



Independent School District #146
Regular School Board Meeting
7:00 PM on June 17, 2024
Barnesville High School
302 3rd Street South
Barnesville, MN 56514

1. Call to Order

Call meeting to order at 7:00 PM

2. Roll Call

Dion Bredman: Present

Marla Field: Present

Crystal Henderson: Present

David Herbranson: Absent

Ryan Lindbom: Present

Andrew Maier: Present

Jacob Thompson: Present

Present: 6, Absent: 1.

Dr. Jon Ellerbusch - Superintendent: Present

Mr. Bryan Strand - HS Principal: Present

Mr. Todd Henrickson - Elementary Principal: Absent

Mr. Aaron Schindler - Director of Student Activities and Community Education Coordinator: Present

Ms. Jodi Samuelson - Finance Officer: Present

Guests Present: Ley Bouchard, Aaron Bushberger, Steve John, Rachel Green, Tracy Hinsz, Two Valley News Live Reporters

3. Pledge of Allegiance

4. Approval of Agenda

5. Approval of Minutes

1. Call to Order

Call meeting to order at 7:00 PM

2. Roll Call

Dion Bredman: Present

Marla Field: Present

Crystal Henderson: Present

David Herbranson: Absent

Ryan Lindbom: Present

Andrew Maier: Present

Jacob Thompson: Present

Present: 6, Absent: 1.

Dr. Jon Ellerbusch - Superintendent

Mr. Bryan Strand - HS Principal

Mr. Todd Henrickson - Elementary Principal

Mr. Aaron Schindler - Director of Student Activities and Community Education Coordinator

Ms. Jodi Samuelson - Finance Officer

Guests Present: Ley Bouchard, Jennifer Gylland, Erin Ellingson

3. Pledge of Allegiance

4. Approval of Agenda

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

Yea: 6, Nay: 0, Absent: 1

5. Approval of Minutes

Vote to approve the minutes of the regular school board meeting on April 15, 2024 as presented/amended. This motion, made by Marla Field and seconded by Ryan Lindbom, Passed.

Yea: 6, Nay: 0, Absent: 1

6. Claims, Accounts and Financial

Vote to approve claims, wires and all other financial reports as presented. This motion, made by Dion Bredman and seconded by Crystal Henderson, Passed.

Yea: 6, Nay: 0, Absent: 1

7. Appreciation, Recognition and Presentations

7.A. 2026 Band/Choir Trip

8. Recognition of Citizens for Input Purposes

None

9. Reports/News

9.A. High School Principal's Report

9.B. Elementary Principal's Report

9.C. Director of Student Activities and Community Education Coordinator's Report

9.D. Superintendent's Report

9.E. 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. This motion, made by Andrew Maier and seconded by Marla Field, Passed.

Yea: 6, Nay: 0, Absent: 1

11.A. Personnel

11.A.1) Isaac Frauendienst as 7-12 Vocal Music Teacher

11.A.2) Kendra Jolicoeur as Elementary Art Teacher

11.A.3) Liam Andres as Summer 2024 Student Custodian

11.A.4) Anthony Buisman as Summer 2024 Student Custodian

11.A.5) Reuben Green as Summer 2024 Student Custodian

11.A.6) Henry Peterson as Summer 2024 Student Custodian

11.A.7) Erin Ellingson's Resignation as Special Education Teacher/District Special Education Assessment Coordinator, Driver's Education Instructor and Student Council Advisor

11.A.8) Brittni Kern's Resignation as SPED Paraprofessional

11.A.9) Ger Xiong's Resignation as Paraprofessional and Kid's Club Adult Assistant

11.A.10) TJ Schmitt's Resignation as Esports Advisor

11.A.11) Ryan Bomstad's Resignation as Head Girls Basketball Coach

11.A.12) Lane Change for Alissa Honrud from BA+30 to MA

11.A.13) Lane Change for Mary Spillum from BA+20 to BA+30

11.A.14) Leave Request from Nathan Strand

11.A.15) Carrie Holt on Community Education Advisory Board

11.A.16) Annabelle Ellerbusch as Kids Club Adult Assistant Leader for Summer 2024

11.A.17) Abbey Nelson as Kids Club Adult Assistant Leader for Summer 2024

11.A.18) Kayla Snow as Kids Club Adult Assistant Leader for Summer 2024

11.A.19) Brooke Sossa as Kids Club Adult Assistant Leader for Summer 2024

11.A.20) Amira Blanco as Kids Club Student Assistant for Summer 2024

11.A.21) Macie Blilie as Kids Club Student Assistant for Summer 2024

11.A.22) Ava Schilling as Kids Club Student Assistant for Summer 2024

11.A.23) Emma Spillum as Kids Club Student Assistant for Summer 2024

11.A.24) Bria Voxland as Kids Club Student Assistant for Summer 2024

11.A.25) Kayla Kraft as 14U Softball Coach for Summer 2024

11.A.26) Patty Gross as 14U Softball Volunteer Coach for Summer 2024

11.A.27) Jayla Amundson as Youth Softball Coach for Summer 2024

11.A.28) Macie Blilie as Youth Softball Coach for Summer 2024

11.A.29) Erica Field as Youth Softball Coach for Summer 2024

11.A.30) Rylee Bauer as Youth Softball Coach for Summer 2024

11.A.31) Ava Huesman as Youth Softball Coach for Summer 2024

11.A.32) Emma Schiling as Youth Softball Coach for Summer 2024

11.A.33) Mya Stuvland as Youth Softball Coach for Summer 2024

11.A.34) Emmalyn Bergman as Youth Softball Coach for Summer 2024

11.A.35) Kale Glynn as Babe Ruth Baseball Coach for Summer 2024

11.A.36) Dylan Inniger as Babe Ruth Baseball Coach for Summer 2024

11.A.37) Kennedy Gross as Youth Softball Coach for Summer 2024

11.A.38) Jaxon Berg as Youth Baseball Coach for Summer 2024

11.A.39) Benjamin Braton as Youth Baseball Coach for Summer 2024

11.A.40) Dovante Russell as Youth Baseball Coach for Summer 2024

11.A.41) Jacob Strand as Youth Baseball Coach for Summer 2024

11.A.42) Elias Cox as Youth Baseball Coach for Summer 2024

11.A.43) Charlie Peterson as Youth Baseball Coach for Summer 2024

11.B. Donations

11.B.1) \$300 Donation from Klassy Kuts by Katie Jo for 2024 Summer Field Trips for Elementary Students

