educational records including the right to copy those records for a reasonable fee. The parent may ask the school district to amend your child's educational records if you feel the information in the records is inaccurate. In the event the school district refuses to amend said records upon request, you have a right to file a student grievance on your child's behalf.

## SECTION 504 Sample Accommodation Plan (abbreviated)

- Describe the nature of the concern.
- Describe the basis for the determination of disability. Identify corresponding documentation.
- Describe how the disability affects a major life activity or student learning.
- Present level of performance applicable to this student: academics, behaviorally/emotionally, socially, medical / physical, or other.
- Describe the reasonable accommodations that will provide commensurate opportunity in any related area: environmental/accessibility, instructional, behaviorally/socially, discipline or assessments.
- Names and titles of 504 Accommodations Planning Team Members.
- Plan Administrator / Coordinator
- Review / Reassessment Date

## **PART III – RULES & DISCIPLINE**

### **CONDUCT**

Good judgment and common sense provide the guidelines for acceptable behavior at Atkinson Elementary School. This is true for in-school behavior as well as at activities or events which are sponsored as part of the school's program. The behaviors exhibited at any public function reflect not only on the individuals involved but upon our entire school district. Remember, students are the ambassadors of the Barnesville Public Schools.

### **GENERAL CLASSROOM GUIDELINES**

There are many areas of policy and conduct in which specific classroom instructors have discretion in order to provide an orderly classroom and educational environment. Students are expected to follow the guidelines developed and communicated by the classroom instructor and other school personnel. Refusal to abide by these classroom requirements may constitute insubordination and be dealt with under the provisions of the school disciplinary policy.

## ATTENDANCE POLICY

### STUDENT ATTENDANCE

#### 1. PURPOSE

- a. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive not punitive.
- b. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent/guardian, teachers, and administrators. This policy will assist students in attending class regularly.

#### 2. GENERAL STATEMENT OF POLICY

##### a. Responsibilities:

##### i. Student's Responsibility:

1. It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.

##### ii. Parents or Guardian's Responsibility:

1. It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

##### iii. Teacher's Responsibility:

1. It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is the teacher's responsibility to provide any student who has been absent with any missed assignment upon request.

##### iv. Administrator's Responsibility:

1. It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
2. In accordance with the Minnesota Compulsory Instruction Law. Minn. Stat. 120A.22, the students of the school district are

**REQUIRED** to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed studies ordinarily required to graduate from high school, has withdrawn, or has a valid excuse for absence.

- b. Elementary K-6
  - i. On the day your child is going to be absent, the parent/guardian is required to call the office before 9:00 am. When a child will be absent from school due to an extended trip, please contact the teacher well in advance.
  - ii. Student absences will be recorded in the following manner:
    1. 1 1/2 hours absent, any part of the school day - student is considered absent for 1/4 of the school day.
    2. 3 hours absent, any part of the school day - student is considered absent for 1/2 of the school day.
    3. 4 1/2 hours absent, any part of the school day - student is considered absent for 3/4 of the school day.
  - iii. In the event that a student misses due to a medical appointment, written documentation must be submitted to the school office.
  - iv. Students arriving between 8:30 - 8:35 will be considered tardy.
  - v. If a student has twelve or more absences in a semester, that student may be required to make up work in an after school or Saturday school setting.
  - vi. A letter shall notify a parent/guardian when the child has exceeded 10 days in a semester.
  - vii. After notification, the parent/guardian may within three working days request a conference with the school principal regarding the wish of the parent or guardian to have a hearing involving two administrators and one faculty member. The hearing will provide an opportunity for the parent/guardian to present their position. The opinion will be sent by mail to the parent/guardian.
  - viii. The Administration shall have the authority to alter the policy if there are unusual circumstances.
3. Absences or tardies for the following reasons will be considered to be **excused absences**:
  1. Medical or medically related to appointments to include doctors, dentists, chiropractors, etc.
  2. Professional appointments to include psychologists, county workers, other professional therapists, etc.
  3. Illnesses with appropriate notification from the parent or guardian. Medical verification may be required.
  4. Personal family emergencies.
  5. Family vacations: **Family vacations are strongly encouraged during the regular school vacation periods. The school must be notified prior to any vacation.**
  6. Legal proceedings.
4. Absences or tardies for the following reasons will be considered to be **unexcused absences**:
  1. Hair appointments.
  2. Shopping.

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3. Babysitting.
4. Working at home.
5. Oversleeping.
6. Student did not feel like going to school.
7. Not knowing school schedule.
8. Entertainment.
9. "Running Late"
10. Other related reasons.

## **STUDENT DRESS**

**School Dress Code:** The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Dress code is the responsibility of the students and their parents. Personal appearance and dress should meet reasonable safety, health and decency standards so as not to cause a disturbance in the educational process. Although a formal dress code is not a part of the school guidelines, the following standards of appropriate dress are expected.

1. Articles of clothing, hats, shirts, jackets, etc. that promote drugs, alcohol, tobacco, and /or are obscene, suggestive, or indecent will not be permitted. Short shorts, short skirts, skimpy tank tops and tops that expose the midriff are not allowed.
2. Tennis shoes must be worn for physical education class, whether class is inside or outside. They must also be worn for all outside recess activities.
3. Skirts and shorts must meet the fingertip test with arms at full extension.
4. Tops may expose the shoulders; however, a one inch thick strap will be required on all tops. No spaghetti straps allowed.
5. Any apparel or footwear (Heelies) that could damage school property, are not allowed at any time during the school day or during after school activities.
6. Belts must be the appropriate length and secured in belt loops.
7. Clothing must fit appropriately at the waist.
8. Any clothing or attire that interferes with or disrupts the normal educational environment is not appropriate for the school setting.
9. Students are not permitted to wear headgear (caps, bandanas, hoods, etc.) in the building, once they have entered the building, during the normal school hours.
10. Students are not permitted to wear gloves around the building, or anything else on their hands that one may be able to hid or conceal something.
11. Students will be directed to change, remove, or cover the inappropriate clothing and not wear the clothing in the school environment again. Failure to comply may result in the appropriate disciplinary action.

## **CELL PHONES, PDAs, ETC.**

**Students may not bring any electronic devices to school (cell phone, MP3, PDA, laptops, etc) for the purpose of playing games.** Should these devices become visible or audible during class they will be taken from the student. For the first offense, the device will be taken and given back to the student at the end of the school day. For the second offense, the student's parent/guardian will have to come to the office to pick up the device. These devices are also subject to search by school administration should reasonable cause be determined.

Students may not bring in a **cell phone, iPad, iPod, or PDA** for the purpose of taping a class or classroom teacher with the intent to put the teacher or another student on the internet or any other public displays where embarrassment or ridicule is inevitable. Such action will result in immediate suspension. (MASSP RECOMMENDED).

## **BULLYING POLICY - 514**

### **I. PURPOSE**

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

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

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

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

### **III. DEFINITIONS**

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

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

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

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

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

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

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. Of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the

school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

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

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. §

121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 124D.10 (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

Sexual harassment is a form of sex discrimination which violates the United States Civil Rights Act and the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of Independent School District 146 to maintain a learning and working environment free from sexual harassment and sexual violence. It shall be a violation of this policy for any District 146 employee or student to harass an employee, student, visitor or other person through conduct or communication of a sexual nature. It shall be a violation of this policy for any District 146 employee or student to be sexually violent to an employee, student, visitor, or other person.

District 146 shall establish written procedures for reporting and investigating all complaints of sexual harassment or sexual violence, shall provide for appropriate disciplinary action based on results of the investigation and shall communicate these procedures to District 146 employees and students.

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

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under M.S. 09.341, subd. 10 through 609.345; M.S. 609.321 through .324; or M.S. 626.556, Reporting of Maltreatment of Minors. Nothing in this policy shall prohibit the district from taking action to protect victims pursuant to its legal obligations under these statutes.

#### *DEFINITION*

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

Submission to that conduct or communication is made a term or condition, explicitly or implicitly, or obtaining or retaining employment, or of obtaining an education; or

Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include, but is not limited to: Verbal harassment or abuse; Subtle pressure of sexual activity; Inappropriate patting or pinching; Intentional brushing against an individual's body; Demanding sexual favors accompanied by implied or over threats concerning an individual's employment or educational status; Demanding sexual favors accompanied by implied or overt promises of preferential treatment regarding an individual's employment or educational status; or Any sexually-motivated, unwelcome touching, or Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

#### *FILING A COMPLAINT*

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a District 146 student, or employee, or any third person with knowledge or belief of sexual harassment or sexual violence by a District 146 student, or employee, shall immediately report the alleged harassment to the appropriate District 146 official verbally or in writing.

Alleged sexual harassment or sexual violence of a student, employee or visitor shall be reported to the principal, student services coordinator, crisis counselor, sociologist, or a teacher, or may be reported directly to the District Title IX officers.

It is suggested that one officer should be male and one female and both should be designated by the Board of Education. The crisis counselor, sociologist, student services coordinator, or teacher shall immediately report such knowledge to the principal.

Upon receipt of a report of alleged harassment or violence by a student, the principal shall immediately notify the superintendent. A written report shall be forwarded by the principal to the superintendent within 24 hours of receipt of the complaint. Failure of employees to forward any sexual harassment or sexual violence report or complaint to one of the appropriate designated persons and the appropriate social service agency shall result in disciplinary action.

Submission of a complaint or report of sexual harassment or sexual violence shall not affect the present or future employment, grades or work assignment of the person making the complaint or report.

The district shall respect the confidentiality of the complainant and the accused as much as possible, consistent with district legal obligations, necessity to investigate harassment allegations and necessity to take disciplinary action, in accordance with state statutes, district policies, and the master agreement.

#### *INVESTIGATION OF COMPLAINT*

Upon receipt of a report or complaint of alleged sexual harassment or sexual violence, the principal or Title IX officer shall immediately authorize an investigation. The investigation may be conducted by district officials or by a third party chosen by the district.

In determining whether the alleged conduct constitutes sexual harassment or sexual violence, the district shall consider: the surrounding circumstances, the nature of the sexual advances, the relationship between the parties involved and the context in which the alleged incidents occurred.

The investigation may consist of: personal interviews with the complainant, personal interviews with the individual(s) against whom the complaint is filed, personal interviews with others who may have knowledge of the alleged incident(s) or circumstances which led to the complaint and any other methods and documents deemed pertinent by the investigator. Any employee interviewed shall have the right to have a selected representative present during the interview.

The district may, at its discretion, take immediate steps to protect the complainant, students, and/or employees pending completion of the investigation.

#### *REPORTING*

The investigator shall provide a written report on the status of the investigation to the superintendent within 10 working days of receipt of the complaint.

The principal shall submit a report on alleged harassment or violence by a student to the superintendent once the investigation is completed. The results of the investigation shall be summarized in writing to

the complainant by the district, including documentation of any disciplinary action taken as a result of the complaint.

District Action: Upon receipt of a report that the complaint is valid, the district shall take such action as appropriate based on the results of the investigation. The district shall discipline any student or employee who retaliates against any person who reports alleged sexual harassment or sexual violence, or against any person who participates in or assists in the investigation. The district will take action it deems necessary and appropriate to end sexual harassment or sexual violence, and prevent its recurrence, including warning, contacting the student's parents, suspension or expulsion. Any district action shall be consistent with requirements of state statutes, district policies, and the Master Agreement.

#### *STAFF AND STUDENT KNOWLEDGE OF THIS POLICY*

Publications and posters should be distributed and displayed to convey the message that District 146 is serious in its approach to Sexual Harassment/Violence. Each principal and district administrator shall review this policy and regulation with their staff annually. The district shall make information about this policy and regulation available to students and parents annually. Sexual harassment and violence will be a component of the curriculum K-12.

#### **DRUG FREE/WEAPON FREE POLICY**

Effective August 1, 1991, a Weapon Free provision was added to Minnesota Statute 152.021, 152.023, and 609.66 which address Drug Free Zones in schools, parks, and in public housing zones. It shall be the policy of ISD #146, Barnesville Public School, to subscribe to Minnesota State Law regarding its Drug Free/Weapon Free Policy. This law has provisions that address persons caught possessing, using, or selling drugs or anyone caught possessing, using, or recklessly handling a dangerous weapon, may be subject to increased penalties. The Drug Free/Weapon Free Zone is defined as being within the confines of and distances within one city block or 300' of any Minnesota school, park, public housing project, or school bus carrying students. Drugs are defined as any illegal substance as identified by law. Weapons are defined as any firearm or dangerous weapon that can be used to inflict a wound and/or harm to another person or to inflict damage to property.

Juveniles who are convicted of violating the Drug Free/Weapon Free Zone and who are at least fourteen years old can be treated as an adult and sentenced in an adult court. Students who violate the above may be immediately suspended out of school, may be referred to law enforcement officials, and may be submitted to the school board for expulsion.

Students who bring firearms to school or school property are required to be expelled from school for a period of not less than one year under the Gun-Free Schools Act of March 31, 1994. The local education agency's chief administrating officer may modify the expulsion requirement of a case-by-case basis for students with disabilities in accordance with the requirement of Part B of the individuals with disabilities act (IDEA) and Section 504 of the Rehabilitation Act. While the minimum sanction of a one year expulsion from the school of attendance is required, it does not preclude enrollment by the students in an alternative education program. Said programs are offered in Fergus Falls, MN and by the Y.E.S. program in Moorhead, MN.

## **STUDENT GRIEVANCE PROCEDURE**

Student Grievance Procedure & Information Provided for Students and Parents of Barnesville Public Schools, District #146.

### **Non-Discrimination**

Title VII and Title IV, Civil Rights Act of 1964 and Age Discrimination in Employment Act of 1967  
Title IX of the Education Amendments of 1972

Section 503 and 504 of the Rehabilitation Act of 1973

Section 402 of the Vietnam Veterans Readjustment Act of 1974

Title 11 of the American with Disability Act of 1990 ADA section 35.130

The Board of Education as required by law under the names, titles, and sections above assures that no person shall on the basis of race, color, age, religion, sex, handicap, or national origin, be excluded from participation in, denied benefits of, or otherwise be subjected to any degree discrimination in activities and programs und the control of the Board of Education. The Board of Education appoints the Superintendent as its Equal Opportunity Officer for the titles and sections listed above. The Superintendent is responsible that a program is in place for the school district to establish necessary procedures for effective, uniform, unbiased, and judicious enforcement of equal opportunity standards. The Superintendent or designee shall make available to all participants and other interested persons information regarding the provisions of the above named titles and sections and their application to the school district.

### ***STUDENT PROCEDURE***

- Definition: A “grievance” shall mean a complaint which has been filed by a student or by a student’s parent on the student’s behalf dealing specifically with various civil rights and nondiscrimination laws listed in the above statements. This specific grievance procedure does not apply to other situations for which other appeals and adjudication procedures are provided by State laws or in which the School Board does not have the authority in which to legally act. Normal lines of communication, though a normal chain of command such student to teacher-to counselor- to administrator, etc shall be used, when feasible in seeking answers and / or clarification regarding student concern. This should be attempted before the grievance procedure is initiated. First discussions with building principals do no necessary require the complaint to be presented in writing as an initial step.
- Purpose: The student grievance procedure has as its most salient purpose to identify at the earliest level possible equitable solutions to a complaint or a claim. If the complaint is justifiable all proceedings shall be kept to the strictest levels of confidentiality at each phase of this grievance procedure.
- Timeframe: The number of days as indicated in the procedures outlined shall be regarded as the maximum and every effort should be made by all parties to accelerate the process. Time limits, if applicable, can be extended if agreed upon mutually by the complainant and district administration.
- Level One: Students with a complaint shall present it first to their respective building principal- high school or elementary. At this juncture the District Equal Opportunity Officer is to be notified. If the concern / complaint cannot be resolved at this meeting, the student may then present a formal claim in writing. This documentation should

include all supporting statements and any other evidence and present this information to his / her building principal. Upon receipt of this information, the school district will have 5 days to state its decision regarding the complaint. The district's decision shall be in writing that includes supporting reasons related to the final decision.

- Level Two: If the complainant determines it necessary to carry this complaint forward and beyond the Level One procedures, he/she may within ten school days submit his / her complaint to the Superintendent. The Superintendent of Schools shall evaluate the evidence and produce his / her own decision within ten days of receiving the complaint.
- Level Three: If the complainant still maintains a concern he / she may submit in writing within tens of the Superintendent's decision the complaint with the School Board and upon receiving the complaint it shall be placed on the next school board agenda for consideration. A final determination shall be made thirty calendar days after the conclusion of this school board meeting.
- Withdrawal: Without prejudice or record a complaint may be withdrawn at any level of the grievance procedure.
- Hearings/ Decisions: At each level in the process the complainant shall be given full and complete opportunity to be heard and present information. Decisions reached in Levels 2, 3, and 4 shall be in writing with the lone exception to this requirement being that of Level 1 resolution.
- Recrimination / Reprisals: None shall be taken by or against any party of interest in the grievance procedure by reasons associated with participating in this process.
- Record Keeping: All proceedings external to that of the School Board will be destroyed. Should any complainant wish to have his / her own complaint added to or placed in their file/school records they may do so by requesting this action in writing.

## **PROCEDURES RESOLVING CITIZEN COMPLAINTS POLICY**

### **SECTION I.**

The following procedures shall be instituted in order to allow an orderly and appropriate flow of communication between citizens and school district employees to provide a systematic and expedient resolution of concerns regarding school issues; and to provide for a full disclosure of complaints, criticisms, suggestions and the ultimate resolution of such to both the employee and the complainant. All conflicts between citizens and employees shall be resolved in a manner best serving the needs of the constituents participating in the program with respect for the professional expertise of the employee and with regard for the rights of parents and citizens to express concerns regarding school programs.

- SUBD. 1. Initial communication will be made with the employee so that the complainant and the employee may attempt to resolve the issue at this level.
- SUBD. 2. If complaint is not resolved, the complainant shall be advised by the employee that he has the right to go to the employee's immediate supervisor. Either person may seek the advice of the appropriate supervisor. The supervisor will make a log entry.
- SUBD. 3. If the complaint is still not resolved, it must be submitted in writing to the supervisor. The supervisor shall then examine the situation and respond in writing to the complainant and the employee as to the findings, and take whatever action, if any, appears necessary. This step shall be documented in the supervisor's log.

- SUBD. 4. The complainant or employee may appeal the decision of the supervisor to the Superintendent of Schools. He/she may reaffirm, or reverse the recommendation request and alternative solution. This action shall be noted in the Superintendent’s log.
- SUBD. 5. The complainant or employee may appeal the decision of the Superintendent to the Board of Education. The decision of the Board is final.
- SUBD. 6. Any employee discipline resulting from a parental complaint shall be done according to the Employee Discipline Policy.

## **PROCEDURE FOR REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION**

### **STATEMENT OF INTENT**

The Barnesville School District believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in District 146 may express concerns about the content of instructional materials in the district’s educational program. Whenever a concern is expressed, the district will respond in accordance with the procedures described herein.

The intent of this procedure is to provide parents, guardians, and adult students the opportunity to review instructional materials, address concerns, and propose alternative instruction for the individual student. The intent is not to interfere with the rights of others to receive the instruction in question nor does it relieve the student from meeting state and district requirements or essential learner outcomes.

1. **PROCEDURE:** When a parent, guardian, or adult student (hereafter referred to as “person”) indicates a concern regarding the content of instructional materials, this procedure will be followed:
  - a. Request for review of material.
    - i. Each request for review of material will be directed to the building principal.
    - ii. The principal will:
      1. treat each concerned person’s request with confidentiality;
      2. try to resolve the questions of the concerned person(s) during the initial contact;
      3. provide and explain the Minnesota state statute and the school district’s policy and procedure;
      4. inform the concerned person(s) that the student is not required to be exposed to the questioned material but will be required to meet the essential learner outcome;
      5. Inform the classroom instructor(s) and the affected department, if appropriate, of the materials in question.
  - b. Opportunity to review materials.
    - i. School responsibility:
      1. All adopted curricular and instructional materials (including adopted learner outcomes, print material and film/video with descriptive narrative) will be available for review:
        - a. by appointment with the principal;

- b. in the principal’s office (or other reasonably private location);
      - c. and for checkout through the principal’s office personnel for one week.
    - 2. Outside speakers, spontaneous classroom discussion, and current events materials are not considered part of the planned content of instruction. These curriculum areas, therefore, are exempt from the requirement for prior review.
  - ii. Parent, guardian or adult student responsibility:
    - 1. Review materials during designated times.
    - 2. If a concern is identified, the person(s) will complete the “Statement of Concern Regarding Instructional Content” form specifically detailing the portion of instructional content to which objection is made.
- c. Alternative instruction
  - i. School responsibility:
    - 1. Upon receipt of a statement of concern, school personnel may propose one alternative form of instruction in place of the material in question.
    - 2. The building principal will facilitate a meeting among the concerned parties and, if appropriate, present the school proposal for alternative instruction as described in the “Alternative Instruction Contract” form.
  - ii. Parent, guardian or adult student responsibility:
    - 1. The person(s) will respond to the school proposal for alternative instruction.
    - 2. If the school proposal is rejected, the person(s) will develop an alternative plan at no cost to the district.
    - 3. The proposed plan must address the district learner outcomes.
- d. Assessment procedures
  - i. School responsibility:
    - 1. School personnel will determine an appropriate assessment.
    - 2. The school district and its instructors will not impose academic or social penalties as a result of alternative assessment.
  - ii. Student responsibility:
    - 1. The student will complete the appropriate assessment in accordance with the agreed upon alternative instructional contract.
    - 2. When the contract is completed and the specified outcome met, the student will be granted completion credit or a grade for the work.

**EMPLOYEE DISCIPLINE POLICY**

SECTION 1. The purpose of this article is to provide direction in regard to employee discipline to ensure standards of professional behavior within the district.

SECTION 2. Any disciplinary action will comply with law and regulation, will be fair and equitable and will be consistent with the principle of progressive discipline. At the discretion of the supervisor, any or all of the following steps may be waived due to the nature of the incident.

SECTION 3. The supervisor will discuss with the employee, on an informal basis, any concern which may lead to a disciplinary action and will offer constructive suggestions for correction before any disciplinary action is initiated. This action and results will be noted in the supervisor's log.

SECTION 4. If the concern is not resolved after the informal discussion, then a formal verbal reprimand may be given by the supervisor. This will be noted in the supervisor's log.

SECTION 5. If the concern is not resolved after the formal verbal reprimand, a written reprimand shall be placed on file. A copy of which will be given to the employee and the Board Chair.

SECTION 6. A teacher will be entitled to have a representative of the Association present in the event he/she is being disciplined for any infraction of rules and delinquency in professional performance. If a teacher requests representation, no action will be taken with respect to the matter until a representative of the Association is present, provided that such representative shall be made available by the Association within forty-eight (48) hours of the time the District proposed to meet with the employee to discuss the disciplinary action.

SECTION 7. If preliminary discipline action fails to correct the problem, then termination of the employee will be proposed and followed as outlined by Minnesota State Law.

### **SCHOOL DISCIPLINE**

**Reasonable Force.** Allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

### **DISCIPLINE POLICY - ATKINSON ELEMENTARY SCHOOL**

1. PREFACE
2. STUDENT RESPONSIBILITIES
3. PARENT/GUARDIAN RESPONSIBILITIES
4. TEACHER RESPONSIBILITIES
5. BUILDING PRINCIPAL RESPONSIBILITIES
6. ALL OTHER SCHOOL PERSONS RESPONSIBILITIES
7. CORRECTIVE ACTIONS
8. SCHOOL WIDE DISCIPLINE PLAN GUIDELINES

1. PREFACE

The most appropriate discipline plan does not focus on eliminating misbehavior, but on fostering positive attitudes that promote both self-discipline and responsibility. It is the position of the Atkinson Elementary School that learning can best take place in an environment which is orderly, safe, stimulating and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty and respect among students, school personnel and community members. While the Discipline Policy will relate to activities within the school setting, the eventual responsibility for growth in self-discipline is a cooperative effort of students, school personnel, home and community.

2. STUDENT RESPONSIBILITIES

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Every student has the responsibility:

- a. To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the democratic school society.
- b. To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking.
- c. To refrain from disruptive behavior which may interfere with a teacher's right to teach and a student's right to learn.
- d. To bring to class materials required for daily classroom use.
- e. To complete assigned class work on time and according to instructions given by the teacher.
- f. To obey all safety regulations in the educational setting.
- g. To use appropriate language avoiding cursing, using profanity, or vulgar language.