11.B.2) \$260 Donation from Anonymous Donors for 2024 Summer Field Trips for Elementary Students

11.B.3) \$150 Donation from CK Accounting, LLC for 2024 Summer Field Trips for Elementary Students

11.B.4) \$100 Donation from Scott & Kelly Gleave for 2024 Summer Field Trips for Elementary Students

11.B.5) \$100 Donation from Kaytlin Harbin for 2024 Summer Field Trips for Elementary Students

11.B.6) \$50 Donation from Kelly & Stefanie Blilie for 2024 Summer Field Trips for Elementary Students

11.B.7) \$50 Donation from Brandon & Jullia Gerner for 2024 Summer Field Trips for Elementary Students

11.B.8) \$50 Donation from Jamie Zettel for 2024 Summer Field Trips for Elementary Students

11.B.9) \$40 Donation from Carissa Cuypers for 2024 Summer Field Trips for Elementary Students

11.B.10) \$20 Donation from Christine Messer for 2024 Summer Field Trips for Elementary Students

11.B.11) \$10 Donation from Brandy Jeffries for 2024 Summer Field Trips for Elementary Students

11.B.12) \$2,988.20 Donation from Barnesville Booster Club for HS Activities Capital Shortage

11.B.13) \$300 Donation from Barnesville Booster Club for Girls Golf Polos

11.B.14) \$100 Donation from Our Savior's Women for High School Choir

11.B.15) \$6.40 Donation from Blackbaud Giving Fund for Barnesville Elementary

11.B.16) \$100 Donation from Our Saviors Women for Choir Trip

11.B.17) \$200 Donation from Clay Wilkin Co Soybean Growers for FFA Aux.

11.B.18) \$300 Donation from Women Anglers of MN for Fishing Team

11.B.19) \$200 Donation from Angela and Dion Bredman for Football Jersey

11.B.20) \$100 Donation from Barnesville Record Review for Summer Rec T-shirts

11.B.21) \$100 Donation from Barnesville Dairy Queen for Summer Rec T-shirts

11.B.22) \$100 Donation from Dean's Bulk Service for Summer Rec T-shirts

11.B.23) \$1,016.66 Donation from Pheasants Forever for Trap Team

11.B.24) \$350 Donation from Comstock Wildlife Club for Trap Team

11.B.25) \$100 Donation from Donna and Randy McEvers for Trap Team

11.B.26) \$17,500 Donation from City of Barnesville for Summer Recreation Activities

12. New Business

12.A. Budget Revisions for FY24

Vote to approve budget revisions for FY24. This motion, made by Dion Bredman and seconded by Jacob Thompson, Passed.

Yea: 6, Nay: 0, Absent: 1

12.B. \$10,000 Contribution to Lakeland Mental Health for Services

Vote to approve a \$10,000 contribution to Lakeland Mental Health for continued services during the 2024-25 school year. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

Yea: 6, Nay: 0, Absent: 1

12.C. Career Advising Contract with Rural Minnesota CEP

Vote to approve Career Advising Contract with Rural Minnesota CEP from October 1, 2024 until May 1, 2025. This motion, made by Ryan Lindbom and seconded by Andrew Maier, Passed.

Yea: 6, Nay: 0, Absent: 1

12.D. Pay for Event Workers

Vote to approve paying event workers \$20 per JV game and \$20 per Varsity game (totaling \$40) starting from the 2024-25 school year. This motion, made by Dion Bredman and seconded by Jacob Thompson, Passed.

Yea: 6, Nay: 0, Absent: 1

12.E. Girls Basketball Tournament at Wisconsin Dells

Vote to approve overnight travel for the girls basketball tournament at Wisconsin Dells on June 9-12. This motion, made by Andrew Maier and seconded by Crystal Henderson, Passed.

Yea: 6, Nay: 0, Absent: 1

12.F. Membership in the Minnesota State High School League (MSHSL)

Vote to approve 2024-2025 Resolution for membership in the MSHSL. This motion, made by Dion Bredman and seconded by Ryan Lindbom, Passed.

Yea: 6, Nay: 0, Absent: 1

12.G. Items for Remaining Voter Approved Authority

Vote to approve presented list of items using dollars made available by remaining voter approved authority. This motion, made by Jacob Thompson and seconded by Andrew Maier, Passed.

Yea: 6, Nay: 0, Absent: 1

13. Second Reading of Policies

14. First Reading of Policies

15. Discussion/Information

15.A. Operating Referendum in November 2024

16. Enrollment Update

17. Dates to Remember

17.A. Regular School Board Meeting

Vote to adjourn meeting at 8:17 PM. This motion, made by Dion Bredman and seconded by Jacob Thompson, Passed.

Yea: 6, Nay: 0, Absent: 1

17.A.1) Monday, June 17, 2024, 7:00 PM, Barnesville High School

18. Adjournment

Vote to adjourn the meeting at 8:17 PM. This motion, made by Dion Bredman and seconded by Jacob Thompson, Passed.