3. **PARENT/GUARDIAN RESPONSIBILITIES**

School discipline policies are more effective with support from the home. Every parent/guardian has the responsibility:

- a. To assume the legal responsibility for the behavior of their son/daughter.
- b. To teach the student self-discipline and respect for authority.
- c. To familiarize themselves and their children with the School Discipline Policy.
- d. To see that the student is ready to learn and has the necessary supplies.
- e. To see that the student attends school regularly at the appointed time and to notify the school whenever their child is or will be absent.
- f. To help maintain communication with the school by bringing matters of concern to the attention of the principal, the teacher or other appropriate school personnel.
- g. To provide the school with a current telephone number and address through which the parent/guardian can be reached during the school day.
- h. To cooperate with the school for the benefit of the student and to be available to meet with school officials when requested.

4. **TEACHER RESPONSIBILITIES**

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct. The teacher has the responsibility:

- a. To encourage students to develop self-discipline and respect for authority.
- b. To treat students with dignity.
- c. To recognize individual differences among students.
- d. To prepare a written plan for discipline that meets his/her needs and confer with the principal regarding the acceptability of the plan. These rules shall be posted in the classroom and given to students.
- e. To ensure the enforcement of school rules as listed in the parent handbook.
- f. To exercise restraint, good taste in their expression and refrain from the use of inappropriate expressions.
- g. To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property and at school functions.
- h. To record and report classroom discipline problems to the building principal.
- i. To confer with support personnel for possible solutions to discipline problems.
- j. To establish behavior/discipline guidelines for all students on field trips.

5. **BUILDING PRINCIPAL RESPONSIBILITIES**

The building principal is given the responsibility to formulate building rules and regulations necessary to maintain a safe and productive learning environment. The principal has the responsibility:

- a. To establish and implement rules and regulations governing conduct of students which are consistent with the Minnesota Statutes and school board policies.
- b. To be readily available to handle discipline in an emergency or appoint a designee from the certified staff to assume authority in the building principal's absence.
- c. To be responsible for informing students, parents or guardians, and community groups of the current rules and regulations.
- d. To assure that all system wide regulations and school rules regarding discipline are applied consistently.
- e. To take prompt corrective action for referred violations of discipline regulations.
- f. To inform the parent/guardian and involved staff member, when appropriate, of actions taken for referred violations.
- g. To report all illegal activities to appropriate authority, as required by law, or as necessary to maintain school discipline and order.

6. **ALL OTHER SCHOOL PERSONS WITH RESPONSIBILITY FOR STUDENT CONDUCT**

All other classified personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. They have the responsibility:

- a. To maintain discipline according to all rules and regulations as outlined in the Parent Handbook.
- b. To communicate or confer with teachers or the principal regarding discipline problems.
- c. To deal with students in a firm, fair and consistent fashion.

7. **CORRECTIVE ACTIONS**

The staff, under proper circumstances, may use several forms of corrective actions, including the following:

- a. **WARNING** - Depending upon the violation and the seriousness of the action, a student may be given a warning that if a violation occurs again, the student's parents or guardians will be notified.
- b. **REMOVAL FROM CLASS** - Removal from class is an action taken to prohibit a student from attending class for a period of time not to exceed one hour.
- c. **STUDENT REMOVAL** - If a student has been removed from class and displays defiant behavior, parents may be called to come and pick up their child for the remainder of the day. The student will not be allowed back to school until a conference with the parents and principal has occurred.
- d. **PARENT CONFERENCE** - If a student violates a rule, the parent or guardian may be notified and a conference may be required.
- e. **AFTER-SCHOOL DETENTION** - Teachers have the authority to detain students after school for disciplinary reasons. When a student is detained at school beyond the normal dismissal time, the teacher shall give appropriate consideration to weather and other extenuating circumstances. In determining the length of time a student may be detained under the control of the teacher, the age and grade level of the student shall be considered. The student will be given 24 hours notice as to the

time and date of detention. Parents or guardians of these students will be notified as soon as practical. Transportation will be the responsibility of the parent for after-school detention students. Failure to serve the assigned detention will result in additional disciplinary action as appropriate including principal's detention, parent conference, or in-school suspension.

- f. **VERBAL OR WRITTEN THREATS** - Any verbal or written threat towards hurting another student, school shootings, gun threats, and general communication of harming another person through the use of violence will be subject to disciplinary action.
    - i. The first offense will fall under administrative discretion based on severity. A second offense will result in a penalty that will range from a 1 day to 10 day suspension depending on severity.
  - g. **IN OR OUT-OF-SCHOOL SUSPENSION** - Students may be assigned to an in or out-of-school suspension for disciplinary reasons. The number of days and the length of time will be determined by the principal. Assignments will be obtained from the teachers to enable the student to keep up with his/her class work. Parents or guardians will be notified of all suspensions. Provisions under MN Statute 121A.41 Subd. 10. Suspension will be followed.
  - h. **EXPULSION** - Expulsion is the action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year.
  - i. **REASONABLE RESTRAINT** - Pursuant to Minn. Stat. 609.06, reasonable force may be used upon or toward a student by a teacher or other proper school district employee to restrain or correct the student as necessary for protection of the student, other persons or property. The use of physical force to restrain a student shall be "reasonable" considering the age, size, sex and general physical strength of the student.
  - j. **CORPORAL PUNISHMENT** - of students is prohibited. Corporal punishment is the use of physical force as a consequence of or in order to correct student behavior.
8. **SCHOOL-WIDE DISCIPLINE PLAN GUIDELINES**  
On the first day of school each fall, the staff will discuss with their students the discipline plan for their grade level. The students will also be given a copy of the plan to take home to give to their parents/guardians for future reference.

## **Discipline/Classroom Behavior Plan Kindergarten – Grade 2**

The discipline plan that we will be using in kindergarten through second grade is an individual "fix-it" plan using the flip card system.

Each class will make a list of appropriate behaviors (Above the Line) and a list of inappropriate behaviors (Below the Line). The class will discuss the behavior list so that everyone understands what is expected during school. This plan will also be shared with the other teachers the children work with during the day.

1. As with any discipline plan, our plan takes into account our knowing of the child and what is best for that particular child.

2. Our behavior plan will use a “flip card system,” which is used *as needed* on an individual basis. Each child will get a verbal warning for a “below the line” behavior such as talking out of turn, not following directions, etc. (*please see that classroom list of appropriate/inappropriate behaviors*) before having to turn their card, or having the teacher turn it. The next verbal warning after that will result in turning their card from green color to another color. The following verbal warning will result in turning their card to another color and
3. The last warning will be turning their card to red. Each student starts over each day with a green card.
  - a. Each time a card is turned the classroom teacher will record why the card is turned in a register, such as their grade book, before the school day ends. If a red card is turned – a “fix-it” plan will be sent home that afternoon.
  - b. Children may receive a “fix-it” plan immediately for more serious offenses such as hitting, swearing, talking back to the teacher, etc.
  - c. “Fix-it plans that are **not** returned the next school day will be followed with a phone call home. A copy of the “fix it” plan and checklist are attached.
  - d. Classroom rewards/goals (such as a special party) can be earned when cards are not turned. Rewards/goals will be determined by the individual classroom.
  - e. Catch Them Being Good Awards and individual notes may be given to the girls and boys to take home as a reward.

Our discipline plan is successful most of the time because the children create the behavior lists and are able to have some ownership in how their class is run. If you have any questions, please let your child’s teacher know.

## **Discipline/Classroom Behavior Plan**

### **Grade 3 – Grade 6**

Each class will make a list of appropriate behaviors (Above the Line) and a list of inappropriate behaviors (Below the Line). The class will discuss the behavior list so that everyone understands what is expected during school. These lists will center on our “Code of Conduct” which are:

1. **Commitment** – Be loyal and dedicated to your school and community.
2. **Honesty** – Be truthful in all that you say and do.
3. **Respect** – Be considerate of self, others, their beliefs, and their property.
4. **Responsibility** – Be accountable in words and actions.
5. **Safety** – Be safe in words, actions, and choices.

### **Merit System:**

1. Students will begin each quarter with 15 Points.
2. The students will be given a **verbal warning**.
3. If the behavior continues, the teacher will discuss the situation privately with the student.
4. If improvement does not occur, the student will lose points.
5. If a student loses points, a Behavior Slip will be sent home describing the incident.

6. When a student accumulates 4 Behavior Slips, A Behavior Referral Report will be sent home and a noon detention will be issued.
  - a. Any time a student accumulates 4 Behavior Slips thereafter, a 30 minute after-school detention will be issued.
7. Students who have points remaining at the end of any one quarter will be eligible to participate in a class reward.
8. Students will have a chance to “start fresh” and get their 15 points back at the beginning of each quarter.

<b>Behavior Incident</b>	<b>Points</b>
<i>*Behavior Slip</i>	1
<i>*Student Behavior Referral Report</i>	2
<i>*School Suspension</i>	3

## **PART IV – HEALTH & SAFETY**

### **STUDENT MEDICATION – POLICY 516**

- A. PURPOSE - The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency medication to students.
- B. GENERAL STATEMENT OF POLICY - The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district’s licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with school district procedures.
- C. REQUIREMENTS
  - a. No prescription medication or medicine that may be purchased without a prescription will be administered during the school day by school personnel unless prescribed by a licensed prescriber and an Authorization Form is signed by the student’s parent/guardian.
  - b. An “Administration Prescription Medications” form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
  - c. Prescription medication must come to school in a container appropriately labeled for the student by the pharmacy.
  - d. Nonprescription medications must come in the original container. This must be accompanied with a licensed prescriber’s written order and signature when being administered by the school district.
  - e. Prescription medications are not to be carried by the student unless there is a written agreement between the school district and the parent. Medications will be left with the appropriate school district personnel, except as noted in a written agreement between the school district and the parent or as specified in an IEP (individual education plan) or IHP (individual health plan).
  - f. The school must be notified immediately by the parent or student over 18 in writing of any change in the student’s medication or if the medication is no longer required. A new container label with new pharmacy instructions shall be required within two days of the change.

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- g. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- h. The school nurse, or other designated person, shall be responsible for the filing of Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- i. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization (if appropriately contracted by the school district under private health organization (if appropriately contracted by the school district under Minn. Stat. 123.35, subd.17(2) or (3)). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

**D. NOT COVERED BY THIS POLICY:**

- a. Special health treatments such as catheterization, tracheotomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine.
- b. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
- c. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
- d. This policy does not apply to drugs or medicines used at school in connection with services for which a minor may give effective consent.
- e. The provisions of this policy do not apply to medications:
  - i. that are used off school grounds.
  - ii. that are used in connection with athletics or extracurricular activities; or
  - iii. that are used in connection with activities that occur before or after the regular school day.
  - iv. “Parent” for students over 18 is the student.

**VISION SCREENING PROGRAM**

This program begins with the preschool child and continues each year in grades K-6. It is also done with new pupils and on teacher recommendation. This consists of the use of the LEA Chart for Pre-School – Grade 1, Color Vision for Kindergarten, and HVOT for Grades 2-6.

**HEARING SCREENING PROGRAM**

This program also begins with the preschool child and continues each year in grades K-6. The pure-tone audiometer is used to determine whether or not the child has a hearing defect. Good vision and hearing are directly related to a child’s achievement in the classroom.

**POLICY CONCERNING ACCIDENTS AND ILLNESS**

If your child has had an accident in school and needs immediate medical attention, the school will attempt to notify you and then take him/her to the nearest physician. There have been, and will continue to be, instances where parents were unable to be contacted. The school will continue to use

the same procedure unless we are notified otherwise. This means that if your child needs urgent medical attention and you cannot be reached by telephone, the school will take him/her to the nearest physician.

1. THE SCHOOL DOES NOT HAVE AN ACCIDENT INSURANCE PROGRAM TO COVER ACCIDENTS THAT MAY HAPPEN IN SCHOOL.
2. All accidents must be reported to the principal's office immediately. Students who are ill during the day should report to the principal's office.
3. With your cooperation, illness at school can be kept at a minimum. Many diseases start with symptoms similar to those of a common cold. If your child is not feeling well, we request you keep him/her home. Certain symptoms in children may suggest the presence of a communicable disease. Excluding an ill child may decrease the spread of the disease to others. Recommended exclusion varies by the disease or infectious agent and will be decided on a case by case basis. Children with symptoms listed below should be excluded until symptoms improve or a Physician has determined the child can return.
  - a. **Illness:** Unable to participate in routine activities or needs more care than can be provided by the school staff.
  - b. **Fever:** A fever of 100<sup>0</sup> F or higher. Measure the temperature before giving medications to reduce fever. Child needs to be fever free for 24 hours without the use of fever reducing medications before returning to school. If your child's fever spikes at any time during the school day the parent/guardian or emergency contact will be contacted and will be responsible for coming to get the child.
  - c. **Vomiting/Diarrhea:** Exclusion until 24 hours after the vomiting and diarrhea has subsided. If your child vomits or has at least 2 episodes of diarrhea while attending school the parent/guardian or emergency contact will be contacted and will be responsible for coming to get the child.
  - d. **Rash with a fever:** A rash with a fever that has been undiagnosed.  
**(Recommendations taken from the Minnesota Department of Health)**

### **ASTHMA INHALERS**

Minnesota state statute 121A.22, subdivision 2 states that prescriptive asthma or reactive airway disease medications may be self-administered by a pupil with an asthma inhaler if the district has received a written authorization from the pupil's parent permitting the pupil to self-administer the medication and the inhaler is properly labeled for that student. The nursing services provider must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's health record a plan to implement safe possession and use of the asthma inhaler.

### **HEAD LICE**

If school personnel suspect a child of head lice, the child's head will be checked by school staff or the Public Health Nurse. If head lice are found, the child's parents will be notified and the child will be sent home. Other children in the classroom will be checked at the discretion of the classroom teacher. When a case of head lice is found, a notice will be sent home to the parents of the students in that specific grade, encouraging them to check for lice in their children's hair. More information can be found at the Minnesota Department of Health's website:

<http://www.health.state.mn.us/divs/idepc/diseases/headlice/factsheet.html>

## **GENERAL PESTICIDE NOTICE FOR PARENTS/GUARDIANS**

A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make a schedule available to parents and guardians for review or copying at each school site. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule, please contact the District Office or Buildings and Grounds Supervisor Don Sweduik at 354-2217.

### Parents Right to Know Chapter 389, H.F. #3800

Notice of pesticide use must be provided no later than September 15 of each school year. This notice must be sent or provided for all parents, which informs them of the estimated schedule of all pesticide/chemical applications, both inside and outside, by applying these products. District # 146 makes every effort to make pesticide/chemical applications during the summer season or during the end of a school day in which school would not be in session on the following day. Normal applications of all products will follow label instruction and directions for use.

## **ASBESTOS NOTICE AND INFORMATION**

As a result of federal legislation (Asbestos Hazard Emergency Response Act (ALHERA)) each primary and secondary school in the nation is now required to complete a stringent inspection of asbestos and to develop a plan of management for all asbestos containing building materials. Barnesville Public Schools has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law to this regard. As a matter of approved policy, the school district will continue to maintain a healthy and safe environment for community's youth and for district employees.

In keeping with this legislation, all school district owned or leased buildings, including support buildings, were inspected by accredited and certified inspectors. Based on this inspection the school prepared and the state approved comprehensive plan to manage the safe and responsible handling of the asbestos located within its buildings.

Federal law requires a periodic walk-through, commonly termed surveillance, every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after an approved management plan has been implemented. The management plan for each school, high school and elementary, is available for public inspection and by contacting Don Sweduik at 354-2217.

## **INDOOR AIR QUALITY PARENT NOTIFICATION**

Barnesville Public Schools has in place a program to monitor and improve indoor air quality at our school. The district advocates a healthy school environment conducive to learning for all students, and

productively for teachers and support staff. The IAQ Management Plan implemented follows the guidelines provided by the Minnesota Department of Education and the “Tools for Schools” support document developed by the United States Environmental Protection Agency.

Periodic and annual walk-through of the school buildings will be performed by the Indoor Air Quality Coordinator, Don Sweduik. The purpose of the walk-through is to evaluate school facilities for obvious water intrusion, structural problems, ventilation, overall cleanliness, and to monitor the IAQ program in general.

The District’s response to parental inquiries will be timely and direct. Questions are always welcome and should be directed to Don Sweduik at 354-2217. ISD 3146 accepts the responsibility for monitoring the IAQ and will / has conducted teacher surveys, non-certified support staff surveys, walk-throughs, building maintenance surveys, ventilation checks.

Barnesville Public Schools is proud to be providing leadership role in supporting a safe, comfortable, and productive environment for students and staff so that we can accomplish and achieve our primary mission- to educate students. Our school district will continue to follow EPA guidance to improve IAQ by preventing as many concerns as possible.

### **MINNESOTA CARE PROVISION 2008**

Does your child have health insurance? If not, Minnesota Health Care Programs have free or reduced cost health insurance for children and families who qualify. Minnesota Care has a monthly premium based on household income and Medical Assistance has no monthly premium. Household income requirements and applications may be found on the Internet at [www.dhs.state.mn.us/healthcare](http://www.dhs.state.mn.us/healthcare) or call 1- 877-KIDS-NOW or the following County Social Service agencies Clay @ 218-299-5200 or 1-800-757-3880, Ottertail @ 218-998-8230, or Wilkin @ 218-643-7161. Household income limits are valid until June 30, 2010.

### **Barnesville E-Learning Day**

In the 2017 legislative session, legislators passed a law allowing Minnesota Public Schools to hold E-Learning days on inclement weather days. This means students will receive learning activities and assignments provided by their classroom teachers that students would complete at home or wherever they go on a snow day. Students would receive instruction in each of their classes on an E-Learning day. Therefore, even though the weather may prevent staff and students from being together in the school building, students can have a school day, and the school calendar does not have to be changed to make up the day. The staff at Barnesville School believe students will have a meaningful, relevant learning day with continuity of education that is better for student achievement than a make-up day at the end of the school year.

# Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

## Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

## Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as “not proficient” for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

## Academic Standards and Assessments

### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

#### Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

## Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

## Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

## When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

## When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

## How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

## Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](http://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student’s district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student’s school.

To best support school district planning, please submit this form to the student’s school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_ to 20\_\_ school year.)

Student’s Legal First Name \_\_\_\_\_ Student’s Legal Middle Initial \_\_\_\_\_

Student’s Legal Last Name \_\_\_\_\_ Student’s Date of Birth \_\_\_\_\_

Student’s District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading                      \_\_\_\_\_ MCA/MTAS Science  
\_\_\_\_\_ MCA/MTAS Mathematics              \_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as “not proficient” for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state’s efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only. Student ID or MARSS Number \_\_\_\_\_



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***Dear Parents and Students,***

Welcome to Barnesville High School!

It is exciting to think about the many opportunities presented for students which are a part of the academic school year. As we begin the 2018-2019 school year, I want to take a brief moment to welcome you and to encourage you to make a commitment to having an outstanding school experience this year.

This will be our first year having an iPad in the hands of every single learner in the school district. There will be some things that will happen educationally this year that probably has never been seen before. This is a huge commitment by the school board, the staff as well as the learners of this great school district.

Our objective as a school is to provide each of our students with learning opportunities which will meet their needs and desires based on their unique abilities and interests. We firmly believe that all students are able to learn and it is our goal to encourage learning as a life-long process. As part of that mission, this booklet has been developed to provide you with a reference to the expectations, services, organizations, and activities here at BHS.

I believe that we are building a school community based on a commitment to excellence. Parents, students, teachers, and all parts of the high school staff are part of a team educational approach which allows everyone to achieve at the highest possible level. I expect the best from myself, the staff, and the students, and sincerely hope that you have these same expectations for yourself and the district. As we reach out to help each other, we raise the standard and expectation of excellence for all of us.

Please feel free to call upon me or the faculty whenever we can be of assistance to you. We are here to serve you, the constituents of the school district, and fully expect your active participation in the educational process. The faculty and I wish you the best for the 2018-2019 school year.

Mr. Bryan Strand  
Principal

**For student and staff safety and security purposes, the High School building is monitored by security cameras.**

## **SCHOOL BOARD PHILOSOPHY**

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The Board of Education of Independent School District Number 146 believes that each individual should be accepted into the educational program as he/she is; that each student shall be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustment to life.

In the practical application of this philosophy, opportunities shall be provided each individual mentally, physically, emotionally, and morally. It is further the philosophy of the Board of Education to provide the plant, tools, and facilities to implement this policy.

## **SCHOOL DISTRICT MISSION STATEMENT**

The mission of Barnesville Public Schools, in partnership with the family and community in its quest to develop responsible students, is to promote academics, arts, and athletics by providing challenging programs in an innovative environment.

## **DISTRICT GOALS**

Our goals are to develop lifelong learners in an atmosphere of mutual respect and trust by:

Improving educational achievement by establishing clear standards, measuring performance, assisting educators and increasing opportunities for lifelong learning in an ever changing society.

Promoting school spirit and enthusiasm so that all students, staff, and residents of the District feel connected and proud.

## **HIGH SCHOOL MISSION STATEMENT**

The mission of Barnesville High School, in cooperation with our community, is to help individuals by providing learning opportunities appropriate to the unique needs and abilities of each individual so that each student may acquire knowledge, skills, and positive attitudes toward self and others. These attitudes and abilities will enable students to solve problems, think creatively, continue learning, and develop maximum potential for leading productive, fulfilling lives in a complex and changing society.

We, therefore, believe that...

...all students can learn.

...success breeds success.

...schools and instructors are responsible for creating the conditions for success.

...each individual has unique needs and abilities.

...quality education is enhanced by commitment and cooperation among community, parents, students, and staff.

...learning is a lifelong experience.

We, therefore, believe that...

...it is essential that all members of the school community treat others with dignity and respect.

...a global perspective, valuing cultural diversity, is essential to success in the 21st century.

...a willingness to change and a sense of adaptability is necessary to succeed in our ever-changing society.

...an individual or organization which is committed to excellence must continually grow, challenge and assess itself.

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***EXPECTATIONS WITHIN BARNESVILLE HIGH SCHOOL***

1. Take full advantage of your learning opportunities.
2. Set goal and strive to achieve them.
3. Treat others with respect.
4. Be verbally and physically considerate of others.
5. Respect personal property.
6. Maintain our learning environment-keep it clean and neat.
7. Be involved in your OWN learning.
8. Bring appropriate materials to class. (pencil, paper, textbook, completed homework, etc.)
9. Be attentive while others speak.
10. Follow directions carefully.
11. Use time wisely.

***PESTICIDE NOTICE***

**General Pesticide Notice for Parents and Guardians**

Dear Parent and / or Guardians,

A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make a schedule available to parents and guardians for review or copying at each school site. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule, please contact the District Office or Buildings and Grounds Supervisor Merlin Strom at 354-2217.

Parents Right to Know Chapter 389, H.F. #3800

Notice of pesticide use must be provided no later than September 15 of each school year. This notice must be sent or provided for all parents, which informs them of the estimated schedule of all pesticide/chemical applications, both inside and outside, by applying these products. District # 146 makes every effort to make pesticide/chemical applications during the summer season or during the end of a school day in which school would not be in session on the following day. Normal applications of all products will follow label instruction and directions for use.

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**ASBESTOS NOTIFICATION**

**Asbestos Notice and Information**

As a result of federal legislation (Asbestos Hazard Emergency Response Act (ALHERA) each primary and secondary school in the nation is now required to complete a stringent inspection of asbestos and to develop a plan of management for all asbestos containing building materials. Barnesville Public Schools has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law to this regard. As a matter of approved policy, the school district will continue to maintain a healthy and safe environment for community's youth and for district employees.

In keeping with this legislation, all school district owned or leased buildings, including support buildings, were inspected by accredited and certified inspectors. Based on this inspection the school prepared and the state approved comprehensive plan to manage the safe and responsible handling of the asbestos located within its buildings.

Federal law requires a periodic walk-through, commonly termed surveillance, every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after an approved management plan has been implemented. The management plan for each school, high school and elementary, is available for public inspection and by contacting Merlin Strom at 354-2217.

**INDOOR AIR QUALITY**

Dear Parent or Guardian,  
Barnesville Public Schools has in place a program to monitor and improve indoor air quality at our school. The district advocates a healthy school environment conducive to learning for all students, and productively for teachers and support staff. The IAQ Management Plan implemented follows the guidelines provided by the Minnesota Department of Education and the "Tools for Schools" support document developed by the United States Environmental Protection Agency.

Periodic and annual walk-through of the school buildings will be performed by the Indoor Air Quality Coordinator, Merlin Strom. The purpose of the walk-through is to evaluate school facilities for obvious water intrusion, structural problems, ventilation, overall cleanliness, and to monitor the IAQ program in general.

The District's response to parental inquiries will be timely and direct. Questions are always welcome and should be directed to Merlin Strom at 354-2217. ISD 3146 accepts the responsibility for monitoring the IAQ and will / has conducted teacher surveys, non-certified support staff surveys, walk-throughs, building maintenance surveys, ventilation checks.

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Barnesville Public Schools is proud to be providing leadership role in supporting a safe, comfortable, and productive environment for students and staff so that we can accomplish and achieve our primary mission- to educate students. Our school district will continue to follow EPA guidance to improve IAQ by preventing as many concerns as possible.

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***Omnibus Data Practices Act***

Among the many changes that occur in schools is the addition of a requirement that a secondary school institution must release to the military recruiting officers the names, addresses, and home telephone number of students in grades 11 and 12 within 60 days after the date of the request unless parents and students refuse this release. District patrons are hereby notified that the parents or the student have the right to refuse this data release, but the refusal must be submitted to the building principal. The notification or request for refusal shall be in writing. Additional questions or concerns please contact the high school office at 354-2228.

**Minnesota Care Provision 2012**

Does your child have health insurance? If not, Minnesota Health Care Programs have free or reduced cost health insurance for children and families who qualify. Minnesota Care has a monthly premium based on household income and Medical Assistance has no monthly premium. Household income requirements and applications may be found on the Internet at [www.dhs.state.mn.us/healthcare](http://www.dhs.state.mn.us/healthcare) or call 1-877-KIDS-NOW or the following County Social Service agencies Clay @ 218-299-5200 or 1-800-757-3880, Ottertail @ 218-998-8230, or Wilkin @ 218-643-7161. Household income limits are valid until June 30, 2013.

***Notice of MN Student Survey and Protection Rights Amendment.***

In the spring of 2019, the Minnesota Department of Education in partnership with the Minnesota Departments of Health, Public Safety, and Human Services will be administering the Minnesota Student Survey. The MSS goes to all Minnesota 5<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grade students and is administered every three years. The questions are designed around various patterns of youth behaviors related to personal health, school safety, drug use, and violence in schools.

As part of the Protection of Pupil Rights Amendment all education agencies must provide parents and students notification of the MSS administration in their school district. As part of this notification, parents must be allowed to review the survey and be given the opportunity to elect not to allow their child to participate in the survey.

MSBA

**Family Educational Rights and Privacy Act (FERPA)**

20 U.S.C. § 1232g. Regulations: 34 CFR part 99

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FERPA provides that a local education agency (LEA) that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10)
- Seek to amend education records (34 CFR § 99.20 and 99.22)
- Consent to the disclosure of personally identifiable information from education records except as specified by law (CFR 34 § 99.30 and 99.31)

These rights transfer to the student when she / he turns 18 years of age or enters a post secondary educational institution at any age as an "eligible student."

LEA's must annually notify parents and eligible students of their rights under FERPA 34 CFR § 99.7. The annual notification must include the following:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent;
- The right of parents to file a complaint with the Family Compliance Office in the Department

### ***Parents Right to Know***

School districts are required to notify parents of all children in All Title I schools in the beginning of the each school year, that parents have the right to request and receive timely information on the professional qualifications of the student's classroom teachers. This requirement applies to all parents of the children in the school- whether or not the students receives Title I services; both targeted or school wide. Section 111 (h) (6) (A)

When the parent of a child requests information on their child's classroom teachers professional qualifications, districts must respond in a timely manner, to the requested information, at a minimum, report the following: a.) whether or not the teacher has met Minnesota licensing requirements for the grade level and academic core they teach; b.) whether or not the teacher is teaching under a variance status; c.) the education level and subject area of the teachers college degree major and any graduate degree or certificate held; d.) whether the child is provided services by paraprofessionals, and if so, their qualifications.

Schools that receive Title I funds shall provide to each parent: a.) Information on the level of achievement of the parent's child on the state academic assessment. b.) Timely notice that parents child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

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All information provided to parents shall be in a uniform and understandable format and to the extent practical provided in a language that parents can understand.

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**INDEPENDENT SCHOOL DISTRICT 146**  
**BOARD OF EDUCATION**

Ryan Lindbolm  
Jay Rehder

Dave Herbranson  
Dion Bredman

Greg Berg  
Jake Thompson

Marla Field

**ADMINISTRATION**

Dr. Jon Ellerbusch  
Bryan Strand  
Todd Henrickson

Jeff Tharaldson  
Casey Ehlert  
Jodi Samuelson  
Brooke Fradet  
Shelly Krueger  
Missy Sossa  
Cindy Ullrich  
Chris Ellefson

Superintendent  
7 - 12 Principal  
Elementary Principal/  
Activities Director  
School Resource Officer  
Network Administrator  
District Finance Officer  
Administrative Secretary  
Attendance Clerk/Receptionist  
Records Clerk/Receptionist  
Elementary Secretary  
Community Ed Secretary

**SCHOOL OFFICES**

**SUPERINTENDENT**

P.O. Box 189  
Barnesville, MN 56514  
(218) 354-2217

**HIGH SCHOOL OFFICE**

P.O. Box 189  
Barnesville, MN 56514  
(218) 354-2228 or 2229

**24 HOUR ATTENDANCE**

**354-2228**

This handbook and its contents were approved by the School Board at it's meeting on \_\_\_\_.

This handbook may be changed or amended during the school year. Changes will be posted in the office of the principal and on the school's website. If you have any questions about a provision, contact the principal.

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**BARNESVILLE HIGH SCHOOL STAFF**

Bryan Strand	Principal
Todd Henrickson	Activities Director
Shelly Krueger	Attendance Clerk/Receptionist
Missy Sossa	Records Clerk/Receptionist
Heidi Smith	Art
Matt Askegaard	Business
Nathan Strand	Science
Britta Teeples	Social Science
John Goering	Physical Science/Chem/Phys.
Anna Gross	Communications
Jennifer Gylland	Vocal Music
Megan Hoyer	Counseling
Brenda Halverson	Special Education
Anthony Hermes	Mathematics
Jim Joyce	Agriculture
Susan Duval	Media Supervisor
Krista Detloff	Communications
Jed Johnson	Mathematics
Scott Snobl	Social Science
Stacy Martz	Special Education
Nick Paur	Physical Education/Health
Monica Petersen	Mathematics
TJ Schmitt	Life Science/Biology
Erick Knudson	Instrumental Music
Mike Schaub	Phy. Ed.
Marissa Westerberg	Spanish
Karen Solum	Communications
Erin Ellingson	Special Education
Chad Suter	Industrial Tech
Jeff Tharaldson	School Resource Officer
Philip Trowbridge	Social Science
Michelle Field	Speech Clinician
Amy Wierschke	Personal/Family Life Sciences
Cheryl Suter	Assurance of Mastery Aide
Jane Bjornson	Social Worker
Gina Stafford	Special Education Para
Carrie Braton	Special Education Para
Kathy Braton	Special Education Para
Angie Bredman	Health Aide/Special Ed. Para
Cindy Zander	Special Ed. Teacher
Don Szweduk	Head Custodian
Bruce Davis, Lori Haapala, Lori Ernst	Custodians
Sharon Braton	Head Cook
Mary Butenhoff	Kitchen Aide
LaVonne Redding	Cafeteria Aides

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## **SCHOOL DAY AND SCHEDULE**

### ***SCHOOL DAY***

The regular school day begins with classes scheduled at 8:30 a.m. and ends with the final class at 3:18 p.m. Warning bells will sound at 8:15 and 8:25 to allow students to prepare for class. Students are to be in the first period class by the time the 8:30 bell rings. The school day is divided into eight class periods.

### ***TIME SCHEDULE***

The eight period day is broken into instructional periods according to the following schedule.

#### **REGULAR SCHEDULE**

Hour	Start	End	Length
1	8:30	9:15	45 min
2	9:19	10:04	45 min
3	10:08	10:53	45 min
4a	10:57	11:42	45 min
4b	11:27	12:12	45 min
5	12:16	1:01	45 min
6	1:05	1:50	45 min
7	1:54	2:39	45 min
8	2:43	3:18	35 min

Junior High Lunch 10:53-11:23

Senior High Lunch 11:42-12:12

### ***PASSING TIME***

Students are allowed four (4) minutes to go from one class to the next during the seven-period days. Students are to be in their seats when the bell rings for the next class to begin. If classroom assignments are at extremes of the building, students are expected to plan the use of passing time so that locker and restroom needs do not cause them to be tardy.

### ***SCHOOL FOOD SERVICE PROVISIONS***

- A. Breakfast will be served between 8:00 a.m. and 8:25 a.m. in the cafeteria. The Ala Carte Breakfast will be served in the commons area between 8:00 a.m. and 8:20 a.m. Students must assume the responsibility to plan their morning schedules to allow participation in the breakfast program. The breakfast program will not be considered an excuse for tardiness to the first period class. If a student rides the bus, the student must prioritize participation in the breakfast program over socialization prior to school hours.
- B. The noon hour lunch provision is served in two shifts, one for junior high students beginning at 10:53 and the other for senior high students beginning at 11:50. Students are to eat during these time periods. Students are expected to return to class at the regularly scheduled time.

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***AFTER SCHOOL HOURS***

Students in the building after 4:00 must be in an area which is under the supervision of a teacher or coach. Students not in an after school, supervised activity, must leave the building by 3:45. Failure to comply with this provision may result in disciplinary referral and actions.

**ATTENDANCE REQUIREMENTS**

**BARNESVILLE H.S. MAXIMUM ATTENDANCE POLICY**

***SCHOOL ATTENDANCE PHILOSOPHY***

Regular attendance at school is considered one of the most important educational issues for all students. Patterns of regular attendance aid in the learning process, positively impact performance in the classroom, encourage development of good study and work habits, and promote qualities of employability in students. Whenever a student is absent from class, he or she misses an interaction and educational opportunity that can never be regained. Studies demonstrate a direct statistical correlation between attendance and student academic progress. Therefore regular, or maximum, attendance is encouraged and promoted in the educational program at Barnesville High School.

***STATE REQUIREMENTS***

State compulsory attendance law requires regular school attendance by all persons under the age of sixteen. Students, as well as parents and guardians, are held accountable for regular school attendance and are subject to appropriate legal consequences when the law is violated. Violation of the compulsory attendance law is labeled "truancy" by the state of Minnesota. Three unexcused absences constitute continuing truancy; seven absences from school constitute habitual truancy and will be prosecuted. Students who are truant from school are required, under law, to be reported to the courts by school officials to be handled in the judicial system. Students will be referred to the Truancy Intervention Program's Family Advocate.

Students who are absent 15 consecutive days will be dropped from enrollment and are considered high school dropouts according to state attendance reporting requirements.

***MAXIMUM ATTENDANCE PROCEDURE***

If a student must be absent from school, it is the parent's and student's responsibility to report such absence. Parents are required to call the High School Office at 354-2228 or 354-2229 before 9:00 a.m. on a regular school day to report student absences from school. Failure to report the absence will result in an unexcused absence for that particular absence.

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**ACTIVITIES ATTENDANCE GUIDELINES**

Unless prior arrangements are made with the activities director or school principal, a student in an extra-curricular activity must be in regular attendance at school on the day of a contest and at school a full day following a contest. Failure to follow the attendance guideline may forfeit participation in the next contest. Consequences for not following such guideline will fall back to the coach.

In order to practice, a student shall be in school, attending regularly scheduled classes, on the day of practice, unless prior approval is made with the activities director or high school principal. Students with an unexcused absence from a class will not be allowed to practice.

These policies are for athletics and all fine art/band/choir activities.

**MAXIMUM ATTENDANCE GUIDELINES**

The following standards define the terms and consequences of irregular attendance at Barnesville High School.

- A. If a student has 12 absences per semester from any class, the student's semester grade may be lowered to a NP. Any absences beyond 8 must be made up on an hour for hour basis except for unexcused absences which must be made up at a 2 for 1 basis. This time must be made up within seven calendar days of the absence and it is the responsibility of the student to arrange the required make-up time with the teacher and/or principal.

Students who are in violation of the attendance policy will be placed on attendance probation for the following grading period. If the student does not violate the attendance policy in the next grading period the grade will not be lowered.

- \* This includes all absences except school related absences. Students with extenuating circumstances will be dealt with on an individual basis.
- B. Students will be given 2 days for each day absent to complete missed assignments. Work not completed within this time frame will be recorded as a "0". Students with extenuating circumstances will be dealt with on an individual basis.

**\*IF STUDENT KNEW OF DUE DATE ON ASSIGNMENT AND WERE GONE THE DAY IT WAS DUE, THEY ARE EXPECTED TO TURN IN ASSIGNMENT WHEN THEY GET BACK.**

- C. Student absences that are school related will be required to make up their work in advance unless otherwise directed by their teacher.
- D. Students with three or more unexcused absences per quarter are ineligible for academic recognition and participation in school related field trips or activities during the school day. Unexcused absences will be made up at a 2 for 1 rate. (2 detentions for each unexcused class period)
- E. A student who wishes to leave school grounds during the day must sign out of the office with the consent of his or her parent/guardian. Failure to report the absence will result in appropriate consequences including detention and suspension.
- F. All trips and appointments must be excused prior to the absence. Failure to report the absence will result in appropriate consequences including detention and suspension.
- G. For documentation purposes, a written doctor's excuse will be required for ALL medical appointments or serious illness to be filed upon the student's return to school. Such documentation may be im-

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portant to issues of truancy, appeals of the policy, or for decisions related to homebound (tutorial) instructional services.

- H. **Upon reaching 20 absences per semester, a student will receive NO CREDIT for the class that they have missed that many days in. Medical excuses and family vacations will not count against the total days, nor will any suspensions.**

***RELATED ATTENDANCE INFORMATION***

**RECORDS**

- I. Teachers will record attendance for each class period via the network. When the maximum absence rule is exceeded, students will be called to the administration office for assignment of consequences. Attendance records are kept in the high school office and will be considered official attendance records unless other documentation substantiating a discrepancy can be provided.

**TARDINESS**

Tardiness to school or class is discouraged. In effort to reduce the incidents of tardiness, the following guidelines will govern the consequences of this behavior.

- A. Students are allowed 1 tardy per class during a quarter with no consequence.
- B. Students who exceed 1 tardy per class per quarter will be assigned detention by the teacher. (1 detention for EACH tardy beyond 1)
- C. Definition of tardy - Being less than three (3) minutes late to class.
- D. Students with excessive tardies will be dealt with on an individual basis with consequences which may include Saturday School and grade reduction.

***POST-SECONDARY VISITS***

Juniors are permitted 1 day (after the first quarter) and Seniors are permitted 2 days, between the start of school and **April 30**, to visit post-secondary institutions or be excused for job interviews provided they have prior permission by completing the appropriate forms through the guidance office. College fairs and/or career fair absences apply only to seniors and will only be excused according to these terms and for the duration of time in which the program is conducted. Documentation must be obtained and signed by the school or interview in order to complete the requirements. This privilege may be granted to students whose work is satisfactory and who have not been in violation of the overall attendance policies. No more than 5 students may be gone on any given day for post-secondary visits.

***SKIP DAYS***

The high school does not recognize any school-approved "skip days" during the school year. Students are expected to be in attendance for all regularly scheduled days in the school calendar. Should school personnel become aware of any "skip day" arrangements planned by students, the administration may vary from

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its normal student absence verification procedures. Students who fail to attend school during these days, with or without parental consent, will receive detention on a 2 for 1 rate. (2 detentions for every 1 hour missed)

***LATE WORK***

Each staff member's late work policy will be posted in their room or put online in a place that both student and parents can easily find.

***MEDICAL RELATED ABSENCE***

Physician verification may be required for excused absences if personal illness goes beyond three (3) consecutive days. If administration believes other reasons, other than illness, may underlie the repeated absences medical verification will be requested.

**CLOSED CAMPUS POLICY**

***GENERAL INFORMATION***

Because B.H.S. is a closed campus each student is scheduled to be in an assigned area in the building every period, every day that school is in session. Students are not permitted to go outside/leave the school building during the designated passing time between class periods. Anytime the student is not in his/her assigned area, verification of parental permission must be on record in the Administration Office prior to the absences, unless it is illness related. Appropriate consequences for violation of the policies will be assigned.

***NOON HOUR***

All students have a closed campus and must remain in the lunch room or lobby areas inside the building. All parking lots and vehicles are off-limits during the school day. Students are not extended the privilege of leaving school grounds unless a signed parent permission statement is on file in the high school office to allow the student to walk home. Senior high students may utilize the commons area during the lunch hour provided the junior high classes are not disrupted in the process. Driving/riding during the school day, without permission, will result in a 1 day suspension for 1<sup>st</sup> offense and a 3 day suspension for all occurrences after the 1<sup>st</sup>. If actions persist and permission has been granted for going home and eating, the privilege will be taken away. If a student leaves the building by walking during noon hour the penalty will be one hour of detention for the 1<sup>st</sup> offense and a day suspension for the 2<sup>nd</sup>, if a 3<sup>rd</sup> violation occurs it will be a 3 day suspension, and for all future occurrences.

***OUT-OF-BUILDING PASS***

Students leaving the building or school grounds during school hours for any reason must have an out-of-building pass issued from the principal's office. Students must sign out before leaving. Out-of-building passes will only be issued with prior parental permission. Parents should call the school or send written consent the day before or the morning of an anticipated out-of-building pass. Students must pick up an out-of-school pass in the office to present to the classroom teacher before leaving class.

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***EXTENDED CAMPUS PROGRAMS***

Any course that requires a student to leave the building as part of the class on a daily basis is considered an Extended Campus Program. Parental authorization is required for participation in an Extended Campus Program. Parents must be apprised of the designated location and the means of transportation. Transportation for Extended Campus Programs which take place during the seventh period without a return to school or during first period before the student is in actual attendance at school may be provided by the student or parent. Student transportation in all other cases, for self and /or others, is not permitted. Violators may forfeit the right to participate in an Extended Campus Program.

**GENERAL HIGH SCHOOL INFORMATION**

***HIGH SCHOOL OFFICE***

The high school office is located on the south end of the building. The office staff includes the principal, the administrative assistant, the attendance clerk/receptionist, and the records clerk/ receptionist. The office hours are 7:30 a.m. until 4:00 p.m. during most regular working days. The principal's office may be reached by telephone at 354-2228. If a member of the office staff is not available, messages may be left by recording.

**ENROLLMENT REQUIREMENTS**

***IMMUNIZATION***

Various Minnesota laws set forth immunization requirements for children and adults enrolled in institutional settings. Legal exemptions are permissible for those who have medical contraindications to vaccine(s) or if they or a parent has conscientiously held beliefs that oppose immunization. Records for infants and children who have not completed a primary series of vaccines must be signed by a physician or public clinic staff. Documentation of measles vaccine given before 12 months of age is not acceptable for children in child care or schools. Minnesota Statute § 121A.15 requires all children enrolling in an elementary or secondary school to show evidence of immunization as follows:

<i>Age/Grade Groupings</i>	<i>Vaccine Type and Number of Doses</i>
<i>Kindergarten &lt; 7 years</i>	<i>5 DTP, 4 polio, 1 MMR</i>
<i>7 years through grade 6</i>	<i>&gt;3 DTP/Td, &gt; 3 polio, 1 MMR</i>
<i>Grades 7 through 12</i>	<i>&gt;3 DTP/Td (1 dose&gt;11 years), &gt;3 polio, 2 MMR</i>
<i>Kindergarten</i>	<i>&gt; 3 hepatitis B</i>
<i>K and grade 7</i>	<i>&gt; 3 hepatitis B</i>

***TRANSFER/NEW STUDENTS***

Any new student or any student transferring to Barnesville Public Schools will not be permitted to register without official copies of the student's records/transcripts and immunization records from the last school of attendance.

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***SCHOOL PROPERTY***

**CARE OF SCHOOL PROPERTY**

The careful use of property and respect for the furniture and the building is indicative of responsible citizenship. The appearance of the building and grounds reflects on the entire community, the students and staff. It is expected that students will demonstrate appropriate care for school property.

**LIBRARY**

The library is a place for students to practice good utilization of their time whether it be informal study or research on classroom assignments. The library is a place for quiet work. It is a privilege to use the library, and this privilege may be revoked at any time if proper library behavior is not maintained. Lost and/or damaged library books are the personal and financial responsibility of the student.

**HALLWAY LOCKS AND LOCKERS**

Combination locks will be issued to all students for their hallway lockers, we will also have available to students in the principal's office at a cost of \$5.00 a lock for their gym/athletic locker. If the lock is lost, the student may purchase another new lock at a cost of \$5.00. Although students are assigned lockers, they remain the property of Barnesville High School and are subject to periodic search.

At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

Students are discouraged from keeping valuable possessions in the lockers and/or sharing lockers. Students are not permitted to switch lockers without the consent of the high school office. Movement from an assigned locker may result in removal and confiscation of personal items.

**PHYSICAL EDUCATION LOCKS AND LOCKERS**

All students enrolled in a physical education class will be assigned a locker in his or her respective area and will be issued a lock by the physical education teacher. Students who are not active participants in varsity level sports activities will remove their personal contents from lockers in the varsity locker room and assume a locker in the general locker rooms. Lost locks must be replaced by the student at cost of \$5.00.

**TEXTBOOKS**

Textbooks for classes in the High School are provided to students at no charge. Students will be required to pay replacement costs related to lost or damaged books.

**PARKING LOT**

Any individual who parks a vehicle in a school parking lot has relinquished one's right to deny a search of the vehicle if administration has a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

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## **ACADEMIC AND GRADUATION REQUIREMENTS**

### ***CURRICULUM***

The curriculum of the Barnesville Public Schools is intended to provide students with a broad-based education. Opportunities for educational development are provided in a wide variety of academic, vocational, and artistic fields. The curriculum in grades 7 and 8 is designed to meet or exceed the general state requirements and has been structured in such a fashion that students in the junior high grades have relatively few electives. The curriculum of the senior high level, grades 9-10-11-12, offers a greater diversity of educational opportunities and choices for the students.

All Vocational opportunities at Barnesville Public Schools will be offered regardless of race, color, national origin, sex or disability. A brief summary of the vocational course offerings are as follows: Basic Foods, Global Foods, Wise Choices, Human Development and Parenting, Agriculture Mechanics, Minnesota Wildlife, Animal Science, Welding, Ag Power, Vocational Job Placement, Entrepreneurship, Business law, Marketing, Accounting I and Accounting II.

### ***JUNIOR HIGH REQUIRED COURSES***

The following courses are required for all junior high school students. Students must record satisfactory progress in each of these areas and must pass all required classes. Students failing to complete the requirements of a course will be required to repeat the failed courses during the following year. Junior High students who fail three or more "core courses" will be required to repeat the entire grade.

A. Seventh Grade: English, Math, Science, Social Studies, Physical Education, Health, Music, Art, FACS, Computer

B. Eighth Grade: English, Math, Science, Social Studies, Physical Education, Introductory Agriculture, Art, FACS, Computer

### ***GRADUATION REQUIREMENTS***

Students in all grade levels must carry 7 full credits each school year. A student who elects a shared-school program may elect to carry 6 credits. A minimum of 26 credits in grades 9-12 is required to graduate from Barnesville High School.

Students in grades 9-12 must complete required courses in order to meet graduation requirements. Failure in a required course will mean the student must repeat the course. Failure in an elective course is not required to be made up provided the graduation requirements are met.

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All academic/graduation credits will be counted and awarded on a semester basis. This includes year-long courses as well as the semester courses. If, in a teacher's best professional judgment, consideration of full-year credit would be to the student's advantage academically, the teacher has the right to assign a grade based on the full four quarters of performance. Under no circumstances, however, can a credit previously awarded be removed based on full-year consideration.