Yea: 6, Nay: 0, Absent: 1

TREASURER'S REPORT

		<u>2023-24</u>	<u>2022-23</u>
Book Balance 5/1/24		\$807,054.85	\$759,697.99
Receipts			
5/1/2024	1,473.42		
5/2/2024	1,520.99		
5/3/2024	1,170.13		
5/6/2024	1,944.03		
5/7/2024	5,288.50		
5/8/2024	162,583.49		
5/9/2024	1,599.91		
5/10/2024	1,558.90		
5/13/2024	3,329.34		
5/14/2024	3,753.66		
5/15/2024	603,140.68		
5/16/2024	1,146.55		
5/17/2024	499.82		
5/20/2024	325.57		
5/21/2024	28,013.34		
5/22/2024	4,599.00		
5/23/2024	2,749.72		
5/24/2024	1,127.85		
5/28/2024	738.74		
5/29/2024	646,498.73		
5/30/2024	852.66		
5/31/2024	1,298.76		
Net In Transit	(1,411.00)	<u>\$1,473,802.79</u>	<u>\$1,249,782.51</u>
		\$2,280,857.64	\$2,009,480.50
Disbursements		<u>\$1,495,237.01</u>	<u>\$1,449,526.77</u>
Book Balance	5/31/2024	\$785,620.63	\$559,953.73
Student Activities		\$180,352.10	\$150,413.33
MSDLAF Investment		\$5,122,008.16	\$5,451,720.78
Bond 2019A Investments		\$0.00	\$260,011.84
Midwest Money Market		<u>\$662,793.94</u>	<u>\$643,253.42</u>
Actual Balance		<u><u>\$6,750,774.83</u></u>	<u><u>\$7,065,353.10</u></u>

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE	BALANCE
General	\$4,444,871.34	\$2,140,646.84	\$2,253,596.29	\$4,331,921.89 *	\$3,504,231.00 ^
Student Activities	\$213,042.36	\$14,458.05	\$47,148.31	\$180,352.10	\$150,413.33
Food Service	\$202,554.32	\$73,773.69	\$63,192.14	\$213,135.87	\$212,796.64
Community Service	(\$106,152.75)	\$77,835.66	\$32,213.30	(\$60,530.39)	(\$13,740.85)
Building Construction	\$1,488,517.71	\$6,614.66	\$33,588.42	\$1,461,543.95	\$2,574,803.41
Debt Service	\$235,448.94	\$388,902.47	\$0.00	\$624,351.41	\$636,849.57
Total	<u>\$6,478,281.92</u>	<u>\$2,702,231.37</u>	<u>\$2,429,738.46</u>	<u>\$6,750,774.83</u>	<u>\$7,065,353.10</u>

* General Fund balance includes \$1,667,880 of restricted/committed funds.

^ General Fund balance includes \$1,515,263 of restricted/committed funds.

Minnesota School District Liquid Asset Fund Plus
May 2024

Max Account	\$2,824,672.01
Liquid Account	\$80,203.78
2023 Bond Proceeds Investment Account	\$1,495,132.37
Certificate of Deposit	\$722,000.00

Investment Date	Institution	Maturity Date	Rate	Investment Amount	Value at Maturity	
7/17/2023	Financial Federal Savings Bank, TN	7/16/2024	5.70%	\$150,000.00	\$158,550.00	
6/26/2023	Global Bank, NY	6/25/2024	5.55%	\$236,000.00	\$249,098.00	
8/2/2023	Fieldpoint Private Bank & Trust, CT	8/1/2024	5.75%	\$100,000.00	\$105,750.00	
4/4/2024	Bank of China, NY	4/4/2025	5.45%	\$236,000.00	\$249,216.00	
Total Minnesota School District Liquid Asset Fund Plus						\$5,122,008.16

Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending May 31, 2024

Sequence: Fd, O/S

Description		B24 Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
001	Levies	(1,200,930.00)	(232,140.66)	(758,322.95)	63%	0.00	63%	(442,607.05)
004	Tax Increment Finance Revenue	(10,850.00)	0.00	(1,622.66)	15%	0.00	15%	(9,227.34)
010	County Apport	(23,260.00)	(44.91)	(14,752.07)	63%	0.00	63%	(8,507.93)
019	Misc Local	(20,810.00)	(223.18)	(17,093.34)	82%	0.00	82%	(3,716.66)
021	Revenue from MN Dist	(323,980.00)	0.00	(323,982.07)	100%	0.00	100%	2.07
050	Fees from Patrons	(51,500.00)	(275.00)	(34,355.00)	67%	0.00	67%	(17,145.00)
060	Student Activity	(114,300.00)	(4,680.33)	(105,627.40)	92%	0.00	92%	(8,672.60)
061	Entry Fee	(9,500.00)	(5,920.00)	(10,020.00)	105%	0.00	105%	520.00
071	Med Assist Fr Dept of HS	(75,000.00)	(4,866.94)	(63,103.03)	84%	0.00	84%	(11,896.97)
092	Interest	(135,000.00)	(13,732.70)	(165,246.76)	122%	0.00	122%	30,246.76
093	Rent Facilities	(10,000.00)	(1,010.00)	(4,553.25)	46%	0.00	46%	(5,446.75)
096	Gifts/Bequests	(29,000.00)	(6.40)	(3,526.22)	12%	0.00	12%	(25,473.78)
099	Misc Revene	(25,880.00)	(6,588.04)	(27,526.54)	106%	0.00	106%	1,646.54
201	Endowment Fund Appr	(54,630.00)	0.00	(54,627.98)	100%	0.00	100%	(2.02)
211	Foundation Aid	(7,719,630.00)	(895,849.97)	(6,614,124.12)	86%	0.00	86%	(1,105,505.88)
213	Shared Time	0.00	0.00	(8,029.71)	0%	0.00	0%	8,029.71
227	Abatement	(1,430.00)	0.00	0.00	0%	0.00	0%	(1,430.00)
229	Disparity Reduction	(50.00)	0.00	(168.36)	337%	0.00	337%	118.36
234	Hmstd/Ag Market Value Credit	(5,820.00)	0.00	(1,456.90)	25%	0.00	25%	(4,363.10)
300	State & Grants	(170,530.00)	0.00	(98,511.95)	58%	0.00	58%	(72,018.05)
317	LTFM State Aid	(78,710.00)	0.00	(47,153.16)	60%	0.00	60%	(31,556.84)
360	Spec Ed General	(1,190,380.00)	(85,205.36)	(729,096.19)	61%	0.00	61%	(461,283.81)
369	Rev-Other State Agen	(118,810.00)	0.00	(40,780.49)	34%	0.00	34%	(78,029.51)
370	Misc Rev fm MDE	(116,540.00)	0.00	(107,368.26)	92%	0.00	92%	(9,171.74)
400	Federal Funds and Grants	(222,210.00)	0.00	(114,752.46)	52%	0.00	52%	(107,457.54)
401	Federal Funds & Grants	(52,650.00)	0.00	(59,452.81)	113%	0.00	113%	6,802.81
405	Fed.thru Fiscal Agnt	0.00	0.00	(3,756.00)	0%	0.00	0%	3,756.00
619	COM Rev Producing Act (Contra)	45,000.00	365.79	38,622.78	86%	0.00	86%	6,377.22
620	Sale Mat-Rev Producing Act	(90,000.00)	0.00	(85,368.93)	95%	0.00	95%	(4,631.07)

Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending May 31, 2024

Sequence: Fd, O/S

Description		B24 Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
621	Sale Mat-Resale Mat	(10,350.00)	(2,771.86)	(5,513.55)	53%	0.00	53%	(4,836.45)
624	Sale of Equipment	(5,000.00)	0.00	(1,270.00)	25%	0.00	25%	(3,730.00)
625	Insurance Recovery	(5,000.00)	0.00	0.00	0%	0.00	0%	(5,000.00)
01	General Fund	(11,826,750.00)	(1,252,949.56)	(9,462,539.38)	80%	0.00	80%	(2,364,210.62)
02	Food Service							
092	Interest	(5,000.00)	0.00	0.00	0%	0.00	0%	(5,000.00)
099	Misc Revene	(1,300.00)	0.00	(161.96)	12%	0.00	12%	(1,138.04)
300	State & Grants	(425,900.00)	(48,912.86)	(380,160.10)	89%	0.00	89%	(45,739.90)
369	Rev-Other State Agen	(32,320.00)	9,440.00	(22,317.00)	69%	0.00	69%	(10,003.00)
400	Federal Funds and Grants	(3,100.00)	0.00	(2,080.93)	67%	0.00	67%	(1,019.07)
405	Fed.thru Fiscal Agnt	0.00	(9,440.00)	(10,000.00)	0%	0.00	0%	10,000.00
471	School Lunch Fed	(83,900.00)	(6,278.88)	(77,028.76)	92%	0.00	92%	(6,871.24)
472	Free & Reduced Meals	(101,730.00)	(11,137.90)	(90,258.15)	89%	0.00	89%	(11,471.85)
473	Commodity Cash Program	(400.00)	0.00	(443.08)	111%	0.00	111%	43.08
474	Commodities	(35,000.00)	0.00	0.00	0%	0.00	0%	(35,000.00)
476	Breakfast Revenue	(37,190.00)	(4,424.60)	(33,350.08)	90%	0.00	90%	(3,839.92)
477	Cash In Lieu Commod	(210.00)	0.00	(207.09)	99%	0.00	99%	(2.91)
601	Type A Pupil	(57,950.00)	(2,318.15)	(69,262.42)	120%	0.00	120%	11,312.42
606	Type A Adult	(4,900.00)	(701.30)	(4,932.00)	101%	0.00	101%	32.00
02	Food Service	(788,900.00)	(73,773.69)	(690,201.57)	87%	0.00	87%	(98,698.43)
04	Community Service							
001	Levies	(58,730.00)	(13,214.70)	(36,702.55)	62%	0.00	62%	(22,027.45)
019	Misc Local	(50.00)	0.00	0.00	0%	0.00	0%	(50.00)
021	Revenue from MN Dist	(37,350.00)	0.00	0.00	0%	0.00	0%	(37,350.00)
050	Fees from Patrons	(364,500.00)	(43,836.25)	(339,140.81)	93%	0.00	93%	(25,359.19)
092	Interest	(180.00)	0.00	0.00	0%	0.00	0%	(180.00)
096	Gifts/Bequests	(25,000.00)	(21,009.00)	(36,632.33)	147%	0.00	147%	11,632.33
227	Abatement	(10.00)	0.00	0.00	0%	0.00	0%	(10.00)
229	Disparity Reduction	(130.00)	0.00	(27.53)	21%	0.00	21%	(102.47)

**Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending May 31, 2024**

Sequence: Fd, O/S

Description		B24 Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
04	Community Service							
234	Hmstd/Ag Market Value Credit	(1,570.00)	0.00	75.35	(5%)	0.00	(5%)	(1,645.35)
258	Wetland & Native	(20.00)	0.00	0.00	0%	0.00	0%	(20.00)
300	State & Grants	(78,730.00)	0.00	(46,465.91)	59%	0.00	59%	(32,264.09)
301	Non-Public Aid	(370.00)	0.00	(743.02)	201%	0.00	201%	373.02
04	Community Service	(566,640.00)	(78,059.95)	(459,636.80)	81%	0.00	81%	(107,003.20)
06	Building Construction							
092	Interest	(100,000.00)	(6,614.66)	(90,884.06)	91%	0.00	91%	(9,115.94)
06	Building Construction	(100,000.00)	(6,614.66)	(90,884.06)	91%	0.00	91%	(9,115.94)
07	Debt Redemption							
001	Levies	(1,592,230.00)	(388,902.47)	(973,316.02)	61%	0.00	61%	(618,913.98)
019	Misc Local	(1,500.00)	0.00	0.00	0%	0.00	0%	(1,500.00)
092	Interest	(500.00)	0.00	0.00	0%	0.00	0%	(500.00)
229	Disparity Reduction	(200.00)	0.00	(1,081.81)	541%	0.00	541%	881.81
234	Hmstd/Ag Market Value Credit	(27,300.00)	0.00	(20,192.76)	74%	0.00	74%	(7,107.24)
258	Wetland & Native	(682,590.00)	0.00	(680,991.18)	100%	0.00	100%	(1,598.82)
317	LTFM State Aid	(86,700.00)	0.00	(74,939.45)	86%	0.00	86%	(11,760.55)
07	Debt Redemption	(2,391,020.00)	(388,902.47)	(1,750,521.22)	73%	0.00	73%	(640,498.78)
21	Student Activities Fund							
099	Misc Revene	(200,000.00)	0.00	0.00	0%	0.00	0%	(200,000.00)
21	Student Activities Fund	(200,000.00)	0.00	0.00	0%	0.00	0%	(200,000.00)
	Report Totals:	(15,873,310.00)	(1,800,300.33)	(12,453,783.03)	78%	0.00	78%	(3,419,526.97)