- A. Subjects required in grades 9-10-11-12 are as follows:
- |                        |                           |
|------------------------|---------------------------|
| Communications/English | four credits              |
| Math                   | three credits             |
| Science                | three credits             |
| Social                 | four credits              |
| Phy.Ed./Health         | two credits               |
| Computer               | one-half credit           |
| Electives              | nine and one-half credits |
- B. Specific courses which are required by the School District include the following courses/grade levels:
1. Ninth Grade: Composition, Literature 9, Math (placement appropriate to ability), Physical Science, Social Studies, Physical Education, recommend Computer option
  2. Tenth Grade: Composition 10, Literature 10, Math (placement appropriate to ability), Biological Science, US Modern History, Physical Education, Health
  3. Eleventh Grade: PRE AP English or another English elective, Math (placement appropriate to ability), Science (appropriate to ability), Economics
  4. Twelfth Grade: AP English or another elective English class, World History
  5. Computer Applications I or II must be taken at some time between grades 9-12. (must earn  $\frac{1}{2}$  credit at some point in grades 9-12)
  6. A fine art credit must be attained before graduating high school, this can be in instrumental band, vocal music, or any art elective class.
- C. Credits for students transferring into the Barnesville Public Schools will be counted and adjusted according to the requirements listed above for the years in which the student is enrolled in Barnesville. The intent of this requirement is to avoid penalizing a transfer student, in regard to graduation, for course selections taken/required in another school system. An appeals board (consisting of one administrator, one school board member, three teachers, and two student council members) may be consulted for determination of a final decision in regard to graduation credits awarded or required.
- D. State Graduation Standards: The state of Minnesota is in the process of developing and implementing new Academic Standards. Barnesville High School will implement these requirements as they are adopted at the state level. The state of MN requires all students to pass a Basic Skills test in the areas of Math, Reading, and Writing. (Additional information is explained in the course description book.)
- E. Graduation and Official Transcripts: Home schooled and transfer students who enroll at Barnesville High School will be required to attain the same minimum number of credits required for all students in order to graduate. Currently a student must complete twenty-six (26) credits in grades 9-12. For home schooled students, credits will be given for classes taken and passed at the home schools, but

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no letter grades (A-F) will be entered for these classes into the students' cumulative files and will not become part of the transcripts. Instead, a P will be used for classes passed and an NP for classes not passed while at a home school. Letter grades will be entered into the cumulative files and transcripts for transfer students from any public or private accredited secondary school with licensed teaching staff recognized by the State of Minnesota (or the state from which they transferred) and for foreign exchange students.

- F. **Class Rank, NHS, and Graduation Honors:** To qualify for class rank or National Honor Society, a student must receive a full complement of grades (seven classes per semester) for a minimum of two consecutive semesters at Barnesville High School beyond the last home schooling period or after a transfer. To qualify as an honor graduate, home schooled and transfer students must receive a full complement of grades (seven classes per semester) for both semesters of their junior year at Barnesville High School in conjunction of the PSEO program their senior year, or they must receive a full complement of grades for both semesters their senior year at Barnesville High School.
- G. **Post Secondary Enrollment Options (PSEO):** Students who attend the Post Secondary Enrollment Options program must take all courses for grades (A-F) or they will not be eligible to top ten percent honors or graduation distinction. Students who enroll from a home school or who transfer from public or private high school and attend a post secondary program through Post Secondary Enrollment Options will not be eligible for honor roll, National Honor Society, or graduation distinction of any kind if they have not attended classes for at least one year at Barnesville High School between transfer time and the beginning of PSEO.

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**GRADUATION POLICY**

Barnesville High School will formally recognize, through the graduation ceremony, only those students who have met the requirements of the Barnesville Public Schools and the state of MN. Students who do not have the appropriate number of credits or have not met the requirements will not be permitted to participate in the graduation ceremony and exercises.

**PHILOSOPHY**

The formal graduation ceremony offers a public recognition of the culmination and completion of the educational program provided by the Barnesville School District. The program is intended to be recognition of the successful completion of the district and state requirements. Those students not meeting the requirements have not successfully completed the educational program of the district.

**PRACTICE**

1. Students who have not earned the 26 credits required in grades 9 through 12 to be awarded a diploma from the Barnesville Public Schools will not be permitted to participate in the formal graduation ceremony.
2. Credits to be considered for the graduation requirements include
  - a. credits earned through the successful completion of courses offered at the Barnesville Public Schools including Minnesota's enrollment options programs;
  - b. credits earned through the successful completion of courses offered from accredited or generally recognized alternative educational programs such as the Youth Educational Services (Y.E.S.) program in Moorhead or the Division of Independent Study at North Dakota State University or other such institutions;

**HIGH SCHOOL GRADING POLICY**

The grading policy of the high school is based on the philosophy that students should be given the greatest opportunity for success. **School board has approved a uniform grading policy to be used from grade 7 thru grade 12**

100-94	A
93-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59 - below	F

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***CALCULATION OF HONOR ROLL/GRADE POINT AVERAGE***

The following scale is used to determine honor roll and grade point averages for students in Barnesville High School. Students failing or receiving an incomplete (unless the incomplete is due to extenuating circumstances) in any class are not eligible for the honor roll.

GRADE	NUMERICAL VALUE
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D+	1.333
D	1.000
D-	.667
F/I	0

**Barnesville High School does use weighted grades for college level courses. In accordance to state statute we have this in writing in our student handbook.**

***Calculation of Class Rank***

A student's class rank will be determined from their grades in classes from grades 9-12. If a student transfers in, the school district will accept the grades from another school institution. If a student has been home schooled the grades will be posted as P (passed) or UN (not passed). These grades can not be used as part of their class rank.

***STUDENTS OF ACADEMIC DISTINCTION***

Students recognized at graduation exercises as Students of Academic Distinction must have a 3.50 grade point average. The grades used to determine Students of Academic Distinction for each graduating class are those earned during grades 9, 10 and 11 as well as the first semester grades in the senior year. Students meeting this criteria will be designated Students of Academic Distinction at the graduation ceremonies. The grade point average will not be rounded up, a student must have a 3.50 or better, a 3.48 is not rounded.

***HONOR SOCIETY***

The National Honor Society is open to students in grades 11-12 who meet the criteria and qualification standards of the national organization.

- A. Requirements of the Barnesville Honor Society
  1. NHS guidelines (academic, service, leadership, character) will be encouraged and promoted within the Barnesville Honor Society membership.

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2. Candidates for NHS membership must meet all national criteria and will have to apply for NHS membership/induction.
3. NHS candidates must have a 3.5 GPA to be eligible.
4. Candidates must be evaluated on the four areas of qualification established at the national level. These criteria include standards of academic excellence, service to community, leadership, and qualities of personal character.

***INCOMPLETES***

Incomplete assignments must be completed within two weeks of the conclusion of the grading period unless individual circumstances warrant allowing the student more time to complete the work. If an extension of time has been granted, the faculty members involved will set a specific time and limitations will be communicated to the student. If the incomplete work is not completed within the prescribed time, the student will be given a "0" for each incomplete assignment.

***SCHEDULE CHANGES***

Students may change courses once a semester has begun only through the completion of the schedule change process.

- A. Schedule change requests after the second week of class will be discouraged and may be denied. A student requesting a schedule change must have the approval of the instructors involved, parents or guardians, and a school administrator.
- B. Determination of credit will be made upon a review of the student's performance in class at the point of the schedule change and the student's potential to complete the requirements of the added course.

***MCA Scores with 4<sup>th</sup> Quarter Grades***

In dealing with the MCA scores, teachers may have the ability to add the score into their fourth quarter grades. This could deal with Science, Math, Reading or Writing. The teachers will have the ability to figure out just what percentage of the fourth quarter grade the test score should count for. In doing this it will be necessary to have the fourth quarter grade represented by an "GP" or grade pending, this will have no bearing on the students eligibility as the principal and athletic director will see this and know why the grade pending is on the report card. The grade pending will be changed by the classroom teacher as soon as the grades are available to the school district.

**SPECIAL/UNIQUE EDUCATIONAL OPPORTUNITIES**

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***STUDENT AIDE POLICY***

Students in Barnesville High School are normally scheduled into seven course assignments during the day. As an alternative to the seven class period assignment, students who are seniors may apply to serve as a student volunteer aide.

- A. Seniors may receive up to a full credit for service as a student aide.
- B. Students who choose to serve as an aide must file the proper forms in the principal's office.
- C. Students may choose to receive either pass/fail graduation credit or voluntary youth service credit for their work as an aide.
- D. Students who do not fulfill the obligations or responsibilities of the aide position in a responsible, appropriate, and professional manner may be removed from the position and placed in a regularly scheduled classroom at the direction of the cooperating teacher or administration.
- E. Barnesville High School administration reserves the right to approve or disapprove of student aide applications based on previous or current student academic performance, attendance policies, conduct issues, or other reasonable grounds. The position of student aide is a position based on privilege and demonstration of responsibility.

***PASS/NO CREDIT POLICY***

Senior high students may elect to take up to one credit each year on a Pass/No Credit basis.

- A. Students electing this option complete a course in the normal fashion, but grading is based solely on satisfactory completion of the assigned work. Successful completion of the work earns a grade of "pass" (P) which does not affect a student's grade point average. Unsuccessful completion of the course is marked with "no credit" (NC).
- B. The choice of courses taken under the pass/no credit option should be carefully considered by the student. It is generally recommended that core or required courses not be taken on a pass/no credit basis. It is also recommended that courses which may apply to a student's future career or educational path not be taken on a pass/no credit basis.
- C. The deadlines for making a pass/no credit option decision are two weeks after the start of the school year and two weeks into the start of the second semester.
- D. Students may not serve as an aide and register for a course on a pass/no credit basis without administrative approval based on cause.

***POST-SECONDARY ENROLLMENT OPTIONS PROGRAM***

All public school juniors and seniors are eligible to participate in the Post-Secondary Enrollment Options program. The purpose of the program is to provide a broader variety of educational options to high school 11th and 12th grade students. The program enables students to enroll full-time or part-time in a non-sectarian course or program at an eligible Minnesota post-secondary institution.

***SERVICE/LEADERSHIP CREDIT***

Students at Barnesville High School may earn, over the course of the senior high program, up to one academic credit for documented service and/or leadership ex-

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periences. To receive credit, students are required to complete 75 or 150 hours of "certified" leadership/service activities in the community. Credits may be earned any time in grades 7-12, with hours accumulating throughout, but are not awarded until after the first semester of the senior year to count toward graduation. Students are required to establish a leadership/service plan, record and document hours, have the time certified by an appropriate authority, and submit the project to the principal's office.

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***SENIOR PRIVILEGES***

Graduating senior students who maintain an academic record deserving of privileges do not need to attend class during the final three days for seniors. The conditions for the privilege include:

- A. Must be in good academic standing with no "F's" or Incompletes on their final fourth quarter grade check reports and be eligible to graduate.
- B. Be a student without violation of the attendance policies.
- C. Have completed all activities in a class such as computer, welding, art, etc.
- D. The course does not schedule a final test or the instructor agrees to dismiss.
- E. Participation in a "skip day" will result in loss of privileges.**
- F. Senior privileges may be replaced by a class trip.
- G. Any senior who has lost privileges and for whatever reason, illness, suspension, etc will need to make up the days missed before they are allowed to RECEIVE their diploma. They will be able to walk in the ceremony if they have days to make up but will not take possession of their diploma until all time with the school has been made up. This will be arranged through the building principal.
- H. If a student has had privileges removed and they do not show up for school, they will not be allowed to participate in the graduation ceremony.

Administration will notify students if they have lost senior privileges.

***Section 504 Education Statement of Non-Discrimination on the Basis of Disability***

Barnesville Public Schools, ISD #146 will provide a free and appropriate public education to each student with a disability. It is the intent of the District to ensure that students who are disabled with the definition of Section 504 of the Rehabilitation Act of 1973 are identified, assessed, and provided appropriate educational services.

In accord with this statement, a student with a disability is one who (a) has physical or mental impairment that substantially limits one or more major life activity(s), (b) has a record of such impairment, or (c) is regarded as having such impairment. Students may be disabled under Section 504 even though they do not require services consistent or pursuant with the Individuals with Disabilities Education Act (IDEA).

At the direction of the 504 Compliance Officer or building principals each school site will coordinate its efforts to comply with the regulations of Section 504.

**SECTION 504 STUDENT AND PARENTAL RIGHTS**

- Participation of your child in school district programs and activities, including extracurricular programs to the maximum extent appropriate, free from discrimination based upon the

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student's disability and at the same level as students without disabilities.

- Free educational services to the extent they are provided students without disabilities.
- Information about your child and your child's educational programs and activities in a language the parent can understand.
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right periodically request a re-evaluation of your child.
- Inspect and review your child's educational records including the right to copy those records for a reasonable fee. The parent may ask the school district to amend your child's educational records if you feel the information in the records is inaccurate. In the event the school district refuses to amend said records upon request, you have a right to file a student grievance on your child's behalf.

**SECTION 504 Sample Accommodation Plan (abbreviated)**

1. Describe the nature of the concern.
2. Describe the basis for the determination of disability. Identify corresponding documentation.
3. Describe how the disability affects a major life activity or student learning.
4. Present level of performance applicable to this student: academics, behaviorally/emotionally,  
Socially, medical / physical, or other.
5. Describe the reasonable accommodations that will provide commensurate opportunity in any  
related area: environmental/accessibility, instructional, behaviorally/socially, discipline or  
assessments.
6. Names and titles of 504 Accommodations Planning Team Members.
7. Plan Administrator / Coordinator
8. Review / Reassessment Date

Any person with a disability, who qualifies under Section 504 of the Rehabilitation Act, will not be excluded from band or choir at Barnesville Public Schools due to band and choir rooms that are inaccessible to students with certain disabilities. The band and choir classes and activities will relocate to a gymnasium or other first floor / main floor classroom that is accessible to students with disabilities in order to accommodate a qualifying student. The contact information for this related information is Mr. Bryan Strand, HS Principal -Barnesville Public Schools- 354-2228.

***NOTICE OF DISABILITY / NON-DISCRIMINATION POLICY***

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A: Purpose: This policy is to provide a fair employment setting and opportunities for all persons and in doing so comply with state and federal law.

B. Statement: Barnesville Public Schools shall not discriminate against qualified individuals with disabilities because of disabilities in regard to an individuals job application, hiring, advancement, discharge, compensation, training, and / or other terms and conditions of employment.

- District shall not engage in contractual or other type arrangements that subject qualified applicants or employees with disabilities to discrimination.
- District shall not exclude nor deny equal jobs or benefits to qualified individuals because of a known disability.
- District will make reasonable accommodations for a known physical or mental limiting factor of an otherwise qualified individual with a disability who is either an applicant or an employee unless the accommodation would impose a hardship on the operation of the business of the school district.
- Any applicant or current employee wishing to discuss a need for a reasonable accommodation, application of this policy, or matters related to disability discrimination should contact the Superintendent of Schools or the following contacts:

Title IX Coordinator: Mr. Kyle Gylland  
504 Coordinator: Mr. Bryan Strand  
Human Rights: Mr. Scott Loeslie

Barnesville Public Schools  
302 3<sup>rd</sup> St. SE PO Box 189  
Barnesville MN 56514  
218-354-2217 or 218-354-2228

Legal References:

29 U.S.C. 794 et seq. 504 Rehabilitation Act 1973  
42 U.S.C. 126 12112 Americans with Disabilities Act  
MSBA / MASA Policy 521 Student Disability Non-Discrimination

## **GENERAL PROCEDURES/GUIDELINES**

### ***CONDUCT***

Good judgment and common sense provide the guidelines for acceptable behavior at Barnesville High School. This is true for in-school behavior as well as at activities or events which are sponsored as part of the school's program. The be-

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haviors exhibited at any public function reflect not only on the individuals involved but upon our entire school district. Remember, students are the ambassadors of the Barnesville Public Schools.

***GENERAL CLASSROOM GUIDELINES***

There are many areas of policy and conduct in which specific classroom instructors have discretion in order to provide an orderly classroom and educational environment. Students are expected to follow the guidelines developed and communicated by the classroom instructor and other school personnel. Refusal to abide by these classroom requirements may constitute insubordination and be dealt with under the provisions of the school disciplinary policy.

***PASSES TO CLASSROOM AREAS***

Teachers will not grant a pass to have students working on projects such as Industrial Technology, Art, or any other area unless the teacher is there to supervise. All students must have a pass in advance in order to see another teacher. All high school students not in their assigned location are required to have passes signed by the teacher in charge. If an instructor desires to have a student during another teacher's designated class time, the instructor requesting such action should obtain permission from the other teacher before writing the pass.

***PHY. ED. EXCUSES***

Students are not to be excused from participation in physical education classes except by a doctor's excuse, the principal, and/or an administrative assistant.

***RELIGIOUS INSTRUCTION RELEASED TIME***

Regular classes will be conducted during release time periods. In keeping with the State Department regulations, students attending release time are responsible for make-up work. Any student wishing to attend release time must have a signed parent permission slip on file in the principal's office before the student is allowed to attend.

***ANNOUNCEMENTS***

Student announcements will be read at the end of first hour when possible, if not possible at that point they will be read at the beginning or end of a morning hour.

***LOST AND FOUND***

All articles found should be taken to the principal's office. Upon identification, they will be given to the owner. All unclaimed articles will be disposed of after the school year. Students should label all books and personal property with their names.

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**ACCIDENTS**

All accidents must be reported to the principal's office immediately. The school does not carry accident insurance to cover students' injuries. Students who are ill during the day should report to the principal's office.

**TRIPS**

Any student who goes on overnight trips sponsored by Barnesville Public Schools will be covered by the same rules as they would be on school premises. All overnight trips must be approved of by the school board.

**VISITORS TO SCHOOL**

Any persons other than Barnesville High School students, staff, or Board of Education personnel, are regarded as visitors. These individuals must report to the principal's office before going anywhere in the building. An exception would be made on an advance request with the principal's office from guests. A visitor's pass may be issued for properly registered guests of the school. Unless there is a specific reason, simply visiting classes is discouraged. **If a student wishes to bring a guest to school, arrangements must be made with the high school principal at least two days in advance or all requests will be denied.**

**CLOSINGS**

School closing due to storm weather will be announced over television stations WDAY, KVLV, KXJB, KVRP, and area radio stations. We will also use the Honeywell Instant Alert service.

**FIRE DRILLS**

Instruction and procedures for fire drills will be given to students by the teachers in the classrooms.

**TELEPHONE CALLS**

School telephones in the High School are ordinarily for school-authorized purposes only.

- A. Students are generally limited in the use of school phones to emergency purposes.
- B. Students will generally not be called out of class to receive a phone call. School personnel may take a message and deliver the message at the earliest convenience, but students will not be called out of class except in the case of emergency.

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**SCHOOL DRESS CODE**

Although a formal dress code is not a part of the school guidelines, the following standards of appropriate dress are expected.

- A. Articles of clothing, hats, shirts, jackets, etc. that promote drugs, alcohol, tobacco, and/or are obscene, suggestive statements, or indecent words or pictures will not be permitted. Specific examples of clothing which will not be permitted include "Big Johnson," "Co-ed Naked," short shorts, short skirts, skimpy tank tops, tops that expose the midriff, and any other clothing that is not keeping in with community standards.
- B. Any apparel or footwear that would damage school property. No Heeley shoes
- C. Belts must be the appropriate length and secured in belt loops.
- D. Clothing must fit appropriately at the waist.
- E. Any clothing or attire that interferes with or disrupts the normal educational environment is not appropriate for the school setting.
- F. Students are not permitted to wear headgear (caps, bandanas, hoods, etc.) in the building, once they have entered the building, during the normal school hours.
- G. **Tops must have straps that are at least an inch thick, and without the bra strap showing**
- H. **No gloves are to be worn during the school day, nor any article of clothing may cover the hands in a way in which something may be hid. \*\*This includes sweatshirts with a hole cut into it to put the thumb or any other fingers.**
- I. **Any top or article of clothing that is deemed to be inappropriate to the teacher or administration will be asked to cover up or change, any refusal on this will result in immediate action taken by the school.**
- J. **No shoes with wheels are permitted to be used at any time during the school day, after school or at any school activities within the school building. (example: Healy's)**
- K. Skirts must meet the finger tip test with arms at full extension.
- I. Students will be directed to change, remove, or cover the inappropriate clothing and not wear the clothing in the school environment again. Failure to comply may result in appropriate disciplinary action.

**PASSIVE ALCOHOL SENSOR SYSTEM**

Barnesville High School will use the Passive Alcohol Sensor System at any and/or all school related activities.

**MISCELLANEOUS**

- A. Students are not permitted to carry/wear backpacks or duffle bags to class. All bags/backpacks must be left in student lockers.
- B. Cell phones, PDAs, ipods, ipads, mp3 players, personal CD players, two-way radios and games, are not permitted in the classroom. They are not to be visible or to be used during class so they do not become a disruption to the education process.
- C. ISD #146 Policy Number 529 - Staff Notification Of Violent Behavior By Students- is available in the District Office. The purpose of this policy is to address the circumstances in which data should be provided to class-

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room teachers and other school staff members about students with a history of violent behavior in order to serve the student and protect students and staff members.

***Electronic Device Policy***

**Cell Phones, Other Personal Communication Devices, and Music Devices**

The use of cell phones and other electronic devices at school creates a disruption to the learning environment and may jeopardize student safety during potential emergency situations. The use of cell phones and/or other personal communication and music devices during the school day is strictly prohibited. Students who bring these devices to school must turn them off and keep them stored in their locker. The use of cell phones and other electronic devices in locker room facilities and/or bathrooms is strictly prohibited at all times (including before, during, and after school).

Students sending or possessing inappropriate messages and/or pictures during the school day is prohibited. Students videotaping, audio-taping, or taking pictures, without others' permission is prohibited. School authorities reserve the right to review the picture, audio, and video content of any cell phone brought on school property if they violate our school policy of no cell phones in classrooms, bathrooms or locker rooms.

If a violation occurs, staff will bring the electronic device to the office to be recorded and safely stored. Disciplinary action may include: confiscation, conference with administration, detention, parent contact, loss of privilege, and/or suspension.

Cell phones may be used during the noon hour and between classes. A student going to their locker during class to check a cell phone is in direct violation of Barnesville High School policy.

If student will not relinquish cell phone when asked to by administration it will be considered insubordination and the student will be suspended from school for up to 3 days. If subsequent occurrences happen then the penalty may be increased. Each penalty for cell phone infraction is 2 days detention and then cell phone will be returned. If the violation is in regard to a phone being used in bathroom/locker room or a possibility of a teacher being recorded then the student will be suspended until phone is turned over or up to a 10 day period.

\*Note: Consequences may be more severe depending upon the infraction with the electronic device. Any exception to this policy for emergency purposes must have prior approval by the principal or office personnel.

- A. Students may not bring in a cell phone, ipad, ipod or pda for the purpose of taping a class or classroom teacher with the intent to put the teacher or another student on the internet or any other public displays where embarrassment or ridicule is inevitable. Such action will result in immediate suspension or if necessary expulsion. (MASSP RECOMMENDED)

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## **SCHOOL RECORDS AND REPORTS**

### ***PARENT-TEACHER CONFERENCES***

Conferences are held in the high school twice a year. These conferences can be of great value to the student. Parents and students are asked to come to the school during this period. Parents are also invited to visit the school and classrooms at any other times during the school year.

### ***RECORDS***

The school has on file student grades, attendance, and standardized test scores. If students have attended several different schools, these records have all followed the students to this school and are on file here.

- A. Students and/or parents/guardians may see the contents of these records by making an appointment with the principal or counselor. Students are permitted to look at their records in the records office.
- B. Student records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of the student and/or the parent or guardian. Written consent can be given by using a form available in the principal's office requesting that records be released. An exception to this may be made to send records to another public school in which a student has already enrolled after transferring from this school.
- C. All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and the resulting procedures described below apply to the records of all graduates from this school.
- D. Directory information will be released to authorized agencies unless you have registered a written objection with the principal's office. Such information may include the following: name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information.

### ***TRANSFERS/WITHDRAWALS***

Students planning to transfer or withdraw from Barnesville High School should obtain a drop form from the principal's office a few days prior to the transfer or withdrawal. This form needs to be signed by the student's teachers and grades, at the date of transfer/withdrawal, will be recorded. One copy of the form should be returned to the office and one copy retained by the student for the records for the new school

## **FINANCIAL CONCERNS**

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***GENERAL FEES***

Public education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

- A. A project in art, home economics, agriculture or some other course that is in excess of material requirements of the minimum course outline, provided that the student elects to do such a project with the approval of the instructor.
- B. Cost of school equipment, material destroyed, broken, or damaged through carelessness or failure to follow instructions, in the amount necessary, to restore the item involved to service.
- C. Deposit for lab or shop breakage, such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving lab or shop work.
- D. Rental charge on school-owned instruments.
- E. Cost of the school paper, yearbook, graduation announcements or class rings should the student elect to order any of these items.
- F. Admission fees for various activities students should have the option. Students furnish own paper, pencils, pens, notebooks, gym clothes, tennis shoes and other personal equipment.
- G. Driver's Education Fee: Driver's Education is not required as a high school course, but it is provided for a fee through Community Education. Courses are offered at out-of-school times. For further information about the scheduling of these courses, contact the Community Education office. Information will be provided to the students through the regular announcement procedures.

***CLASS DUES AND FEES***

Each class promotes some social activity during their school years. These activities can sometimes make it necessary for the class to collect dues from the members of the class. Often, the class fees are determined by the members of the class themselves, but in no event will exceed \$5.00. The proceeds from these dues are collected and recorded throughout the student's academic career in the Barnesville Schools. Proof of class due payment may be required for admittance to events such as the Junior-Senior Prom.

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**SCHOOL MEAL PRICES:**

	Lunch	Breakfast
Students Single Meal	\$2.40	1.50
Additional Milk	.35	.35
Adult Meal	3.85	2.25

The following procedures will be implemented to control negative family accounts in the Barnesville Public Schools Food Service Accounts:

Family accounts with a student(s) in grades 7-12 will not be allowed to charge food items from the Ala-carte.

Students in grades K-12 with a negative balance will not be allowed to participate in the breakfast program.

Students in grades K-12 with a negative balance will not be allowed to charge a regular noon lunch, but will be provided an alternative.

The District will continue to mail invoices to families with a negative balance.

**Policy 534**

Students have use of a meal account. When any meal account has a negative balance in any amount the elementary and/or high school office will send out an instant alert notification to parents. If a student's account has a negative balance of \$10 or more students will be individually notified by the school office and given a meal account statement or notice that indicates the amount of the negative balance. If a students negative balance reaches \$20 a letter is sent home indicating balance due and methods of how to make payments. Parents mad add money to their children account by mail, sending lunch money designating to which account the funds are to be applied, by personally delivering funds to the office, or by adding money to lunch accounts through PAY schools online.

Negative balances of more than \$35 a student or \$50 per family if not paid prior to a timeframe as determined by administration discretion (quarterly, semester, or end of the year) will be turned over to the superintendent or superintendent's designee for collection.

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**BARNESVILLE HIGH SCHOOL DISCIPLINE PROCESS**

***PHILOSOPHY***

**GOALS OF DISCIPLINE POLICY**

It is the position of the School Board of District #146 that learning can best take place in an environment which is orderly, safe, stimulating and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect between students and school personnel and to encourage self-discipline and responsibility. The goal of discipline is a self-disciplined individual, with mature attitudes and socially-acceptable standards of conduct. Disciplinary policies within the public schools shall be enforced within the general guidelines as set forth below. Discipline, like all aspects in education, is a learning opportunity for the student. Teachers and administrators should have autonomous discretion in handling situations at their level as long as a policy or procedure does not dictate its exact handling.

**EXPECTED ROLES**

- A. **The Role of the Student:** The students are expected to behave in such a way that all teachers can teach and all students can learn. Students must understand that all board appointed educators and staff have authority over them and that it is the students' responsibility to comply with all rules and directives given to them by those in authority. Students are expected to respect the authority of the position. If a student's behavior becomes so disruptive to the educational environment that it infringes upon the teacher's right to teach and the other students' right to learn, then the student should be removed from the class.
- B. **The Role of the Parent:** The parent is the most important person in the discipline process. Educators expect and need parental involvement and support in dealing with student discipline issues. Parents and educators know that disciplining children is a very difficult job and that mistakes can be made. Because parents and educators have the student's best interest at heart, they continue to provide the direction and guidance needed. Parents need to know that teachers and administrators have their children's best interests at heart when disciplinary action becomes necessary. Parental support is necessary to make that disciplinary action effective.
- C. **The Role of the Teacher:** The teacher is in charge of the classroom. The teacher is expected to promote an educationally sound environment. Each teacher has the right to establish classroom behavior expectations and may enforce consequences for noncompliance. Teachers are expected to handle routine disciplinary matters in the classrooms using a variety of classroom management techniques, conferring with students on an individual basis, contacting parents, and/or taking appropriate disciplinary actions. If a student's behavior becomes so disruptive to the educational environment that it infringes upon the teacher's right to teach and the other students' right to learn, then the student should be removed from the class.
- D. **The Role of the Principal:** The principal should support each teacher's established behavior expectations and confirm that the teacher is in charge of the classroom. If a referral is made it is the principal's responsibility to ensure that due process is provided and that all actions

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comply with mandated procedures, board-established policy, as well as state and federal law.

***GENERAL DISCIPLINARY PROCESS***

As tools within the disciplinary process, Barnesville High School will incorporate and may utilize a variety of corrective measures and approaches. The process and corrective measures used should be appropriate, sequential, and progressive. The initial step of the process should include a conference with the student to identify and correct specific disciplinary behavior(s). If the behaviors are not changed, appropriate logical consequences may be utilized in effort to modify the student behaviors. The general progression of corrective actions includes detention, Saturday detention, in-school suspension, out-of-school suspension, and expulsion. For certain behaviors or situations, other logical actions may be utilized. Examples would include cleaning work assigned for vandalism or acts of reckless behavior, work assigned in regard to physical damage or destruction of property, notes of apology or explanation for inappropriate behavior, or other reasonable tasks as assigned by administration. Any corrective actions may be used at one time and administrative officials may utilize professional discretion in handling disciplinary matters. According to Mn. Statute 121A.582 a teacher, principal, school employee or other agent of the district is exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities or operation of the school.

***DISCIPLINARY DEFINITIONS***

- I. **Detention:** Detention time will vary throughout the year. The days and times of detention will be posted in the daily bulletin. Failure to report to assigned detention time may result in a Saturday detention assignment/in school suspension/loss of certain privileges within BHS/loss of noon hour privileges/some case may require out of school suspension. Detentions are cumulative. The student will have three days to schedule the one detention, a double detention will be allowed the next four days to fit the 2 detentions in.
- II. **Saturday Detention:** Saturday detention is served from 8:00 -11:00 a.m. on Saturday mornings. Students are required to attend the entire session. Failure to report to Saturday detention will result in In-School or Out-of-School Suspension.
- III. **Dismissal:** Dismissal means denial of the current educational program to any pupil. Dismissal may be handled within the school facility or out of the school facility. A student is dismissed from regular school attendance for disciplinary reasons for a period of time of one day or less.
- IV. **In-School Suspension:** A student is suspended out of the classroom setting within the confines of the school building under school supervision. Students in ISS will have limited privileges and will complete their school work in a restricted area. Students may be placed in ISS for 1 to 5 days not to exceed 3 concurrent suspensions or 15 days per disciplinary measure. Students who have

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been suspended are ineligible for any and all extra-curricular activities and cannot attend school functions during their suspension.

- V. **Out-of-School Suspension:** A student is suspended out of the school program from 1 to 10 days, not to exceed 3 concurrent suspensions or 15 days per disciplinary measure. Students who have been suspended are ineligible for any and all extra-curricular activities and cannot attend school functions during their suspension or be allowed on any school property.
- VI. **Expulsion:** A student may be expelled from school after having charges presented before the Board of Education following the provisions of the Pupil Fair Dismissal Act of 1974. Expulsion is an action taken by the School Board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond one calendar year. A pupil may be dismissed on any of the following grounds: a. willful violation of any reasonable school board regulation; b. willful conduct that significantly disrupts the rights or others to an education; c. willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

**GENERAL DISCIPLINARY BEHAVIORS**

Measured by the philosophy and guidelines above, acts which may bring about disciplinary action include, but are not limited to the following examples. Although this policy does not cover every possible action, behavior, or standard of conduct, all other disciplinary matters will be dealt with in similar fashion. Any corrective actions may be used at one time and administrative officials may utilize professional discretion in handling disciplinary matters.

Decisions on issues of suspension are the jurisdiction and responsibility of the high school principal.

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**CATEGORY A ISSUES-CLASSROOM**

<u>DESCRIPTION OF BEHAVIOR</u>	<u>CORRECTIVE ACTION- Minimum/Maximum Recommendations</u>
1. INAPPROPRIATE BEHAVIORS	1. Redirection of Behaviors 2. Appropriate/Progressive Classroom Consequences
2. FOOD/DRINK ISSUES	3. Communication with Parents 4. Referral to Office for Excessive Occurrences and Failure to Change Behaviors
3. TARDINESS	
4. OFF-TASK BEHAVIORS	
5. INADEQUATE CLASS PREPARATION	
6. CHEATING	1. Paper Taken, No Credit on Assignment; Parent Notification 2. No Credit on Assignment; Minimum Drop of 10% on the Quarter Grade; Parent Notification 3. Failure of the course for the Quarter; Parent Notification

**CATEGORY B ISSUES-OFFICE REFERRAL**

<u>DESCRIPTION OF BEHAVIOR</u>	<u>CORRECTIVE ACTION- Minimum/Maximum Recommendations</u>
1. DISRUPTIVE BEHAVIOR: Any behavior which disrupts the right of others to an education or the right of the teacher to teach.	
2. VERBAL ABUSE: General use of inappropriate or insulting language ;swearing.	1. Removal from Class 2. Student Conference 3. Detention
3. UNSAFE BEHAVIOR: Conduct which endangers self or others.	4. In-School Suspension 5. Out-of-School Suspension
4. WILLFUL DISOBEDIENCE: Refusal to follow published or defined rules and regulations.	
5. FALSIFICATION OF RECORDS AND NOTES	

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| <p>6. LEAVE SCHOOL GROUNDS:<br/>Leaving without permission during school hours and/or failure to check out of school properly.</p> | <p>1. 2 Hour Detention for each hour gone from school<br/>2. 1 day OSS<br/>3. 3 Days of OSS</p>                            |
| <p>7 TOBACCO/ALCOHOL: Possession or use of tobacco/alcohol or tobacco like products such as e-cigs and vapor cigarettes.</p>       | <p>1. Parental Notification and 3-5 days of OSS<br/>2. Referral to Law Enforcement</p>                                     |
| <p>8. STUDENT ATTIRE: Manner of dress which possesses a danger, is offensive, or creates disorder.</p>                             | <p>1. Detention, Clothing Change<br/>2. In-School Suspension, change attire<br/>3. ISS-2 days<br/>4. Parent Conference</p> |
| <p><b>9. Inappropriate behavior at school assemblies.</b></p>  | <p><b>1. Removal for the remainder of the year at remaining school assemblies.</b></p>                                     |

## **CATEGORY C ISSUES-SUSPENDABLE BEHAVIORS**

DESCRIPTION OF BEHAVIOR

CORRECTIVE ACTION-

Minimum/Maximum Recommendations

- |   |  |
|---|--|
| <p>1. FIGHTING: Fighting is an exchange in which one or both parties have contributed to the situation by verbal or physical action.</p>  | <p>1. Parental Notification, 3 days Out-Of-School suspension.</p>  |
| <p>2. INSUBORDINATION: Acts or actions which convey a disrespect for authority, openly defy rules, directly contradict expected actions or procedures, and/or use of inappropriate language directed at a staff member.</p> | <p>1. Student Conference, Parental Notification, Dismissal or In-School Suspension<br/>2. Out-Of-School Suspension</p>                       |
| <p>3. WILLFUL DAMAGE OF SCHOOL PROPERTY</p>   | <p>1. Parental Notification, Restitution or Repair of Damage, Dismissal or Suspension. Depending on severity</p>                             |
| <p>4. HARASSMENT: (Inclusive of Sexual, Religious and Racial Harassment) Acts That injure, degrade, or disgrace others.</p>   | <p>1. Student Conference-Referral to Human Rights Officer; Notification Of Parents<br/>2. Action According to District Harassment Policy</p> |
| <p>5. SKIPPED/MISSED DETENTION: Any absence from assigned detention which is not authorized or approved.</p>  | <p>1. Detention Doubles<br/>2. Assigned Saturday Detention<br/>3. Dismissal or Suspension</p>  |

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**CATEGORY D ISSUES-LEGAL ISSUES**

DESCRIPTION OF BEHAVIOR

CORRECTIVE ACTION-

Minimum/Maximum Recommendations

1. ASSAULT: Assault is committing an act with intent to cause bodily or psychological harm.

1. Notify Legal Authorities and Parents with Suspension from School  
2. Referral to School Board for Expulsion

2. FIRES-FALSE FIRE ALARMS: Setting of fires or pulling alarms. May also include interference in the orderly conduct of school fire drills.

3. THEFT: Stealing things belonging to others or the school.

4. TRESPASSING: Individuals sent out of school who return without proper clearance.

5. WEAPONS VIOLATION: Possession or use of any dangerous weapon.

**Does include replica weapons.**

6. DRUGS: Possession, use or sale

1. 5 Days OSS, Referral to Law Enforcement  
2. Referral to School Board for expulsion

7. TERRORISTIC THREAT: Bomb threat to Law Enforcement

1. Suspension to expulsion, referral

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***HIGH SCHOOL DETENTION PROCEDURE***

***PURPOSE***

The detention policy has been drafted to clarify issues governing the policy of detention assignment and the actual service of detention. Detention, much as the entire discipline policy in general, is not intended to serve as a form of punishment but rather as a mechanism to encourage the exercise of good judgment and common sense on the part of students in future learning situations.

***LOGISTICS***

All students assigned to detention are governed by the following logistical concerns.

- A. Detention will be held Monday/Tuesday/Wednesday/Thursday afternoons from 3:22 until 4:12. Detention will also be conducted on Friday mornings from 7:30 until 8:20. Students will not be permitted to leave detention prior to the scheduled time. Students may be detained in detention for a period not to exceed 10 additional minutes for inappropriate behavior during the detention period.
- B. Parents/Guardians will be responsible for transportation home for those students who do not live within walking distance of the school. Parents/Guardians will be notified of the assignment of detention and the reason(s) for the assignment. Students may be allowed to serve detention the day it is assigned if the student so chooses. Detention, for all other situations, will be served on the following school day (to allow for transportation accommodations).
- C. Failure to report for detention as directed will result in assignment of Saturday detention or two additional detention periods (for a total of three detention periods) at the discretion of the high school administration.
- D. Students who report late to detention will not receive credit for that particular day and will be counted as unexcused. Additional detention will be assigned as outlined previously.
- E. Inappropriate behaviors will not be tolerated during the detention assignment. Students are not permitted to talk, sleep, eat, drink, wear caps, or leave the detention area during the assigned period. Inappropriate behaviors may result in extended detention time or denial of credit for the detention period served. Denial of credit will result in an unexcused absence with additional consequences assigned.
- F. Students are required to bring bonafide classroom work to the detention area. Students who fail to bring work may be assigned additional consequences.
- G. A one-detention-day postponement may be considered upon parental request and based on justifiable reasons. Medical/dental appointments or other pre-planned situations may be considered justifiable. Student work schedules are generally not considered justifiable excuses given the one-day delay in detention service and transportation accommodations outlined above.
- H. Students scheduled for detention will not be permitted to forego the scheduled detention for the purpose of participating in any extra-curricular or other school-sponsored activity scheduled the same time and date as detention. Students who do not attend a scheduled detention will be barred from further practice or participation in any extra-curricular/school-sponsored activity until the original detention, plus the additional assignment, has been served.

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### **TRANSPORTATION DISCIPLINE POLICY**

#### **PHILOSOPHY**

The school district recognizes that students are expected to follow general standards of behavior on the buses which would be comparable to the expectations held in the school buildings. The general school behavior guidelines and expectations, as appropriate to the bus setting, are supported on the school district's transportation system. The bus driver is recognized as the authority directly responsible for student discipline on the bus route or while students are loading or unloading at the bus stops.

- A. The Barnesville Public Schools offer transportation to students of the district in an effort to assist with the educational process and facilitate orderly movement of students to and from the educational settings. The transportation of students is offered as a service to the residents of the school district.
- B. The provision of school transportation by the district does not endorse the transportation of students as a right held by the student. Transportation of students is a privilege and service offered by the district which may be revoked for appropriate and legitimate reasons.
- C. Because transportation of students is a privilege, rather than a right, it is the responsibility of the parents and/or guardians of the students transported to endorse, support, encourage, and uphold the general provisions for student safety and discipline as outlined in the district transportation policy.
- D. Bus safety information and training will be conducted during the first three weeks of the school year.

#### **GENERAL TRANSPORTATION GUIDELINES**

- A. Bus Schedules will be filed in the Office of the Superintendent and Principal prior to the beginning date of school. It will be the duty of the bus manager to establish bus routes and notify parents and guardians of the locations and time of the bus stops. Students not at the prescribed bus stops at the scheduled time will be left behind.
- B. The bus driver will be in control of student discipline on the bus route or while students are loading or unloading at the bus stops.
- C. Students will not be allowed to stand up and/or change seats while the bus is in motion. Students must remain in seats at all times while the bus is in motion.
- D. Management of food and beverage issues on the school transportation is the responsibility of the bus manager. The guidelines developed by the bus manager will be endorsed and enforced by the school district officials.

#### **EXPECTATIONS AND ROLES IN TRANSPORTATION**

- A. **Role of the Student:** Students must understand that all board appointed educators, including the bus driver, have authority over them and that it is the students' responsibility to comply with all rules and directives given to them by those in authority. Students are expected to respect the authority of the position.
- B. **Role of the Parent:** The parent is the most important person in the discipline process. Educational support staff expect and need parental involvement and support in dealing with student discipline problems. Parental support is necessary to make disciplinary action effective.

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- C. **Role of the Bus Driver:** The driver is in charge of the bus. The driver is expected to practice appropriate behavior management techniques which will encourage positive student behavioral expectations. The bus driver has the right to establish his or her own bus behavioral expectations and may want to enforce logical consequences for noncompliance.
- D. **Role of School Administrators:** The administration should support the established behavioral expectations and confirm that the bus driver is in charge of the bus. Administrators will support disciplinary action while ensuring that due process is provided and that all actions comply with mandated procedures, board-established policy, state law, and federal law.

***DISCIPLINARY ISSUES***

Students are expected to exhibit behavior on buses which reflects good judgment and common sense. Appropriate behavior promotes respect for self and others. Inappropriate behavior is that which displays a lack of good judgment and common sense.

**Category I Offenses:**

These types of behavior are typically classified as disruptive behaviors which may interfere with the safe and efficient operation of the bus. Examples of this category of behaviors include, but are not limited to, unsafe behavior, interference or obstruction, swearing, willful disobedience, disruptive behavior, loud noises, insulting or abusive language, tardiness, etc. Students will not be allowed to stand up and/or change seats while the bus is in motion.

- 1) Bus drivers are expected to record instances of and give a verbal warning to students in regard to this behavior. Drivers are expected to utilize logical consequences for instances of behavior including assigning specific seats for students on the bus.
- 2) Upon the third, and each ensuing, incident of this behavior during the school year, the bus driver will file a report with school administration for further disciplinary action.
- 3) Appropriate, and increasing, consequences will be assigned by school administrators for each referral from bus drivers including assigned bus seats, removal of riding privileges as outlined below, detention, in-school suspension, or out-of-school suspension.

**Category II Offenses**

These types of behavior are classified as gross disruptive behaviors which create an oppressive, hostile, or dangerous environment. Examples of this category of behaviors include, but are not limited to, assault, fighting, harassment, theft, willful damage to property, defiance of authority, etc.

- 1) Incidents of Category II Offenses will be referred to the bus manager and school administrators immediately upon the return of the bus to the garage.
- 2) Category II Offenses may result in suspension from bus transportation according to the following schedule (although any and all actions may be taken at a given time if deemed appropriate):
  - suspension from transportation for one day,
  - suspension from transportation for one week,
  - suspension from transportation until the next regularly scheduled board meeting at which time it will be recommended that the student be removed for the remainder of the year
- 3) Category II Offenses may result in concurrent consequences within the school building as well, should it be deemed appropriate by administrators.

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- 4) Incidents of Category II offenses may be referred by school and transportation authorities to law enforcement officials when necessary.
- 5) Incidents of Category II Offenses will be recorded and records maintained for a period of a single school year. Increased levels of consequence will be enforced for incidents during the current school year only.

Students will not be rejected from the bus while the bus is on the route.

The driver may assign students to specific seats on the bus and take other corrective actions as appropriate to deal with student discipline.

## **COORDINATING SCHEDULING OF EXTRA-CURRICULAR EVENTS**

### ***PHILOSOPHY***

The philosophy of Barnesville High School is that all extra-curricular events play an important role in the lives of Barnesville students and their families. The purpose of this policy is to avoid bringing pressure to an individual student as a result of conflicts between activities which may arise. The regulations are designed to provide an equitable basis concerning the scheduling of events for Barnesville students and a step-by-step procedure to solve problems if conflicts in dates/events do arise.

### ***Grade Checks for Eligibility***

All students that plan to participate in Category I or Category II school activities must follow the eligibility policy as approved by the Barnesville Board of Education. This policy states, that grades are checked at the high school at the 3-week mark of the quarter and then again for eligibility at the 4-week mark of that quarter. Grades are then checked again at the 6-week point in the quarter and one week later during week 7 to determine student eligibility. If a student is currently enrolled as a PSEO student, On-Line College at high school or at home or is a Home-Schooled student and participates in activities at Barnesville High School then these students with special enrollment status must also follow the grading, grade-check, and eligibility policy as noted. Students that fit into these special and aforementioned enrollment categories will submit their grades printed from on-line or from an official website and then present the grades to the building principal at the both the 3-week and 6-week intervals in each quarter and once again at the end of the quarter. Should any of the students enrolled in the aforementioned categories present grades to the principal that are failing in weeks 3 or 6 then, they must re-submit grades during weeks 4 and 7 to verify and confirm eligibility as a student in good-standing and able to participate in Category I and Category II activities.

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***SCHEDULING OF EVENTS:***

- A. The activities director will schedule events in the spring of the year as completely as possible for the ensuing school year.
- B. Events scheduled after that date will have to clear the master schedule which is to be kept in the office. OFFICIAL DISTRICT, REGION, and STATE ADDITIONS or corrections should take precedence over non-conference and locally scheduled events.
- C. The activities director is to receive in writing proposed dates for events that are scheduled after the initial schedule is drawn up.
- D. The original schedule will take priority over all late-scheduled events. Therefore, if an event is scheduled after the spring closing date, it should be known that the student members of the organization which originally scheduled the date are responsible to that organization for those dates.
- E. When it becomes necessary to reschedule a sport or music event which has been post-poned due to weather conditions, the coach or director must check the existing school calendar before rescheduling the event. If there is possible conflict, the change must be approved by the athletic director and music department chairman.

***PROCEDURES FOR CONFLICTS IN THE SCHEDULE:***

- A. Where conflicts seem to be unavoidable, the following regulations will prevail. Every attempt should be made to ensure that the student need not be asked to make a choice and that the student not be penalized due to the outcome.
  - 1. All performances (games, meets, events, contests) will take priority over a practice or rehearsal. A concert will take priority over a JV or B-squad game or meet.
    - A. JV or B-squad game or meet will take priority over a practice or rehearsal.
    - B. When a conflict appears, the following procedures should be followed:
      - (i). Notify the activities director as to possible conflict.
      - (ii). The activities director and coaches concerned will meet to see if the adopted rules can handle the alleged problem.
      - (iii) If the adopted rules do not apply to when an agreement on the interpretation cannot be reached, then the activities director will call a meeting with the two coaches and/or directors to resolve the conflict. The principal will be called in as a fifth party only if needed.