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending May 31, 2024

Sequence: Fd, Pro

		B24					% YTD	Remaining
Description		Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
010	Board-Education	50,350.00	2,190.61	32,127.35	64%	0.00	64%	18,222.65
020	Office/Supt	269,530.00	17,267.82	239,427.98	89%	0.00	89%	30,102.02
050	School Admin	486,830.00	40,262.89	432,055.76	89%	0.00	89%	54,774.24
105	General Adm. Support	11,560.00	1,677.90	11,001.32	95%	0.00	95%	558.68
108	Administrative Tech Services	15,000.00	0.00	11,145.92	74%	0.00	74%	3,854.08
110	Business Services	281,060.00	16,966.61	266,640.70	95%	5,689.01	97%	8,730.29
201	Kindergarten	318,780.00	53,835.49	286,617.71	90%	0.00	90%	32,162.29
203	Elem Ed	214,650.00	18,250.08	218,363.18	102%	13,287.73	108%	(17,000.91)
204	First Grade	401,030.00	40,170.25	301,293.77	75%	0.00	75%	99,736.23
205	Second Grade	347,030.00	60,776.11	280,565.18	81%	192.97	81%	66,271.85
206	Third Grade	288,350.00	52,206.09	238,831.82	83%	0.00	83%	49,518.18
207	Fourth Grade	283,710.00	55,690.99	231,597.89	82%	119.99	82%	51,992.12
208	Fifth Grade	288,420.00	68,682.71	270,008.06	94%	0.00	94%	18,411.94
209	Sixth Grade	249,190.00	24,303.72	181,440.47	73%	87.34	73%	67,662.19
211	Secondary Ed-Gen	137,810.00	9,556.35	109,377.19	79%	10,658.02	87%	17,774.79
212	Art	150,960.00	15,243.19	110,834.62	73%	0.00	73%	40,125.38
213	Agriculture - Non Vocational	13,690.00	1,730.32	10,160.25	74%	0.00	74%	3,529.75
215	Business	800.00	0.00	0.00	0%	0.00	0%	800.00
216	Educ. Disadvantaged	77,660.00	9,245.85	77,154.94	99%	0.00	99%	505.06
217	Assurance of Mastery	0.00	0.00	17,428.04	0%	0.00	0%	(17,428.04)
218	Gifted And Talented	8,640.00	1,194.08	8,005.35	93%	0.00	93%	634.65
220	English	241,610.00	24,488.28	189,679.33	79%	0.00	79%	51,930.67
230	Foreign Language	65,840.00	6,581.02	48,745.01	74%	0.00	74%	17,094.99
240	Health/Phys Ed	256,610.00	26,964.42	191,413.46	75%	0.00	75%	65,196.54
249	Dr Trg/behind Wheel	16,650.00	0.00	1,379.56	8%	0.00	8%	15,270.44
250	FACS	44,870.00	4,313.49	25,175.68	56%	0.00	56%	19,694.32
254	Barnesville Branderz	3,000.00	0.00	0.00	0%	0.00	0%	3,000.00
255	Industrial Educ	111,830.00	22,649.12	109,211.50	98%	0.00	98%	2,618.50
256	Mathematics	290,850.00	40,050.59	237,968.29	82%	0.00	82%	52,881.71

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending May 31, 2024

Sequence: Fd, Pro

Description		B24 Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
258	Inst Music	68,500.00	8,623.90	51,387.54	75%	75.00	75%	17,037.46
259	Vocal Music	162,860.00	24,133.69	139,121.05	85%	21.50	85%	23,717.45
260	Science	311,000.00	81,391.05	281,180.65	90%	35.62	90%	29,783.73
261	Science - River Watch	3,800.00	0.00	0.00	0%	0.00	0%	3,800.00
270	Social-Scienc/Study	284,100.00	29,124.41	213,726.19	75%	0.00	75%	70,373.81
271	Remedial Reading/Lang Arts	190,450.00	27,833.50	147,931.99	78%	0.00	78%	42,518.01
275	Kndrgrtn Indiv Instruction	53,860.00	8,508.72	18,783.65	35%	0.00	35%	35,076.35
288	Flow Thru/Sales	19,500.00	700.32	20,519.25	105%	0.00	105%	(1,019.25)
289	Flo Thru/Sales	23,800.00	8,168.73	26,596.95	112%	0.00	112%	(2,796.95)
292	Boys/Girls Athletic	60,560.00	21,543.25	43,028.84	71%	378.00	72%	17,153.16
294	Boys Athletics	197,980.00	33,161.70	190,163.82	96%	301.00	96%	7,515.18
295	One Act Play	6,070.00	51.81	5,671.90	93%	0.00	93%	398.10
296	Girls Athletics	132,920.00	22,383.23	119,830.98	90%	0.00	90%	13,089.02
298	Extra-Curricular	151,560.00	32,101.07	133,385.97	88%	601.35	88%	17,572.68
299	Concessions	47,290.00	4,650.86	43,276.59	92%	0.00	92%	4,013.41
301	Agriculture	71,510.00	10,002.28	56,971.94	80%	0.00	80%	14,538.06
331	Consumer Homemaking	44,560.00	3,842.34	25,921.25	58%	0.00	58%	18,638.75
341	Business and Office Education	103,340.00	10,407.84	76,912.44	74%	0.00	74%	26,427.56
400	General Special Education	300.00	0.00	337.00	112%	0.00	112%	(37.00)
401	Speech/Lang.impaired	138,310.00	14,185.30	107,555.27	78%	0.00	78%	30,754.73
402	M.I.-Mild-Moderate	120,370.00	14,071.08	104,531.29	87%	0.00	87%	15,838.71
403	M.I.-Moderate-Severe	161,640.00	14,538.39	74,766.00	46%	0.00	46%	86,874.00
404	Physically Impaired	27,340.00	106.78	4,078.45	15%	0.00	15%	23,261.55
405	Deaf-Hard of Hearing	13,520.00	901.61	7,559.88	56%	0.00	56%	5,960.12
406	Visually Impaired	5,700.00	204.23	1,762.42	31%	0.00	31%	3,937.58
407	Spec Learning Disabl	210,240.00	21,554.25	167,638.63	80%	0.00	80%	42,601.37
408	Emot/Behavior Disord	224,800.00	21,254.33	155,259.34	69%	0.00	69%	69,540.66
410	Other Health Impair	221,710.00	46,335.71	195,039.79	88%	0.00	88%	26,670.21
411	Autistic	151,130.00	34,040.47	171,454.14	113%	0.00	113%	(20,324.14)

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending May 31, 2024

Sequence: Fd, Pro

		B24					% YTD	Remaining
Description		Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
412	Develop Delayed	7,260.00	684.68	5,554.74	77%	0.00	77%	1,705.26
416	Multiple Handicap	300.00	0.00	7,242.07	2414%	0.00	2414%	(6,942.07)
420	Special Ed General	98,390.00	10,417.89	89,326.44	91%	0.00	91%	9,063.56
422	Early Intervening Services	122,210.00	5,779.72	68,281.11	56%	355.70	56%	53,573.19
430	Homebound	1,260.00	0.00	0.00	0%	0.00	0%	1,260.00
610	Curric. Consult/Development	38,440.00	8,739.88	30,954.51	81%	0.00	81%	7,485.49
612	Technology	116,350.00	5,330.50	110,852.77	95%	0.00	95%	5,497.23
620	Educ.media/Library	80,090.00	7,891.39	62,800.67	78%	260.00	79%	17,029.33
625	Audio/Visual Dept.	280.00	0.00	0.00	0%	0.00	0%	280.00
630	Instruc-Related Technology	67,370.00	8,512.00	72,787.00	108%	0.00	108%	(5,417.00)
640	Staff Development	105,450.00	13,348.41	62,732.14	59%	0.00	59%	42,717.86
690	Other Inst Support	20,870.00	0.00	19,272.89	92%	0.00	92%	1,597.11
710	Counseling/Guidance	90,400.00	8,871.20	70,502.89	78%	0.00	78%	19,897.11
715	School Security	184,180.00	2,814.00	164,524.05	89%	0.00	89%	19,655.95
716	Drug Abuse Prevention	2,000.00	0.00	1,974.34	99%	0.00	99%	25.66
718	Other School Safety	2,350.00	0.00	2,347.69	100%	0.00	100%	2.31
720	Health Services	136,540.00	15,606.04	110,783.13	81%	0.00	81%	25,756.87
740	Social Work Services	13,890.00	39.99	15,342.91	110%	0.00	110%	(1,452.91)
760	Pupil Transport	722,380.00	75,976.39	692,172.07	96%	85.98	96%	30,121.95
770	Food Service	0.00	0.00	40.18	0%	0.00	0%	(40.18)
790	Other Pupil Services	153,500.00	1,148.40	110,554.25	72%	0.00	72%	42,945.75
810	Oper/Maintenance	1,115,770.00	78,541.34	944,170.07	85%	5,459.67	85%	166,140.26
811	Grounds Maint	27,000.00	(626.40)	14,595.26	54%	98.80	54%	12,305.94
812	Buildings Maint	71,000.00	2,072.31	61,449.89	87%	268.00	87%	9,282.11
813	Equip Maint	20,670.00	11,457.34	17,151.58	83%	163.08	84%	3,355.34
850	Facilities	214,620.00	45,900.00	165,130.34	77%	39,900.00	96%	9,589.66
865	LTFM Excl'd Costs -Pro 866,867	82,010.00	1,377.10	71,773.58	88%	1,192.04	89%	9,044.38
940	Prop/Other Ins	83,570.00	0.00	83,632.00	100%	0.00	100%	(62.00)

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending May 31, 2024

Sequence: Fd, Pro

Description		B24 Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
960	Other Non-Recurring Items	23,750.00	0.00	23,754.89	100%	0.00	100%	(4.89)
01	General Fund	11,736,930.00	1,412,001.01	9,801,747.00	84%	79,230.80	84%	1,855,952.20
02	Food Service							
770	Food Service	798,590.00	59,699.14	621,049.77	78%	0.00	78%	177,540.23
02	Food Service	798,590.00	59,699.14	621,049.77	78%	0.00	78%	177,540.23
04	Community Service							
505	Community Ed	112,230.00	7,677.75	88,161.75	79%	0.00	79%	24,068.25
506	Summer Recreation	73,600.00	2,887.83	48,924.54	66%	3,850.00	72%	20,825.46
509	Kids Club	147,600.00	8,284.15	122,561.31	83%	0.00	83%	25,038.69
580	Early Childhood	43,810.00	0.00	31,238.56	71%	0.00	71%	12,571.44
582	School Readiness	172,100.00	11,683.86	169,200.31	98%	0.00	98%	2,899.69
583	Preschool Screening	3,790.00	1,904.00	2,168.06	57%	0.00	57%	1,621.94
585	Youth Dev/Youth Serv	12,420.00	0.00	10,451.58	84%	0.00	84%	1,968.42
590	Other Community Programs	600.00	0.00	813.37	136%	0.00	136%	(213.37)
04	Community Service	566,150.00	32,437.59	473,519.48	84%	3,850.00	84%	88,780.52
06	Building Construction							
870	Bldg/Capital Improv.	776,600.00	33,588.42	700,424.21	90%	29,393.01	94%	46,782.78
06	Building Construction	776,600.00	33,588.42	700,424.21	90%	29,393.01	94%	46,782.78
07	Debt Redemption							
910	Debt Redemption	2,274,340.00	0.00	2,274,341.67	100%	0.00	100%	(1.67)
07	Debt Redemption	2,274,340.00	0.00	2,274,341.67	100%	0.00	100%	(1.67)
21	Student Activities Fund							
298	Extra-Curricular	200,000.00	0.00	0.00	0%	0.00	0%	200,000.00
21	Student Activities Fund	200,000.00	0.00	0.00	0%	0.00	0%	200,000.00
Report Totals:		16,352,610.00	1,537,726.16	13,871,082.13	85%	112,473.81	86%	2,369,054.06