***SCHEDULING EXTENDED TOURS OR TRIPS***

It is the responsibility of the coach or director to schedule these events as early as possible. It appears as though the 2 to 2 1/2 weeks following completion of the winter tournaments are normally a period of time where the sports activities are not into their spring schedule of games or meets. If tours can be scheduled for that time of year, this would perhaps eliminate many problems. Knowing that this will not always be possible, the following regulations shall apply:

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- A. It is the responsibility of the coach or director to look for open dates in the schedule. If open dates do exist or the activity director can find an area in the schedule where it least affects the total school program, the tour/trip may be scheduled in that time period.
- B. Problems or conflicts must be identified early. The coach or director must search out potential problems before the sports season begins. Those students with potential conflicts, should meet with the coach and activities director at that time to discuss the problem. The student will need to make a decision at that time (before the season begins) as to whether they will accompany the group on the trip or remain home for the sports event.
- C. It is the responsibility of the coach and director to clear the extended trip with the activities director, and building principal. They, as a committee of three, shall determine priorities if need be after examining the existing schedule.
- D. It will be the duty of the activities director, to see that the entire faculty is notified well in advance as to the dates of the approved trip and to provide a list of students involved.
- E. Students are not to be penalized, demoted, or degraded in any way due to missing practice, rehearsals, or scheduled events once the extended trip has been approved.
- F. If a student chooses to drop a major activity entirely, because of a conflict but after the start of a season, that student shall not be allowed to take part in that particular event.

**BARNESVILLE HIGH SCHOOL DANCE POLICY**

- 1. ALL dances are to be CHEMICAL FREE and should be advertised as such.
- 2. Dances conducted by the school will designate the particular grade levels to be invited. It is recommended that Junior High School dances be designated for 7th, 8th and 9th graders only, while Senior High School dances be open to students in the 9th, 10th, 11th and 12th grades. Departures from these grade levels may be granted but the reason for the departure must be addressed in writing with the dance application forms.
- 3. Barnesville students and their guests are allowed into class parties or dances. All guests must follow BHS dance rules or will be asked to leave. All guests of BHS students must be registered in the Principal's Office. If the dance is scheduled for a Saturday evening, guests must be registered by the deadline given by the high school office.
- 4. Doors will be locked one hour after the start of a Senior HS dance and 30 minutes after the start of a Junior HS dance. No one is permitted to enter after that time. Exceptions to the late entry provision must be made by prior arrangement with the faculty advisor.
- 5. Once a person arrives he/she may not leave and re-enter for any reason.
- 6. Recommended times for all school-sponsored dances (with the exceptions of the Junior-Senior Prom and Homecoming) will be from 8:00 PM-12:00 PM for Senior High dances and from 7:00 PM-11:00 PM for Junior High dances. Departures from these times may be granted but the reason for the departure must be addressed in writing with the dance application forms. The organizations sponsoring the Junior-Senior Prom or Homecoming dances are to work out appropriate timeframes with administrative approval.

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7. Because of the nature of the event, 9th grade students will not be permitted to attend Prom. 10<sup>th</sup> grade students may attend the Junior-Senior Prom only as a guest of a junior or senior. Any other guests may not be over the age of 20. (For Prom or any dance.)
8. Students suspected of any chemical (alcohol and/or drug) usage will be detained by the faculty advisor, acting as the designated administrator, until a parent/guardian and/or the authorities arrive. Any student so detained will be considered suspended from school until the student is readmitted to school by means of a parent/guardian conference. Parent/guardian should call the school on the first school day after the incident and request a conference with the principal for re-admission. Any student who fails to cooperate with the faculty advisor by refusing to be detained until the parent/guardian and/or authorities arrive will be suspended for a minimum of three days and a maximum of five. Legal authorities will be called immediately when a student refuses to be detained.
9. The faculty advisor will make prior arrangements with the Barnesville Police to insure that the law enforcement officials will make periodic stops at the event.
10. Any unusual clean-up required (decorations, concessions, etc.) will be the responsibility of the group and the advisor.
11. The sponsoring group must do the following at least one week in advance of the event:
  - a. The faculty advisor must meet with or have an understanding with the principal of the responsibilities as the designated administrator.
  - b. Receive permission to hold the dance from the principal's office and reserve the facilities in the superintendent's office. A facility reservation form must be completed as well as the request form.
  - c. Arrange for at least 1 teacher (in addition to the advisor) to help chaperone.
  - d. Arrange for 2 parent/guardian chaperones (attempt to have 1 male and 1 female to provide for adequate restroom monitoring).
  - e. Return all forms for the event at least 3 days in advance.

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**BARNESVILLE PUBLIC SCHOOL DISTRICT-WIDE POLICIES**

***DRUG FREE/WEAPON FREE POLICY***

November, 1994

Effective August 1, 1991, a Weapon Free provision was added to Minnesota Statute 152.021-152.023 and 609.66 which address Drug Free Zones in schools, parks, and public housing zones. It shall be the policy of Independent School District No. 146, Barnesville Public School, to subscribe to Minnesota State law regarding its Drug Free/Weapon Free Policy. This law has provisions that address persons caught possessing, using, or selling drugs or anyone caught possessing, using or recklessly handling a dangerous weapon, may be subject to increased penalties. The Drug Free/Weapon Free Zone is defined as being within the confines of and distances within one city block or 300 feet of any Minnesota school, park, public housing project, or school bus carrying students. Drugs are defined as any illegal substances as identified by law. Weapons are defined as any firearm or dangerous weapon that can be used to inflict a wound and/or harm to another person or to inflict damage to property. Juveniles who are convicted of violating the Drug Free/Weapon Free Zone and who are at least fourteen years old can be treated as an adult and sentenced in an adult court. Students who violate the above may be immediately suspended out of school, may be referred to law enforcement officials, and may be submitted to the school board for expulsion.

Students who bring firearms to school or school property are required to be expelled from school for a period of not less than one year under the Gun-Free Schools Act of March 31, 1994. The local education agency's chief administrative officer may modify the expulsion requirement on a case-by-case basis.

It will also be illegal to bring replica weapons onto campus. This would include anything that would resemble a weapon from a squirt gun made to look like a real gun, a rubber knife, etc. Failing to follow these rules will result in action taken by administration, could face detention, suspension or expulsion depending on severity of the offense.

***HEAD LICE***

If school personnel suspect a child of head lice, the child's head will be checked by school staff or the Public Health Nurse. If head lice are found, the child's parents will be notified and the child will be sent home. Other children in the classroom will be checked at the discretion of the classroom teacher.

When a case of head lice is found, a notice will be sent home to the parents of the students in that specific grade, encouraging them to check for lice in their children's hair. More information can be found at the Minnesota Department of Health's website:

<http://www.health.state.mn.us/divs/idepc/diseases/headlice/factsheet.html>

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**MEDICATION ADMINISTRATION POLICY**

(Adopted Spring, 1999)

**I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency medication to students.

**II. GENERAL STATEMENT OF POLICY**

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

**III. REQUIREMENTS**

- A. No prescriptions medication or medicine that may be purchased without a prescription will be administered during the school day by designated school personnel unless prescribed by a licensed prescriber and an authorization is signed by the student's parent/guardian.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in a container appropriately labeled for the student by the pharmacy.
- D. Nonprescription medications must come in the original container. This must be accompanied with a licensed prescriber's written order and signature when being administered by the school district.
- E. Prescription medications are not to be carried by the student unless there is a written agreement between the school district and the parent. Medications will be left with the appropriate school district personnel, except as noted in a written agreement between the school district and the parent or as specified in an IEP (individual education plan) or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student over 18 in writing of any change in the student's medication or if the medication is no longer required. A new container label with new pharmacy instructions shall be required within two days of the change.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization (if appropriately contracted by the school district under Minn. Stat. § 123.35, subd.17(2) or (3)). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by

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the school board, such guidelines and procedures shall be an addendum to this policy.

- J. Not covered by this policy:
1. Special health treatments such as catheterizing, tracheotomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine.
  2. Emergency medical procedures, including emergency administration of drugs and medicine are not subject to this policy.
  3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
  4. This policy does not apply to drugs or medicines used at school in connection with services for which a minor may give effective consent.
  5. The provisions of this policy do not apply to medications:
    - a) That are used off school grounds;
    - b) That are used in connection with athletics or extracurricular activities; or
    - c) That are used in connection with activities that occur before or after the regular school day.
- K. "Parent" for students over 18 is the student.

**IV. ASTHMA INHALERS**

Minnesota state statute 121A.22, subdivision 2 states that prescriptive asthma or reactive airway disease medications may be self-administered by a pupil with an asthma inhaler if the district has received a written authorization from the pupil's parent permitting the pupil to self-administer the medication and the inhaler is properly labeled for that student. The nursing services provider must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's health record a plan to implement safe possession and use of the the asthma inhaler.

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**BOARD OF EDUCATION DISTRICT #146 POLICY ON RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE**

**Contact**

Title IX officer and human rights person is Kyle Gylland 354-2228 ext 311 or [kgylland@barnesville.k12.mn.us](mailto:kgylland@barnesville.k12.mn.us)

**GENERAL STATEMENT OF POLICY**

It is the policy of Independent School District No. 146 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED**

**Sexual Harassment**

Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of sexual nature when:

- (i) Submission to that conduct or communications made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- (ii) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- (iii) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- (a) Unwelcome verbal harassment or abuse;

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- (b) Unwelcome pressure for sexual activity;
- (c) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- (IV) Unwelcome sexual behavior or works, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- (v) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - (vi) Unwelcome behavior or works directed at an individual because of gender.

**Racial Harassment**

Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- (i) Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
- (ii) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) Other wise adversely affects an individual's employment or academic opportunities.

**Religious Harassment**

Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- (i) Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performances; or
- (iii) Otherwise adversely affects an individual's employment or academic opportunities.

**Sexual Violence**

Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the intentional touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breasts, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- (i) Any intentional touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- (ii) Coercing, forcing or attempting to coerce or force the intentional touching of anyone's intimate parts;
- (iii) Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- (IV) Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

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**Racial Violence**

Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to race.

**Religious Violence**

Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

**Assault**

Definition: Assault is:

- (i) An act done with intent to cause fear in another of immediate bodily harm or death;
- (ii) The intentional infliction of or attempt to inflict bodily harm upon another; or
- (iii) The threat to do bodily harm to another with present ability to carry out the threat.

***REPORTING PROCEDURES***

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

- A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

- B. In the District. The School Board hereby designates Kyle Gylland as the School District Human Rights Officer to receive reports or com-

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plaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the superintendent.

The school district shall conspicuously post the name of the Human Rights Officer including mailing address and telephone number.

- C. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades, or work assignments.
- D. Use of formal reporting forms is not mandatory.
- E. The school district will respect the privacy of the complainant, the individual (s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

***INVESTIGATION***

By authority of the school district, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation may be conducted by school district officials or by a third party designated by the school district. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

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

In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the superintendent upon completion of an investigation. If the complaint involves the superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual or whether they appear to be violations of this policy.

***SCHOOL DISTRICT ACTION***

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

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plainant by the school district in accordance with state and federal law regarding data or records privacy.

***REPRISAL***

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

***STUDENT GRIEVANCE PROCEDURE***

Student Grievance Procedure & Information Provided for Students and Parents of Barnesville Public Schools, District #146.

Non-Discrimination

Title VII and Title IV, Civil Rights Act of 1964 and Age Discrimination in Employment Act of 1967

Title IX of the Education Amendments of 1972

Section 503 and 504 of the Rehabilitation Act of 1973

Section 402 of the Vietnam Veterans Readjustment Act of 1974

Title 11 of the American with Disability Act of 1990 ADA section 35.130

The Board of Education as required by law under the names, titles, and sections above assures that no person shall on the basis of race, color, age, religion, sex, handicap, or national origin, be excluded from participation in, denied benefits of, or otherwise be subjected to any degree discrimination in activities and programs und the control of the Board of Education. The Board of Education appoints the Superintendent as its Equal Opportunity Officer for the titles and sections listed above. The Superintendent is responsible that a program is in place for the school district to establish necessary procedures for effective, uniform, unbiased, and judicious enforcement of equal opportunity standards. The Superintendent or designee shall make available to all participants and other interested persons information regarding the provisions of the above named titles and sections and their application to the school district.

***STUDENT PROCEDURE***

1. Definition: A "grievance" shall mean a complaint which has been filed by a student or by a student's parent on the student's behalf dealing specifically with various civil rights and nondiscrimination laws listed in the above statements. This specific grievance procedure does not apply to other situations for which other appeals and adjudication procedures are provided by State laws or in which the School Board does not have the authority in which to legally act. Normal lines of communication, though a normal chain of command such student to teacher- to counselor- to administrator, etc shall be used, when feasible in

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seeking answers and / or clarification regarding student concern. This should be attempted before the grievance procedure is initiated. First discussions with building principals do not necessarily require the complaint to be presented in writing as an initial step.

2. Purpose: The student grievance procedure has as its most salient purpose to identify at the earliest level possible equitable solutions to a complaint or a claim. If the complaint is justifiable all proceedings shall be kept to the strictest levels of confidentiality at each phase of this grievance procedure.

3. Timeframe: The number of days as indicated in the procedures outlined shall be regarded as the maximum and every effort should be made by all parties to accelerate the process. Time limits, if applicable, can be extended if agreed upon mutually by the complainant and district administration.

4. Level One: Students with a complaint shall present it first to their respective building principal- high school or elementary. At this juncture the District Equal Opportunity Officer is to be notified. If the concern / complaint can not be resolved at this meeting, the student may then present a formal claim in writing. This documentation should include all supporting statements and any other evidence and present this information to the his / her building principal. Upon receipt of this information, the school district will have 5 days to state its decision regarding the complaint. The district's decision shall be in writing that includes supporting reasons related to the final decision.

5. Level Two: If the complainant determines it necessary to carry this complaint forward and beyond the Level One procedures, he/she may within ten school days submit his / her complaint to the Superintendent. The Superintendent of Schools shall evaluate the evidence and produce his / her own decision within ten days of receiving the complaint.

6. Level Three: If the complainant still maintains a concern he / she may submit in writing within ten days of the Superintendent's decision the complaint with the School Board and upon receiving the complaint it shall be placed on the next school board agenda for consideration. A final determination shall be made thirty calendar days after the conclusion of this school board meeting.

7. Withdrawal: Without prejudice or record a complaint may be withdrawn at any level of the grievance procedure.

8. Hearings/ Decisions: At each level in the process the complainant shall be given full and complete opportunity to be heard and present information. Decisions reached in Levels 2, 3, and 4 shall be in writing with the lone exception to this requirement being that of Level 1 resolution.

9. Recrimination / Reprisals: None shall be taken by or against any party of interest in the grievance procedure by reasons associated with participating in this process.

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10. Record Keeping: All proceedings external to that of the School Board will be destroyed. Should any complainant wish to have his / her own complaint added to or placed in their file/school records they may do so by requesting this action in writing.

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***Band/Choir Accessibility***

Any person with a disability, who qualifies under Section 504 of the Rehabilitation Act, will not be excluded from band or choir at Barnesville Public School due to band and choir rooms that are inaccessible to persons with disabilities. The band and choir classes and activities will be relocated to the gymnasium that is accessible on the main floor of the school building in order to accommodate a qualifying student with a disability. The contact information for the person to make these arrangements is as follows:

Name:  
Title:  
Address:  
Phone Number:

Please send in or bring in the information and explain what the issue would be and we will do everything in our power to make sure the student has the same rights which any other student would have. We can move either band or choir to the New Gym or the Old Gym depending on availability, or if neither is available use the library for either or both of these groups.

***RIGHTS TO ALTERNATIVE COMPLAINT PROCEDURES***

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

***HARASSMENT OR VIOLENCE AS ABUSE***

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

***Bullying Policy 514***

Adopted: \_\_\_\_\_ *MSBA/MASA Model Policy 514*

**Orig. 2003**

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

*Rev. 2014*

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**514 BULLYING PROHIBITION POLICY**

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially in-

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terferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

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

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

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

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

**III. DEFINITIONS**

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

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

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based on any particular characteristic defined in this paragraph or the MHRA.

- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
  
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
  
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
  
- H. "Student" means a student enrolled in a public school or a charter school.

**IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may

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not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
  
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reason-

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able efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

**V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

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- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

**VI. RETALIATION OR REPRISAL**

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

**VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
  
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct.

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Such professional development includes, but is not limited to, the following:

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

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

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

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and

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federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

**VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

**IX. POLICY REVIEW**

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

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shall be made in consultation with students, parents, and community organizations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 124D.10 (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

***MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)***

***DISSEMINATION OF POLICY AND TRAINING***

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall appear in student handbook.
- C. The school district will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

**EXCHANGE STUDENT POLICY**

November, 1995

- 1. A specific acceptance policy limiting the number of exchange programs with which the district will engage is adopted. Because of its previous record of success and interaction with the AFS, World Learning, Inc., and AYUSA, the Barnesville School District recognizes these three programs as endorsed international student exchange organization. For other exchange programs, the following guidelines must be satisfied to qualify as an endorsed student exchange organization:
  - A. The organization must have a local/area coordinator with whom the students may interact on a regular and/or immediate basis;
  - B. The organization must contact the high school office and receive approval of placement before contracting with the host family;
  - C. The organization must demonstrate a commitment to provide a pattern or program of diversity in its selection and placement of exchange students into cooperating communities;
  - D. The organization must demonstrate a commitment, through its practices and policies, to follow legal and other generally accepted guidelines in placement of international exchange students

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- E. The organization must have the endorsement of the appropriate Minnesota state agency or department.
2. High School administration will approve placement agreements under the following conditions:
  - A. As a general guideline, but not a specific limitation, the administration will consider the recommendation that the number of individual exchange students accepted be kept at approximately 1% of the student body;
  - B. The acceptance of exchange students will reflect a culturally diverse population and will attempt to encourage placement of students from a variety of cultural backgrounds;
  - C. Contact with the district through the high school office must occur before placement with a host family occurs.
3. AFS, because of staff sponsor and organization within the school, would reserve priority student placement through August 1st of each academic year. After August 1st, students would be placed on "first-come" formal contact basis.
4. Foreign Exchange Students will receive an Honorary Diploma from Barnesville High School.

**BARNESVILLE HIGH SCHOOL ALCOHOL AND DRUG USE POLICIES AND TOBACCO.**

***PHILOSOPHY AND PURPOSE***

The Barnesville Public Schools recognize that illegal chemical use is not only wrong and harmful; it is a serious problem which adversely affects the educational process. We recognize that responsible leadership is a critical component of an appropriate and effective response to this problem. The district is, therefore, committed to the development and implementation of programs and policies which contribute to the well being of students and adults through prevention, intervention, aftercare and staff development. The major components of our approach to chemical abuse are defined as:

**Prevention** - An education process that promotes the development of healthy self attitude and provides students with information and interactions needed to make responsible decisions regarding chemical use.

**Intervention** - An established process in which caring persons confront an individual with data regarding his/her chemically-related behaviors in an effort to help that individual seek appropriate corrective measures.

**Aftercare** - An organized support system for recovering chemically dependent individuals.

**Staff Development** - A process through which employees acquire the knowledge and skills required to constructively respond to the problems of chemical abuse.

**MOOD-ALTERING CHEMICALS/TOBACCO**

**A. Reference Bylaw 205**

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled sub-

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stance or drug paraphernalia, (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product, (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

***Prevention:***

- A. Use of health series adopted by the district and supplemented with prevention materials and designed staff members.
- B. Provide "concerned persons" and drug information groups at the junior high and senior high levels.
- C. Provide educational prevention programming for junior and senior high students.

***Intervention:***

- A. Referral of student using or possessing alcohol or illicit drugs outside of school hours: First Offense
  - 1. Student is referred to Student Assistance Coordinator for consultation.
    - a. If student is not in activities, six drug information sessions are recommended, but not required.
    - b. Students in extra-curricular activities will be required to participate fully (and complete) six drug information sessions to fully restore eligibility to the activities. If the time required to complete the sessions extends beyond the normal MSHSL violation penalty period, the student may return to activity pending continued attendance at the information sessions. Violation of the attendance provision would result in denial of participation privileges.
  - 2. MSHSL penalties for violation are assigned, if applicable.
- B. Referral of student using or possessing alcohol or illicit drugs outside of school hours: Second and Subsequent Offenses
  - 1. Student is referred to Student Assistance Coordinator for consultation.
    - a. If student is not in activities, six drug information sessions are strongly recommended.
    - b. Students in extra-curricular activities will be required to participate fully (and complete) six drug information sessions to fully restore eligibility to the activities. If the time required to complete the sessions extends

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beyond the normal MSHSL violation penalty period, the student may return to activity pending continued attendance at the information sessions. Violation of the attendance provision would result in denial of participation privileges.

2. MSHSL penalties for violation are assigned, if applicable.
  3. Parental contact is made to determine need or means of evaluating situation along with explanation regarding the drug information sessions and opportunities for school personnel to assist with the issue. External assistance resources may be recommended.
- C. Students using or in possession of alcohol/illicit drugs in the school setting or at school related events: First Offense
1. Administrator calls parent and police as deemed necessary.
  2. Student is given minimum 3 days of out-of-school suspension: Student must attend six drug information group sessions or two days of in-school suspension. If the student misses any drug information group sessions a day of in-school suspension goes into effect.
  3. Student is immediately suspended - from the day of the offense - from all extra curricular activities according to MSHSL and Barnesville High School rules.
  4. Administrator or Chemical Counselor makes contacts with parent/guardian and student.
    - a. Staff member checks to see if parent or student has any questions regarding the circumstances which led to the action taken.
    - b. Staff member clarifies consequences of repeated offense
    - c. Staff member reviews school resources available to student and family.
- D. Students using or in possession of alcohol/illicit drugs in the school setting or at school related events: Repeated Offense (within the same academic year).
1. Administrator calls parents and police as deemed necessary.
  2. Parent/Guardian - Student is given a minimum of 5 days of Out-Of-School Suspension and the student must attend six drug information group sessions and complete an evaluation with a chemical abuse counselor as deemed appropriate by school resource people or 5 days Out-Of-School Suspension.
  3. Appropriate staff member conducts re-entry conferences as described above.
- E. Student under Influence
1. Individual reports student suspected of being under the influence to an administrator immediately.
  2. Administrator follows the procedures for the student in possession except that the police are called if parent/guardian cannot be reached or if the student is disorderly. When parent/guardian is reached, the parent/guardian is given a choice: do they wish to come and get the student, or, do they want the police to take the student to the police station?  
All procedures for minor possession are then followed - see preceding section, "Students in Possession of Alcohol/Illicit Drugs".
- F. Reasonable Suspicion that Student Is Under the Influence
1. Individual reports the problem to an administrator immediately.
  2. Administrator and reporting staff member visit with student and counselor (if possible) as soon as possible.

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3. If the student is not under the influence, the administrator and/or his/her designee, calls the parent/guardian regarding the nature and outcome of the conference with the student. School official calls with the student present.
  4. If the student is under the influence, follow the procedure outlined previously.
  5. If the nature of the problem cannot be determined, bring in parent/guardian - immediately if possible - but within 48 hours for a conference with the administrator, the reporting staff member, the counselor and the student. In that conference:
    - a. Review the circumstances (behavior) which precipitated the conference.
    - b. Request data from parent and student to determine the nature of the problem, i.e., the reasons for the behavior.
    - c. Review relevant school, community, medical and counseling services available.
- G. Behavioral Evidence for Alcohol/Drug Abuse Problem
1. Staff will be alert to alcohol/drug related behaviors.
  2. If these behaviors are present, staff will confront the student regarding his/her concerned for the observed behavior.
  3. If the behaviors persist, the staff will notify the alcohol/drug counselor who will in turn:
    - a. Collect data from other teachers, coaches, advisors, administrators and support staff.
    - b. Arrange a conference with referral teacher and others deemed necessary for that conference to assess the data gathered.
    - c. Above conference may result in any of the following: a conference with the student and parent, an outreach worker referral, testing, inpatient evaluation, community agency referral or other mutually agreed upon options.

***Aftercare***

- A. While the student is in inpatient treatment, the counselor will define the student's educational program and coordinate that program through conference with the student, parents, and classroom teachers and contact with the treatment center.
- B. When the student returns from inpatient treatment:
  1. The school chemical counselor will arrange an educational staffing (with classroom teachers, parent/guardian and student) to report on the status of the academic program.
- C. If a student is involved in an outpatient treatment program, and attending school, the above process will be followed to the extent deemed necessary by the student, parent/guardian, counselor and teacher.