FOOD SERVICE REPORT 2023-24

2023-24	September	October	November	December	January	February	March	April	May	2022-23 Average
Beginning Balance	167,493.19	131,508.69	119,477.30	165,069.62	164,060.45	163,780.02	177,466.88	173,057.68	202,554.32	264,060
Receipts	16,630.45	75,019.25	110,601.22	76,121.90	65,885.72	79,429.34	65,271.05	90,407.98	73,773.69	59,327
Disbursements	52,614.95	87,050.64	65,008.90	77,131.07	66,166.15	65,742.48	69,680.25	60,911.34	63,192.14	65,689
Subtotal	131,508.69	119,477.30	165,069.62	164,060.45	163,780.02	177,466.88	173,057.68	202,554.32	213,135.87	257,698
Est. Federal/State Funding Due	68,100.80	74,103.75	69,789.55	58,966.81	60,042.63	74,355.74	60,983.88	57,504.29	60,104.30	22,996
Ending Balance	199,609.49	193,581.05	234,859.17	223,027.26	223,822.65	251,822.62	234,041.56	260,058.61	273,240.17	280,694
Average Daily Participation										
Breakfast										
Elementary	146	157	151	157	150	164	170	162	160	86
High School	78	94	98	110	102	109	111	109	110	50
Total	224	252	249	266	252	273	281	271	270	136
Lunch										
Elementary	424	430	431	427	404	414	414	394	404	399
High School	264	272	266	263	260	256	252	260	240	240
Total	688	701	697	690	664	670	667	654	644	639

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$629.49	
PO#:	Voucher #:	106074	Invoice	Invoice No:	051924	5/23/2024	Paid Amt:	\$629.49	
							Check Amount:	\$629.49	
0146	MB	17591			NELNET PAYMENT SERVICES		Wire		
			E 01	005 110 000 305 000	ACH Fee			\$17.42	
PO#:	Voucher #:	106075	Invoice	Invoice No:	CI-000341798	5/23/2024	Paid Amt:	\$17.42	
							Check Amount:	\$17.42	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 033	Health Savings Account			\$300.00	
PO#:	Voucher #:	106087	Invoice	Invoice No:	S202421EY0	5/29/2024	Paid Amt:	\$300.00	
							Check Amount:	\$300.00	
0146	MB	17576			WEX HEALTH INC		Wire		
			E 01	005 110 000 305 000	Benefits Fees			\$101.75	
PO#:	Voucher #:	106097	Invoice	Invoice No:	1949404	5/29/2024	Paid Amt:	\$101.75	
							Check Amount:	\$101.75	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$260.00	
PO#:	Voucher #:	106098	Invoice	Invoice No:	052424	5/29/2024	Paid Amt:	\$260.00	
							Check Amount:	\$260.00	
0146	MB	12851	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$2,916.61	
PO#:	Voucher #:	106086	Invoice	Invoice No:	S202421EY0	5/29/2024	Paid Amt:	\$2,916.61	
							Check Amount:	\$2,916.61	
0146	MB	12860			MINNESOTA TEACHERS RETIREMENT		Wire		
			B 01	215 018	TRA			\$39,619.77	
PO#:	Voucher #:	106085	Invoice	Invoice No:	S202421EY0	5/29/2024	Paid Amt:	\$39,619.77	
			B 01	215 018	TRA			\$189.31	
PO#:	Voucher #:	106078	Invoice	Invoice No:	S202421RT0	5/29/2024	Paid Amt:	\$189.31	
							Check Amount:	\$39,809.08	
0146	MB	12862	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$1,350.00	
PO#:	Voucher #:	106082	Invoice	Invoice No:	S202421EY0	5/29/2024	Paid Amt:	\$1,350.00	
							Check Amount:	\$1,350.00	
0146	MB	14128			INTERNAL REVENUE SERVICE		Wire		
			B 01	215 010	FICA Payable	19		\$32,700.68	
			B 01	215 011	Federal Tax			\$14,840.26	
PO#:	Voucher #:	106080	Invoice	Invoice No:	S202421EY0	5/29/2024	Paid Amt:	\$47,540.94	