***Staff Development:***

- A. The Barnesville District will provide and coordinate on-going training in the areas of chemical use and dependency. Appropriate time will be set aside for key personnel (counselors, administrator,

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group facilitators, etc.) at the elementary and junior and senior high levels, so they secure skills in:

1. Implementation of the prevention curriculum
  2. Intervention procedures
  3. Group leadership and facilitation
- B. There will be periodic inservice programs at the building, district, and community levels for all staff.

## **PROCEDURES RESOLVING CITIZEN COMPLAINTS POLICY**

### ***PURPOSE:***

The following procedures shall be instituted in order to allow an orderly and appropriate flow of communication between citizens and school district employees to provide a systematic and expedient resolution of concerns regarding school issues; and to provide for a full disclosure of complaints, criticisms, suggestions and the ultimate resolution of such to both the employee and the complainant. All conflicts between citizens and employees shall be resolved in a manner best serving the needs of the constituents participating in the program with respect for the professional expertise of the employee and with regard for the rights of parents and citizens to express concerns regarding school programs.

### ***PROCEDURES:***

- SUBD.1. Initial communication will be made with the employee so that the complaint and the employee may attempt to resolve the issue at this level.
- SUBD. 2 If complaint is not resolved, the complainant shall be advised by the employee that he has the right to go to the employees immediate supervisor. Either person may seek the advice of the appropriate supervisor. The supervisor will make a log entry.
- SUBD. 3 If the complaint is still not resolved, it must be submitted in writing to the supervisor. The supervisor shall then examine the situation and respond in writing to the complainant and the employee as to the findings and take whatever action, if any, appears necessary. This step shall be documented in the supervisors log.
- SUBD. 4 The complainant or employee may appeal the decision of the supervisor to the Superintendent of Schools. He/she may reaffirm, or reverse the recommendation of request an alternative solution. This action shall be noted in the superintendent's log.
- SUBD. 5 The complainant or employee may appeal the decision of the Superintendent of Schools to the Board of Education. The decision of the Board is final.
- SUBD. 6 Any employee discipline resulting from a parental complaint shall be done according to the Employee Discipline Policy.

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**PROCEDURE FOR REVIEW OF CURRICULUM CONTENT AND  
ALTERNATIVE INSTRUCTION**

***STATEMENT OF INTENT***

The Barnesville School District believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in District 146 may express concerns about the content of instructional materials in the district's educational program.

Whenever a concern is expressed, the district will respond in accordance with the procedures described herein.

The intent of this procedure is to provide parents, guardians, and adult students the opportunity to review instructional materials, address concerns, and propose alternative instruction for the individual student. The intent is not to interfere with the rights of others to receive the instruction in question nor does it relieve the student from meeting state and district requirements or essential learner outcomes.

***PROCEDURE***

When a parent, guardian, or adult student (hereafter referred to as "person") indicates a concern regarding the content of instructional materials, this procedure will be followed:

**A. Request for review of material**

1. Each request for review of material will be directed to the building principal.
2. The principal will:
  - a. treat each concerned person's request with confidentiality;
  - b. try to resolve the questions of the concerned person(s) during the initial contact;
  - c. provide and explain the Minnesota state statute and the school district's policy and procedure;
  - d. inform the concerned person(s) that the student is not required to be exposed to the questioned material but will be required to meet the essential learner outcome;
  - e. inform the classroom instructor(s) and the affected department, if appropriate, of the materials in question.

**B. Opportunity to review materials**

1. School responsibility
  - a. All adopted curricular and instructional materials (including adopted learner outcomes, print material and film/video with descriptive narrative) will be available for review:
    - (i) By appointment with the principal;
    - (ii) In the principal's office (or other reasonably private location);

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- (iii) For check-out through the principal's office personnel for one week.
- b. Outside speakers, spontaneous classroom discussion, and current events materials are not considered part of the planned content of instruction. These curriculum areas, therefore, are exempt from the requirement for prior review.
- 2. Parent, guardian or adult student responsibility
  - a. Review materials during designated times.
  - b. If a concern is identified, the person(s) will complete the "Statement of Concern Regarding Instructional Content" form specifically detailing the portion of instructional content to which objection is made.

**C. Alternative instruction**

- 1. School responsibility
  - a. Upon receipt of a statement of concern, school personnel may propose one alternative form of instruction in place of the material in question.
  - b. The building principal will facilitate a meeting among the concerned parties and, if appropriate, present the school proposal for alternative instruction as described in the "Alternative Instruction Contract" form.
- 2. Parent, guardian or adult student responsibility
  - a. The person(s) will respond to the school proposal for alternative instruction.
  - b. If the school proposal is rejected, the person(s) will develop an alternative plan at no cost to the district.
  - c. The proposed plan must address the district learner outcomes.

**D. Assessment procedures**

- 1. School responsibility
  - a. School personnel will determine an appropriate assessment.
  - b. The school district and its instructors will not impose academic or social penalties as a result of alternative assessment.
- 2. Student responsibility
  - a. The student will complete the appropriate assessment in accordance with the agreed upon alternative instructional contract.
  - b. When the contract is completed and the specified outcome met, the student will be granted completion credit or a grade for the work.

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**HAZING PROHIBITION**

October, 1997

***PURPOSE***

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

***GENERAL STATEMENT OF POLICY***

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

***DEFINITIONS***

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental

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health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

***REPORTING PROCEDURES***

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

***SCHOOL DISTRICT ACTION***

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

***REPRISAL***

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or partici-

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pates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

***DISSEMINATION OF POLICY***

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

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***Wellness/Nutrition Guidelines***

**NUTRITIONAL GUIDELINES**

- a. **Rewards for students and classrooms** - Schools will limit foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan).
- b. **Snacks** - We encourage healthy choices as classroom snacks. These would include nutrient dense foods, such as whole grains, fresh fruits, vegetables and dairy products. Preference is to be given to foods that do not list sugar as the first ingredient and do not have more than 35% of its calories from fat (excluding foods with high nutritional value such as nuts, seeds and cheese).
- c. **Sack lunches or home packed lunches** - When sending a home-packed lunch or snack to school, the district encourages parents to pack healthy foods and refrain from including foods and beverages without nutritional value.
- d. **Celebrations** - We will limit celebrations that involve food during the school day. Each party should include no more than one food that does not meet nutrition standards for food and beverages sold individually.
- e. **Fundraising** - We will encourage the use of non-food items or foods with high nutrition value, such as fresh fruit or nuts, as fund-raising choices. Fundraising orders taken and deliveries made will not be done during school lunch hours.
- f. **School-sponsored events** - The district will work toward increasing the healthy or more nutrient-dense food selections that are available.
- g. **Beverages** - Only milk (preferably low-fat), flavored milk, water and beverages containing fruit juices (preferably 100%) with no added artificial or natural sweeteners may be sold or provided on school grounds both immediately prior to and throughout the instructional day.
- h. **Advertising/Marketing messages** - The district will encourage and support lifelong healthy eating by students and engage in nutrition promotion that is offered as part of the health and physical education curriculum designed to provide students with the knowledge and skills necessary to understand advertising and marketing messages.



# ***ACTIVITIES HANDBOOK***



***STUDENTS, PARENTS, & SPECTATORS  
BARNESVILLE HIGH SCHOOL***

**(REVISED July 18, 2022)**

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## ***SCHOOL BOARD PHILOSOPHY***

*The Board of Education of Independent School District Number 146 welcomes each individual into the educational program as he or she is, provides a stimulating learning environment, and offers opportunities designed to promote behavioral changes that affect continuing adjustment to life.*

*Practical application of this philosophy requires the school district to provide each individual the opportunity to develop mentally, physically, emotionally, and morally. Furthermore, the Board of Education provides the plans, tools, and facilities to implement this philosophy.*

## ***SCHOOL DISTRICT MISSION STATEMENT***

*Barnesville Public Schools, in partnership with families and the community, strives to develop responsible students by promoting academics, arts, and athletics, offering challenging programs in an innovative environment.*

## ***DISTRICT GOALS***

1. Develop lifelong learners in an atmosphere of mutual respect and trust.
2. Improve educational achievement by establishing clear standards, measuring performance, assisting educators and increasing opportunities for lifelong learning in an ever-changing society.
3. Promote school spirit and enthusiasm so that all students, staff, and residents of the District feel connected and proud.

# ***INDEPENDENT SCHOOL DISTRICT 146***

## **BOARD OF EDUCATION**

CRYSTAL HENDERSON    ANDREW MAIER    JACOB THOMPSON    MARLA FIELD  
DION BREDMAN        RYAN LINDBOM        DAVE HERBRANSON

## **ADMINISTRATION**

DR. JON ELLERBUSCH	SUPERINTENDENT
TODD HENRICKSON	K-6 PRINCIPAL
BRYAN STRAND	7 - 12 PRINCIPAL
AARON SCHINDLER	ACTIVITIES DIRECTOR
	COMMUNITY ED COORDINATOR

## **SECRETARIES / OFFICE STAFF**

BROOKE FRADET	ADMINISTRATIVE SECRETARY
TAMMY MAESSE	ELEMENTARY SECRETARY
KARI WILSON	ELEMENTARY SECRETARY
SHELLY KRUEGER	HIGH SCHOOL SECRETARY
MELISSA SOSSA	HIGH SCHOOL SECRETARY
CHRIS ELLEFSON	COMMUNITY ED
JODI SAMUELSON	FINANCE OFFICER

## **SCHOOL OFFICES**

**ELEMENTARY SCHOOL OFFICE**  
PO BOX 189  
BARNESVILLE MN 56514  
(218) 354-2300  
(218) 354-7797 Fax

**HIGH SCHOOL OFFICE**  
PO BOX 189  
BARNESVILLE MN 56514  
(218) 354-2228  
(218) 354-2305 Fax

**DISTRICT OFFICE**  
PO BOX 189  
BARNESVILLE MN 56514  
(218) 354-2217  
(218) 354-7260 Fax

## BARNESVILLE HIGH SCHOOL - ACTIVITIES STAFF

ACTIVITY	POSITION	NAME
Band	Director	Erick Knudson
Choir	Director	Jennifer Gylland

### FALL ACTIVITIES

Musical	Director	Alissa Nibbe
Musical	Director	Sarah Leach
Football	Head Coach	Bryan Strand
	Assistant	Phil Trowbridge
	JV	Nathan Strand
	9 <sup>th</sup>	Nick Paur
	8 <sup>th</sup>	TBD
	7 <sup>th</sup>	Scott Amundson
	JH Floater	Tracy Hinsz
Volleyball	Head Coach	Megan Askegaard
	JV	Taylor Anderson
	B-Team	Maizey Gilbert
	9 <sup>th</sup>	Madison Haman
	8 <sup>th</sup>	Janet Rasmussen
	7 <sup>th</sup>	Missie Goheen

### WINTER ACTIVITIES

Wrestling	Head Coach	Zach Anderson
	Assistant	Jeff Titus
	9 <sup>th</sup> / JH	Chase Brenner
Girls Basketball	Head Coach	Ryan Bomstad
	Assistant	Ali Skogen
	9 <sup>th</sup>	Nycole Mouritsen
	8 <sup>th</sup>	George Haj
	7 <sup>th</sup>	TBD
Boys Basketball	Head Coach	Matt Askegaard
	Assistant	Jenson Beachy
	9 <sup>th</sup>	TBD
	8 <sup>th</sup>	TBD
	7 <sup>th</sup>	Scott Amundson
One Act Play	Director	Alissa Nibbe

## **SPRING ACTIVITIES**

Visual Arts	Director	Heidi Smith
Girls Golf	Head Coach	George Haj
Boys Golf	Head Coach	Matt Askegaard
	JH Boys & Girls Golf	Jed Johnson
Softball	Head Coach	Aaron Schindler
	Assistant	Nikki Gregg
	JH/JV	Nycole Mouritsen
Baseball	Head Coach	Stacy Martz
	Assistant	Nathan Strand
	Junior High	Adrian O'Brien
Girls Track	Head Coach	Mike Schaub
	Assistant	Jack Schaub
Boys Track	Head Coach	Maizey Berg
	Assistant	Nick Paur
Clay Target	Head Coach	Corey Stuvland
Fishing League	Head Coach	Casey Ehlert
	Assistant Coach	Alison Willers

## **COMPETITIVE SECTION ASSIGNMENTS**

VOLLEYBALL	8AA
FOOTBALL	8AA
GIRLS BASKETBALL	8AA
BOYS BASKETBALL	8AA
WRESTLING	8A
BOYS TRACK	6A
GIRLS TRACK	6A
BOYS GOLF	8AA
GIRLS GOLF	8AA
BASEBALL	8AA
SOFTBALL	8AA
MUSIC	6A
SPEECH	6A
ONE-ACT PLAY	6A
VISUAL ARTS	6A

# CONFERENCE ASSIGNMENTS

## HEART O' LAKES CONFERENCE

VOLLEYBALL, BASKETBALL, WRESTLING, TRACK,  
BASEBALL, SOFTBALL & GOLF

## MIDWEST DISTRICT - WHITE

FOOTBALL

### *A PRIVILEGE:*

#### *Participation in Interscholastic Activities*

*Progressive educators have long acknowledged that a student's participation in interscholastic athletics is a privilege. A student earns the right to represent his or her school in such a program, just as any individual earns the privilege to represent a credible organization.*

*Interscholastic programs are voluntary. No student is obligated to take part in any interscholastic activity. Participation is not required for graduation or for college entrance. Those who participate must give extra effort and put in additional time. In this respect, preparation for and participation in interscholastic athletics differs from intramurals.*

*Because high school interscholastics are voluntary and because those participating represent the student body, mandatory standards of conduct are set. These standards are of the highest level, particularly in the areas of academic requirements, school-citizenship, and sportsmanship. The dignity of the school program is reflected through interscholastic athletics. Participants must conduct themselves in a manner that is above question.*

*Because representing a school in athletics is a privilege, the school possesses the authority to revoke the privilege when a student does not conduct himself or herself in an acceptable manner. The responsibility for proper conduct exists not only in the competitive arena, but also at school and in public. As a member of a school team, the student brings attention not only to himself or herself, but also to the student body and the school itself. School authorities reserve the right to revoke the privilege of participation for students who do not follow the rules of the Minnesota State High School League, the rules of Barnesville High School, and the rules established by the activity coaches.*

## LETTER TO PARENTS

We are very happy your son/daughter has chosen to take part in one of our athletic programs. We feel our squads have a lot to offer your child and that your child will become a better person for having taken part in our programs.

As part of our programs, we feel your child has a responsibility to be the very best representative he/she can possibly be to our school and community.

Athletics are a part of our total educational system. We on the athletic staff believe that this part of the system can play a leading role in your son/daughter's education. We feel that all students should grow mentally, morally, and physically.

Mentally, we encourage your sons and daughters to do the very best in the classroom as they possibly can. Our coaches will stress their students are always to keep up in the schoolwork or risk losing the privilege of taking part in athletics. They will work closely with the regular teachers toward this goal of academics first, athletics second. Our student handbook and activity guidelines are written with this goal in mind.

Morally, we encourage your sons to be gentlemen, and your daughters to be ladies at all times. We and the MSHSL do not permit smoking, drinking, or other forms of intemperate living. Neither do we condone or accept behavior, which is illegal, immoral, or inappropriate. We encourage students to be honest, responsible, and accountable for their actions. All of these issues help to develop students of character and integrity.

Physically, we will try to teach them a new confidence and encourage them to be the best they can be. It is our belief regular sleeping hours, good personal hygiene practices, and proper nutrition are important to a growing youth and to their fullest level of performance. We sincerely hope you will help in this training. When they meet and compete each day with their teammates on a physical or competitive basis, they soon acquire the confidence and courage needed to do their best.

When problems or concerns come up concerning your child in a particular activity, we would like you to follow the *procedures for Dealing with Conflicts*. Our coaches are concerned about your sons and daughters, and are doing the best they are capable of doing with your child's interests in mind.

If after meeting with the coach or coaches you feel you want to pursue the matter to a higher level, your next step would be the Athletic Director, followed by the Principal, Superintendent, and lastly, the School Board.

# Barnesville High School Student Expectations

The chance to participate in athletics is available to all students in Barnesville High School. This privilege and honor carries with it a responsibility to the community, school, faculty, and student body the students represent.

So that the standards and ideals of Barnesville High School will be upheld and enforced uniformly, the following rules have been established and must be familiar to all coaches and students in the activities programs at Barnesville High School.

1. The Minnesota State High School League Rules shall be enforced.
2. Students will be encouraged to dress and groom in a manner that reflects appropriately on the school, community, and themselves.
3. Students shall accept the decisions of the officials made during activities. Questions should be brought up in the proper manner by either the coach or appointed captains.
4. Students shall not use profanity in practice, games, or any activities in which the students represent the school.
5. Students shall respect the property of others. Any Barnesville student stealing or damaging property in Barnesville or on road trips including any stops made while traveling is in violation of the Student Code of Responsibilities. The coaches must make it a point to check all locker rooms used and to supervise at all stops.
6. Students are financially responsible for equipment checked out to them during their seasons.
7. Students may be allowed to practice while under suspension for violations of rules at the discretion of the coaches and A.D. A student *cannot* practice or take part or attend a contest or practice if he/she is suspended from school for any reason.
8. All students are expected to work to their capabilities academically. Any teacher has the right and responsibility to keep a student from attending a contest during school time if they feel the trip will hurt the student in the classroom.
9. ACTIVITY FEES...A participation fee is charged for the following activities:
  - a. 7<sup>th</sup> and 8<sup>th</sup> Graders \$50.00 per activity
  - b. 9<sup>th</sup> – 12<sup>th</sup> Graders \$75.00 per activity
    - i. Change of Pace \$50.00
    - ii. Jazz Band \$50.00
    - iii. Knowledge Bowl \$50.00

iv. Musical \$50.00

c. The guidelines are as follows:

**i. Student Max:**

**1. Junior High (7<sup>th</sup> & 8<sup>th</sup>) No Student Max**

**2. Varsity (9<sup>th</sup> – 12<sup>th</sup>) \$200.00**

**ii. Family Max - \$350.00**

iii. The fee will be collected by the supervisor/coach for each activity or can be paid in the high school office.

iv. The fee must be paid before the first contest in the activity or the student will not be allowed to take part or to practice after that time until the fee is paid.

v. The student will receive a receipt and the record of payment will be kept in the high school office.

#### 10. ACTIVITY PRICES:

a. Athletic Events

i. Adult \$6.00

ii. Student \$4.00

iii. Senior Citizen (65) Free

b. Season Pass

i. Adult \$55.00

ii. Student \$35.00

iii. Senior Citizen (65) Free

c. No Charge for music concerts

11. Locker room-valuable/upkeep/etc....while taking part in school activities, you are expected to help with the upkeep of our locker room and facilities you use. This means when you are done for the day, you will pick up your things and see that they are put away in the proper place. You are responsible for your valuables and are not to leave money, watches, shoes, or other items out. You are issued locks, and should keep all of your valuables locked up. You are also expected to keep other schools' facilities clean and in order while on road trips.

12. Bus behavior...while riding to and from events, you are to behave on the bus. The supervisor has the right and responsibility to see that the students are reasonably quiet and do not interfere with the driver's concentration or ability to provide a safe bus.

13. Students are expected to take the school provided transportation to and from the activities unless their parents make personal contact with the supervisor in charge. The only persons they may ride with are PARENTS. A violation of this rule will make that student ineligible for participation in the next contest, and may result in suspension from the team if it continues to be a problem.

14. Participation:

a. Coaches in Grades 7-8 are to place participation of all students above all other considerations in their contests. It is fun to win, but at these levels, it is the

philosophy of the Board of Education that each child's chance to play is more important than winning. If a coach knows that a child will not play because of any reason, then that child should not dress in game uniform.

- i. At tournaments for these levels, the coaches should use their discretion as to who plays and how much. If the decision to win is important for the tournament, then the coaches should discuss this with the team members so they are aware of this in advance.

- b. Grades 9 - 12...students in activities at these levels are part of the 9<sup>th</sup> Grade, B-Team, Junior Varsity, and/or Varsity Programs. The players at these levels have worked hard in their training and will have a much more competitive level of participation. Students **are not** guaranteed playing time. Every effort will be made by the coach to **keep** players at these levels so they remain a part of the team. The students must realize they are contributing to the team by their continued hard work in practice and, in many ways, that is as important to the team as playing time itself.

***These guidelines are minimum rules and expectations required of all students for participation in activities. Additional rules may be added by the coaches of the activities, assuming those rules are not unreasonable in nature. Appeals of such rules may be made to the Activities Director and High School Principal who will render a decision.***

## **GENERAL ACTIVITY POLICIES**

Barnesville High School offers a wide variety of co-curricular and extra-curricular activities. The opportunity to participate in interscholastic and other school-sponsored activities is available to all students in Barnesville High School. Programs and activities are offered in academic, fine arts, performing arts, athletic events, and competitions. These activities include athletics, band and choir contests, and speech, as well as other events. The privilege and honor of activity participation carries with it a responsibility to properly represent the community, school, faculty, and student body of Barnesville.

Barnesville High School participates in the Minnesota State High School League, the Minnesota Academic Excellence Foundation, the National Forensic League, the National Future Farmers of America program, and a variety of other activities. The High School follows the guidelines and policies set forth in each of these organizations. To obtain a copy of the MSHSL activity guidelines and polices, see your coach, supervisor, or the high school office for information.

# CONDUCT RULES OF BARNESVILLE HIGH SCHOOL STUDENTS

## I. STUDENT CODE OF RESPONSIBILITIES:

- A. Students participating in school-sponsored activities are expected to abide by the Code of Responsibilities set forth by the Minnesota State High School League and the Barnesville Public Schools. The code includes the following commitments:
- i. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
  - ii. I will be fully responsible for my own actions and the consequences of my actions.
  - iii. I will respect the property of others.
  - iv. I will respect and obey the rules of my school and the laws of my community, state, and country.
  - v. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.
- B. A student who is under penalty of exclusion, expulsion, or suspension or whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for participation for a period of time as determined by the principal. The guidelines adopted by Barnesville High School recommend periods of ineligibility as follows (although all are subject to the determination of the building principal):

* First violation:	Suspension for two games/event
* Second violation:	Suspension for four games/events
* Third violation:	Removal from team or activity

## II. APPLICATION OF THE RULES:

- A. The rules will apply to all students at Barnesville Schools will be the MSHSL regulations and all of the locally adopted rules that exceed the rules of the MSHSL. These regulations will apply uniformly to all MSHSL activities and extra-curricular performances of any type offered at Barnesville School for grades 7-12.
- B. All students being considered for ***Homecoming or Snowball*** Candidates must be a student in good standing. This includes academics, behavior, MSHSL eligibility, and attendance. The candidate must remain in good standing for all ***Homecoming and Snowball*** activities. Any candidate who does not remain eligible will not be allowed to participate in any royal court appearances or ***activities scheduled for the week.***

## III. GUIDELINES:

It is imperative that we raise the level of expectations among our student extra-curricular participants. Students must realize that their first concern shall be their performance in the classroom. Our extra-curricular program is supplemental to the classroom and must be looked at as an earned privilege, not a guaranteed right. To

uphold the standards and ideals of Barnesville activities, the following rules and academic expectations have been established.

**A. Third and Sixth week provisions:**

- i. Any student who receives a failing (F) or incomplete (I) grade at the time regular progress reports are issued, will be subject to a seven calendar day warning or grace period.
  - A. The warning/grace period runs from the end of the school day on Wednesday to the end of the school day on Wednesday following the grade submission.
- ii. During this time, the student remains eligible for activities but must raise the grade to passing status by 3:15 p.m. of the 7th day.
- iii. Teachers shall inform the principal of all students receiving a failing grade (s) or incomplete for the reporting period. The principal shall inform the student and the parents of the dates of the warning/grace period. It is the student's responsibility to raise the grade(s) from failing status to passing status.
- iv. Should the teacher declare the grade to be passing at the end of the 7th day, the teacher will sign a form, which the student will present to the principal verifying that the grade has been cleared - Eligibility will continue.
- v. Should the grade remain failing, **the student will miss the next scheduled contest and remain ineligible until a passing grade has been verified.**
- vi. During this time, the student cannot be dismissed during the school day for a co-curricular or extra-curricular activity if he/she will be missing the class he/she is failing or incomplete.

**B. End of Quarter/Semester Provisions:**

- i. Students who receive a failing grade at the end of any academic quarter will be declared ineligible. This period of ineligibility will begin the next school day following the date grade reports are due in the office.
- ii. During the time of ineligibility, the student may be allowed to practice or scrimmage but will not be allowed to participate in a contest or activity.
- iii. Final grades for 4<sup>th</sup> Quarter will be used for eligibility status for fall activities.
- iv. In dealing with the MCA Scores, teachers may have the ability to add the score into their fourth quarter grades. This could deal with Science, Math, Reading or Writing. The teachers will have the ability to figure out just what percentage of the fourth quarter grade the test score should count for. In doing this it will be necessary to have the fourth quarter grade represented by a "GP" or Grade Pending, this will have no bearing on the student's eligibility as the principal and athletic director will see this and know why the grade pending is on the report card. The grade pending will be changed by the classroom teacher as soon as the grades are available to the school district.

**C. Policy for students who fail multiple classes**

- i. A student who receives multiple “F’s” would serve the appropriate penalty; two “F’s” – double the penalty, three “F’s” - triple the penalty, etc.

**D. PSEO, On-Line College, Home-Schooled Students, Etc.**

- i. All students that plan to participate in Category I or Category II school activities must follow the eligibility policy as approved by the Barnesville Board of Education. If a student is currently enrolled as a PSEO student, On-Line College at high school or at home or is a Home-Schooled student and participates in activities at Barnesville High School then these students with special enrollment status must also follow the grading, grade-check, and eligibility policy as noted. Students that fit into these special and aforementioned enrollment categories will submit their grades printed from on-line or from an official website and then present the grades to the building principal at the both the 3-week and 6-week intervals in each quarter and once again at the end of the quarter. Should any of the students enrolled in the aforementioned categories present grades to the principal that are failing in weeks 3 or 6 then, they must re-submit grades during weeks 4 and 7 to verify and confirm eligibility as a student in good-standing and able to participate in Category I and Category II activities.

**E. Minimum Penalty: Failing One Class**

- i. Football, Golf, Track, Clay Target
  - A. Varsity 1 game/meet
  - B. Junior High 1 game/meet
- ii. Volleyball, Baseball, Softball
  - A. Varsity 2 matches/games
  - B. Junior High 2 matches/games
- iii. Basketball
  - A. Varsity 3 games
  - B. Junior High 2 games
- iv. Wrestling
  - A. Varsity 3 matches
  - B. Junior High 3 matches
- v. Category II Activities 1<sup>st</sup> public performance following a grading period
- vi. Band/Choir (Co-Curricular) 1<sup>st</sup> MSHSL sponsored competition or contest and/or the first “extra” performance
- vii. Number of contests/games is based on a percentage of entire games played over the course of a season.
- viii. It is our goal to keep this policy as comprehensive as possible and we are continually working towards solutions to meet this end.

- F. Individual Category II activities that are included in the Academic Eligibility policy are listed below. Students who are academically ineligible according to policy will not be allowed to participate in the activities listed.

## **FFA**

MFE/ALD	Fall Rally	FFA Invitational
Poultry	Forestry	Soils
National Convention	Ag Activity at UMC	Little International
National FFA Week	FFA Day at the Capitol	Dairy Foods
Wildlife	Horse	Talent Contest
General Livestock	Small Animal CDE	Farm Management
Job Interview	Meats	Salesmanship
State Agri-Science Fair	Spring Awards	Floriculture, Nursery, Landscape
Dairy	Crops Contest	Ski Trip
Crops	Ag Mechanics	Parliamentary Procedure
State FFA Convention	Secretary, Treasurer, Newsletter, and Scrapbook Contests	

## **Band and Choir**

Jazz Band Trips	West Acres Jazz Band	Change of Pace Performances
Solo Ensemble Contest	Large Group Contest	Music Department Trip
Fall Festival	Honor Choirs	

## **Miscellaneous**

Field Trips	Knowledge Bowl	One Act Play
Speech Meets	River Watch	Musical

- G. All students who are to attend an extra-curricular activity during the school hours must be performing to a level of satisfactory work in every class, maintain good attendance, and are punctual for class.
- H. Unless prior arrangements are made with the activities director or school principal, a student in an extra-curricular activity must be in regular attendance at school on the day of a contest and a school day following a contest. Failure to follow the attendance guideline may result in forfeiting participation in the next contest.
- i. In order to practice, a student shall be in school, attending regularly scheduled classes on the day of practice, unless prior approval is made with the activities director or high school principal. Students with an unexcused absence from a class will not be allowed to practice.
  - ii. Appointments scheduled during the school day will require written professional documentation from those providing the service.

# **BARNESVILLE HIGH SCHOOL ACTIVITY RULE VIOLATIONS**

## **CATEGORY I ACTIVITIES**

- I. **PHILOSOPHY:** Realizing the importance of helping students when confronted with chemical use, harassment, or violence issues, Barnesville High School has implemented a positive, supportive program to encourage students to make wise choices and good decisions regarding substance use. This program is intended to encourage students to seek appropriate assistance and to provide an educational format to review issues of concern.
  
- II. **APPLICATION:** In all Category I Activities (as designated by the MSHSL), which includes all athletic programs as well as speech and debate, the MSHSL guidelines will form the base of consequences and disciplinary action. The Barnesville program is amended as follows:
  - a. **First violation:** The student shall lose eligibility for the MSHSL time (presently 2 weeks or 2 events whichever is greater) plus two additional weeks for a total of four weeks. The ineligibility period may be reduced to the MSHSL consequence by satisfactorily completing the information classes for first-time offenders provided by the school.
  - b. **Second violation:** The student shall lose eligibility for the MSHSL time (presently 3 weeks or 6 events whichever is greater) plus three additional weeks for a total of six weeks.
  - c. **Third violations:** The student shall lose eligibility for the MSHSL time (presently 4 weeks or 12 events whichever is greater) plus four additional weeks for a total of eight weeks.
  - d. **Subsequent violations:** Student shall lose eligibility for a period of 18 weeks or one complete semester of activities.
  - e. **Self-reporting:** Should a student report him/herself to the principal for a violation of the rules listed above, special consideration will be given. If the student's report is the first notification of the violation that is received by a school official and if there is an accompanying admission of guilt by the student, the penalties listed above will be reduced to the MSHSL penalty. The goal of this stipulation is to encourage a student with a chemical issue to come forward and to seek help. The student must also agree to six hours of informational classes approved by the school counselors.
  - f. All classes must be completed before any reduction in consequences will be allowed.

## **CATEGORY II ACTIVITIES**

- I. **PHILOSOPHY:** Performance is a vital part of the work completed in the Category II activities. Most work is done with the goal of performance in mind.
  - a. **MUSIC:** Performance shall be a required part of membership in all music groups for which credit is given toward graduation at Barnesville High School.
    - i. Excused absences from performances –

1. To receive full credit - students will be required to submit a research paper on an appropriate topic and length to be determined by the director provided the report is satisfactorily submitted and reviewed.
  - ii. Unexcused absences from performances –
    1. To receive partial credit - students will be required to submit a research paper on an appropriate topic and length to be determined by the director provided the report is satisfactorily submitted and reviewed.
  - iii. Students are made aware of grade expectations and performance obligations when joining a music group in the beginning of the year.
- b. OTHER CATEGORY II ACTIVITIES: All other school-sponsored activities, such as Knowledge Bowl, FCCLA, school musicals, one-act play, FFA, Scheduled Dances (Prom/Snowball/Homecoming), homecoming court, snow- ball court, any other activities the school would see fit to include, etc., which may or may not be specifically sponsored by the MSHSL, are considered by Barnesville High School to be Category II activities. The governing rules for these activities, beyond those listed herein, are established within the specific programs.

## II. APPLICATION:

- a. First violation: A student in a Category II activity will lose eligibility for two contests or events and four (4) weeks of public performances (pep band). This consequence will be reduced to one contest or events and two weeks of public performances (pep band) if the student satisfactorily completes the information classes provided by the school. A student will miss the next scheduled dance (Prom/Snowball/Homecoming), if the penalty has not been served in another activity. In relation to homecoming or snowball court it will fall under the 2 contest rule.
- b. Second violation: A student in a Category II activity will lose eligibility for three contests or events and 6 weeks of public performances (pep band). A student will miss the next two scheduled dances (Prom/Snowball/Homecoming), if the penalty has not been served in another activity. In relation to homecoming or snowball court it will fall under the 3 contest rule.
- c. Third and subsequent violations: A student in a Category II activity will lose eligibility for 4 contests or events and 8 weeks of public performances (pep band). A student will not be allowed to attend scheduled dances (Prom/Snowball/Homecoming) for one calendar year from the time the violation has been reported to the school. In relation to homecoming or snow- ball court it will fall under the 4 contest rule.
- d. Self-reporting: Should a student report him/herself to the principal for a violation of the rules listed above, special consideration will be given. If the student's report is the first notification of the violation that is received by a school official and if there is an accompanying admission of guilt by the student, the penalties listed above will be reduced by one event and two weeks of public performance at each level. The goal of this stipulation is to encourage a student with a chemical

violation to come forward and seek help. The student must also agree to six hours of personal time devoted to a chemical/alcohol counseling program approved by the school counselors.

- e. These violations will be accumulative for grades 9-12, but done on a yearly basis for grades 7-8. Penalties will carry over from one year to the next.
- f. All classes must be completed before any reduction in consequences will be allowed.

## LETTER AWARDS

The objective of an award should be recognition of an achievement that has been accomplished through effort and sacrifice. One who receives an award is being recognized as superior in some area of athletics.

1. An athlete earning a letter for the first time will receive a chenille letter and a pin for that particular activity.
2. All subsequent awards will be in the form of yearly bars, one for each additional time lettered.

### Lettering Requirements by Sport:

1. Lettering requirements for each sport shall be up to the discretion of each individual head coach. These requirements must be clearly stated at the start of each athletic season.
2. **Students who are in violation of MSHSL Rules will forfeit all letters, team awards, and conference awards in the activity in which the penalty was served.**

## DEALING WITH CONFLICT

### PROCEDURE FOR HANDLING ACTIVITY COMPLAINTS

In order to allow an expression of differences that often occur in athletics/activities, a procedure has been developed for establishing a line of communication between school, parent/guardian, students, and coaches. This procedure should follow an orderly process.

1. No conflict between a parent, student, official, or coach should be addressed during or immediately following a contest or production. The contest site, practice field, lobby, or locker rooms are not appropriate places to handle conflict. Coaches or Activity Supervisors are not to meet or deal with conflict at these times or places. Most conflicts are better resolved with an appropriate cooling down period.
2. If the above procedures are not followed, the following steps will take place:

- i. 1<sup>st</sup> Violation of Procedure - The coach will suggest a meeting at a later date and a letter will be sent to the parent outlining our procedure for handling athletic/activity complaints.
- ii. 2<sup>nd</sup> Violation of Procedure - Removal from the next contest.
- iii. 3<sup>rd</sup> Violation of Procedure - Removal from all remaining contests.

3. If you are upset please call or arrange a meeting the following workday.

4. The following steps should be taken in order for conflict to be resolved:

**STEP 1**

- A meeting between the student and the coach/coaching staff should be called. Players at the Junior High Level have the option of having a parent present.

**STEP 2**

- If the conflict is not resolved, a meeting between the student, the parent, and the coaching staff should be called. This meeting can be initiated by the student, the parent, or the coaching staff.

**STEP 3**

- If any of the three parties (student, parent, or coaching staff) still feel the conflict is not resolved, a meeting between the student, parent, coaching staff, and Athletic Director may be called by any party.
- Notes of the meeting will be kept by the Athletic Director. If the Athletic Director is the coach involved, an Administrator will act as the mediator.

**STEP 4**

- The Athletic Director will send out a list of findings and recommendations to those involved no later than one week after the meeting. A copy of all communications will be given to the High School Principal and Superintendent.

If a School Board Member receives a complaint regarding a coach, that complaint will be immediately forwarded to the Athletic Director and Superintendent.

**GROUP CONFLICT**

No parent group shall meet at BHS to discuss team problems without representatives from BHS which will include the A.D. or coach. At group meetings, individuals must speak for and represent themselves, not other individuals or groups.

# *Code of Ethics*

## *Minnesota State High School Coaches Association*

### ***AS A PROFESSIONAL EDUCATOR I WILL:***

1. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual athlete.
3. Encourage the highest standards of conduct and scholastic achievement among all athletes.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior, and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletics and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

### ***PARENT RESPONSIBILITIES***

Parents are expected to encourage their sons and daughters to perform to the best of their ability both athletically and academically. They should be a source of support for the athlete and the program in which they are participating.

Parents are role models for athletes and representatives of BHS. As such, they are expected to exemplify good attitudes by treating all players, coaches, fans, officials, and other parents with respect and dignity. Parents **MUST** insist that athletes abide by rules established by the school, the coach, and the Minnesota State High School League.

Parents should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar or denigrating remarks are never appropriate. Parents should allow their athletes to enjoy the benefits of competition, remembering that not everyone can be the star, be on the first team, or have equal playing time.

Parents should keep winning and losing in proper perspective. Athletic programs are primarily designed for students to learn and have fun. Athletes who do their best are to be commended even if their best isn't good enough to win.

## **FAN RESPONSIBILITIES**

BHS fans represent the school, whether home or away. They are expected to support their team in a positive way and treat all participants and fans with respect and dignity.

Attending a high school game is different than attending a professional contest. Your behavior should reflect that difference. Your admission price doesn't allow you to abuse players, officials, or coaches. You are responsible for your behavior.

## **STUDENT RESPONSIBILITIES**

Students are expected to follow the rules of the Minnesota State High School League, the rules of Barnesville High School, and the rules of the coach and team.

Students are expected to perform to the best of their ability both athletically and academically. They should be a source of positive support for their teammates.

Students are role models for other students of BHS. As such, they are expected to exemplify good attitudes by treating other players, coaches, fans, officials, and parents with respect and dignity.

Students should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar or denigrating remarks are never appropriate.

Students should enjoy the benefits of competition, remembering not everyone can be the star, be on the first team, or have equal playing time.

Keep winning and losing in proper perspective. Athletic programs are primarily designed for students to learn and have fun. Athletes who do their best are to be commended even if their best isn't good enough to win.

## **Spectator Guidelines at Events**

The following additions are consequences for disorderly or unruly adult spectator/fan behavior at student events held in association with Barnesville School District. Unruly or disorderly student fan behavior will be handled through normal school discipline due process and referral to law enforcement. The assigned event site supervisor will make all determinations of unruly or un-sportsmanlike behavior, after first issuing a warning to the individual.

Should an adult spectator's behavior violate current policy regarding coaches, contest officials, or advisors during or after events, or constitute participating in unsportsmanlike behavior from the stands, then that behavior will be deemed in violation of Barnesville School District Policy and the violator will then be subject to the following:

**First Offense:**

The person in question will be suspended from attending the next three home events for that sport or activity, with the consequence to follow into the same sport's next season if need be. This consequence may be reduced to the next two events if the coach or advisor involved receives a formal, written apology from the offending fan before the third event takes place, and a copy of the incident report and apology is transmitted to the School Board to remain on file.

**Second Offense:**

A person involved in a second offense over the course of the season will be suspended from all extra-curricular events for the remainder of the calendar year.

**Third Offense:**

A third offense will ban the offender from all home student events, indefinitely.

**There is no appeal process to the Board of Education for policy violation.**

**Note:** Laws regarding trespass on school grounds, trespass at school activities, and disorderly conduct at public events will be referred to and enforced by local law enforcement.

## **TRAVEL – SCHOOL ACTIVITIES**

### **I. Purpose**

- a. The purpose of this policy is to assure adequate supervision is provided when Barnesville students participate in activities outside the District.

### **II. General Statement of Policy**

- a. Activity participation often requires travel outside the District for competition, performances, and other academic or co-curricular opportunities. Ensuring the safety of students is a priority of the District. Established behavior and participation requirements combined with adequate supervision will diminish inappropriate and risky behaviors.

### **III. Procedures**

- a. Standard MSHSL and local participation requirements are in the Barnesville Student Handbook.
- b. Instructors and co-curricular coaches/directors will communicate additional participant requirements and expectations to participants and parents/guardians.
- c. Consequences for inappropriate behavior shall be communicated to participants and parents/guardians. MSHSL and local consequences are explained in the Barnesville Student Handbook.
- d. Day trips using the school car, school van, or mini-bus require only supervision by the instructor, activity coach/director, or authorized adult.

- e. Day trips using a District school bus or charter bus require a driver other than the instructor or co-curricular coach/director. The instructor, co-curricular coach/director, or authorized adult must ride the bus.
- f. Overnight trips require adult supervision by a person of the same gender as the participants.
  - i. In the event a same gender chaperone cannot be found, administrative discretion will be implemented.
- g. Overnight trips using a District school bus or charter bus require a driver other than the instructor or co-curricular coach/director and additional chaperones proportionate to the number of students.
- h. The building principal has authority to approve written requests for variance from procedures.

## **Hazing**

Please refer to Barnesville Public School's Policy #526

**Barnesville School District Website**

**[www.barnesville.k12.mn.us](http://www.barnesville.k12.mn.us)**

**ACCESS TO ACTIVITY SCHEDULES**



NON-CERTIFIED SALARY SCHEDULE

2020-21

STEP	A-1-1	A-1-2	B-2-1	B-2-2	B-3-2
1	13.01	16.42	19.97	20.74	24.35
2	13.78	16.89	20.55	21.32	24.87
3	14.57	17.33	21.04	21.79	25.39
4	15.35	17.76	21.51	22.31	25.92
5	16.19	18.19	21.99	22.77	26.44
6	16.94	19.11	22.49	23.22	26.94

2021-22

STEP	A-1-1	A-1-2	B-2-1	B-2-2	B-3-2
1	13.27	16.75	20.37	21.15	24.84
2	14.06	17.23	20.96	21.75	25.37
3	14.86	17.68	21.46	22.22	25.90
4	15.66	18.11	21.94	22.75	26.44
5	16.52	18.55	22.43	23.23	26.97
6	17.28	19.49	22.94	23.68	27.48

- A-1-1 Cook Helper, Van Driver
- A-1-2 Food Service Cashier
- B-2-1 Cook
- B-2-2 Secretary, Payroll/HR Assistant
- B-3-2 Head Cook



EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 146  
BARNESVILLE  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 146 was held on the 18th day of July, 2022, at 7:15 o'clock PM.

The following Board members were present: Dion Bredman, Marla Field, Crystal Henderson, David Herbranson, Ryan Lindbom, Andrew Maier, and Jake Thompson

and the following were absent: None

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING THAT  
SCHOOL BOARD GENERAL ELECTIONS HELD AFTER 2021  
SHALL BE HELD IN THE EVEN-NUMBERED YEARS;  
ESTABLISHING A TRANSITION PLAN

WHEREAS, the school board has previously determined that the school district should hold its general election in November of the odd-numbered year in 1999 and thereafter; and

WHEREAS, the school board now believes that voter participation would be greater and election administration easier if school district general elections were held in conjunction with state general elections in November of the even-numbered year; and

WHEREAS, Laws 1994, Chapter 646, Section 26, Subdivision 1, provides that a political subdivision that initially chooses odd-numbered year elections and later determines to change to even-numbered year elections may do so by the adoption of a new resolution that contains an orderly plan for the transition;

NOW, THEREFORE, BE IT ENACTED by the school board of Independent School District No. 146, State of Minnesota, as follows:

1. School board general elections held after 2021 in Independent School District No. 146 shall be held on the first Tuesday after the first Monday in November of the even-numbered year.
2. The terms of office of school board members that would otherwise expire on the first



EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 146  
(BARNESVILLE)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 146 was held on the 18th day of July, 2022, at 7:15 o'clock PM.

The following Board members were present: Dion Bredman, Marla Field, Crystal Henderson, David Herbranson, Ryan Lindbom, Andrew Maier, and Jake Thompson

and the following were absent: None

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING THAT  
SCHOOL BOARD GENERAL ELECTIONS IN 2023 and 2025 SHALL  
BE THREE-YEAR TERMS AND ELECTIONS HELD AFTER 2025  
SHALL BE HELD IN THE EVEN-NUMBERED YEARS;  
ESTABLISHING A TRANSITION PLAN

WHEREAS, the school board has previously determined that the school district should hold its general election in November of the odd-numbered year in 1999 and thereafter; and

WHEREAS, the school board now believes that voter participation would be greater and election administration easier if school district general elections were held in conjunction with state general elections in November of the even-numbered year; and

WHEREAS, Laws 1994, Chapter 646, Section 26, Subdivision 1, provides that a political subdivision that initially chooses odd-numbered year elections and later determines to change to even-numbered year elections may do so by the adoption of a new resolution that contains an orderly plan for the transition;

NOW, THEREFORE, BE IT ENACTED by the school board of Independent School District No. 146, State of Minnesota, as follows:

1. In order to establish an orderly transition from elections in the odd-numbered year to elections in the even-numbered year, the terms of office of school board members elected in 2023 and 2025 shall be three years.

2. School board elections held after 2025 in Independent School District No. 146 shall



13. Addendum

A. Membership in the Minnesota State High School League (MSHSL)

302



**2022-2023 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

**RESOLVED**, that the Governing Board of School District 146, County of Clay, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the high schools listed below (name all high schools under your governing board):

Barnesville High School

is/are authorized by this, the Governing Board of said school district or school to:

1.   X   Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

***Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.*

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Signed: \_\_\_\_\_  
(Superintendent or Head of School)

Date:   July 18, 2022  

Date:   July 18, 2022  

District/School Office Address:   310 5<sup>th</sup> Street SE, Barnesville, MN 56514  

Head of School/Superintendent's Phone:   (320) 360-9192  

Head of School/Superintendent's Email:   jellerbusch@barnesville.k12.mn.us  

**This form must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2022. Retain one copy for the school files.**

**2022-2023 RESOLUTION FOR MEMBERSHIP**

**This information on page must be entered electronically on the  
MSHSL Resolution for Membership 2022-2023 Form on the League website  
once for each high school under your governing board.**

**208.01 Designated School Representatives**

At the beginning of the League’s fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

**One of the designated representatives shall be a member of the school’s governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district’s governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**

At the beginning of the League’s fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school’s membership in the MSHSL.

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

- Ryan Lindbom
- Aaron Schindler

**208.02 ACTIVITY REPRESENTATIVES**

- Bryan Strand
- Cary Zepper
- Megan Askegaard
- Jennifer Gylland

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

- Ryan Lindbom
- Lindsay Bontjes
- Lexi Bontjes
- Phil Trowbridge

**MAILING REPRESENTATIVE**

By signature on the first page, I have verified that all required representatives above have been entered electronically on the MSHSL Resolution for Membership 2022-2023 Form.

- B. Sara Leach as a Co-director of the Musical
  - C. Alissa Nibbe as a Co-director of the Musical
  - D. Bryan Strand as the Head Football Coach for the 2022 Season
  - E. Phil Trowbridge as an Assistant Football Coach for the 2022 Season
  - F. Nathan Strand as an Assistant Football Coach for the 2022 Season
  - G. Nick Paur as the 8th Grade Football Coach for the 2022 Season
  - H. Scott Amundson as the 7th Grade Football Coach for the 2022 Season
  - I. Tracy Hinsz as a "Floater" Football Coach for the 2022 Season
  - J. Megan Askegaard as the Head Volleyball Coach for the 2022 Season
  - K. Taylor Anderson as a JV Volleyball Coach for the 2022 Season
  - L. Maizey Gilberts as a B-Team Volleyball Coach for the 2022 Season
  - M. Madison Haman as a C-Team Volleyball Coach for the 2022 Season
  - N. Janet Rasmussen as the 8th Grade Volleyball Coach for the 2022 Season
  - O. Missie Goheen as the 7th Grade Volleyball Coach for the 2022 Season
14. Discussion/Information
- A. Superintendent Evaluation
15. Dates to Remember
- A. Regular School Board Meeting
    - 1) Monday, August 15, 2022, 7:00 PM, Barnesville High School
16. Adjournment