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	14128			INTERNAL REVENUE SERVICE		Wire		
				B 01	215 010	FICA Payable	\$175.54		
				B 01	215 011	Federal Tax	\$20.01		
PO#:	Voucher #:	106076	Invoice	Invoice No:	S202421RT0	5/29/2024	Paid Amt:	\$195.55	
							Check Amount:	\$47,736.49	
0146	MB	14129			MINN DEPT OF REVENUE		Wire		
				B 01	215 013	State Tax	\$14.16		
PO#:	Voucher #:	106077	Invoice	Invoice No:	S202421RT0	5/29/2024	Paid Amt:	\$14.16	
				B 01	215 013	State Tax	\$7,578.32		
PO#:	Voucher #:	106083	Invoice	Invoice No:	S202421EY0	5/29/2024	Paid Amt:	\$7,578.32	
							Check Amount:	\$7,592.48	
0146	MB	14968	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
				B 01	215 005	Tax Sheltered Annuities	\$4,665.93		
PO#:	Voucher #:	106084	Invoice	Invoice No:	S202421EY0	5/29/2024	Paid Amt:	\$4,665.93	
							Check Amount:	\$4,665.93	
0146	MB	16936	REMIT		EDUCATORS BENEFITS CONSULTANTS		Wire		
				B 01	215 005	Tax Sheltered Annuities	\$6,552.88		
PO#:	Voucher #:	106081	Invoice	Invoice No:	S202421EY0	5/29/2024	Paid Amt:	\$6,552.88	
							Check Amount:	\$6,552.88	
0146	MB	12942			MIDWEST BANK		Wire		
				E 01	005 110 000 305 000	Payroll ACH Fee	\$120.75		
PO#:	Voucher #:	106099	Invoice	Invoice No:	05312024	5/31/2024	Paid Amt:	\$120.75	
							Check Amount:	\$120.75	
0146	MB	12942			MIDWEST BANK		Wire		
				E 01	005 110 000 305 000	RDC Monthly fee	\$75.00		
PO#:	Voucher #:	106100	Invoice	Invoice No:	050124	5/31/2024	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
0146	MB	17576			WEX HEALTH INC		Wire		
				B 01	215 033	Health Savings Account	\$1,213.83		
PO#:	Voucher #:	106113	Invoice	Invoice No:	S2024220	5/31/2024	Paid Amt:	\$1,213.83	
							Check Amount:	\$1,213.83	
0146	MB	12851	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
				B 01	215 005	Tax Sheltered Annuities	\$1,354.25		
PO#:	Voucher #:	106112	Invoice	Invoice No:	S2024220	5/31/2024	Paid Amt:	\$1,354.25	
							Check Amount:	\$1,354.25	
0146	MB	12860			MINNESOTA TEACHERS RETIREMENT	20	Wire		
				B 01	215 018	TRA	\$32,381.79		
PO#:	Voucher #:	106111	Invoice	Invoice No:	S2024220	5/31/2024	Paid Amt:	\$32,381.79	

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	12860			MINNESOTA TEACHERS RETIREMENT		Wire		
			B 01	215 018	TRA			\$7,058.89	
	PO#:	Voucher #:	106116	Invoice	Invoice No: S202422C0	5/31/2024	Paid Amt:	\$7,058.89	
							Check Amount:	\$39,440.68	
0146	MB	12861			PUBLIC EMPLOYEES RETIREMENT		Wire		
			B 01	215 017	PERA			\$11,523.64	
	PO#:	Voucher #:	106110	Invoice	Invoice No: S2024220	5/31/2024	Paid Amt:	\$11,523.64	
							Check Amount:	\$11,523.64	
0146	MB	12862	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$689.28	
	PO#:	Voucher #:	106105	Invoice	Invoice No: S2024220	5/31/2024	Paid Amt:	\$689.28	
							Check Amount:	\$689.28	
0146	MB	14128			INTERNAL REVENUE SERVICE		Wire		
			B 01	215 010	FICA Payable			\$41,092.68	
			B 01	215 011	Federal Tax			\$16,477.58	
	PO#:	Voucher #:	106103	Invoice	Invoice No: S2024220	5/31/2024	Paid Amt:	\$57,570.26	
			B 01	215 010	FICA Payable			\$7,996.68	
			B 01	215 011	Federal Tax			\$3,644.15	
	PO#:	Voucher #:	106114	Invoice	Invoice No: S202422C0	5/31/2024	Paid Amt:	\$11,640.83	
							Check Amount:	\$69,211.09	
0146	MB	14129			MINN DEPT OF REVENUE		Wire		
			B 01	215 013	State Tax			\$1,778.71	
	PO#:	Voucher #:	106115	Invoice	Invoice No: S202422C0	5/31/2024	Paid Amt:	\$1,778.71	
			B 01	215 013	State Tax			\$8,713.29	
	PO#:	Voucher #:	106106	Invoice	Invoice No: S2024220	5/31/2024	Paid Amt:	\$8,713.29	
							Check Amount:	\$10,492.00	
0146	MB	14968	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$2,793.79	
	PO#:	Voucher #:	106109	Invoice	Invoice No: S2024220	5/31/2024	Paid Amt:	\$2,793.79	
							Check Amount:	\$2,793.79	
0146	MB	16537	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$1,180.10	
	PO#:	Voucher #:	106101	Invoice	Invoice No: S2024220	5/31/2024	Paid Amt:	\$1,180.10	
							Check Amount:	\$1,180.10	
0146	MB	16936	REMIT		EDUCATORS BENEFITS CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$4,060.06	
	PO#:	Voucher #:	106104	Invoice	Invoice No: S2024220	5/31/2024	Paid Amt:	\$4,060.06	
							Check Amount:	\$4,060.06	

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	13040			JMC COMPUTER SERVICE INC.		Wire		
			E 01	005 110 000 305 000	JMC Fees			\$76.82	
PO#:	Voucher #:	106129	Invoice	Invoice No:	JMC Fees May 24	5/31/2024	Paid Amt:	\$76.82	
							Check Amount:	\$76.82	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$549.00	
PO#:	Voucher #:	106130	Invoice	Invoice No:	052824	5/31/2024	Paid Amt:	\$549.00	
							Check Amount:	\$549.00	
0146	MB	11760			LAKES COUNTRY SERVICE COOP.		Wire		
			B 01	215 026	Health Ins Premium			\$92,382.34	
PO#:	Voucher #:	106132	Invoice	Invoice No:	060124	6/5/2024	Paid Amt:	\$92,382.34	
							Check Amount:	\$92,382.34	
0146	MB	12942			MIDWEST BANK		Wire		
			E 01	005 110 000 305 000	RDC Monthly fee			\$75.00	
PO#:	Voucher #:	106131	Invoice	Invoice No:	060324	6/5/2024	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
0146	MB	14128			INTERNAL REVENUE SERVICE		Wire		
			B 01	215 010	FICA Payable			\$81.08	
PO#:	Voucher #:	106133	Invoice	Invoice No:	S202422CC0	6/5/2024	Paid Amt:	\$81.08	
							Check Amount:	\$81.08	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$254.00	
PO#:	Voucher #:	106134	Invoice	Invoice No:	05312024	6/5/2024	Paid Amt:	\$254.00	
							Check Amount:	\$254.00	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$15.99	
PO#:	Voucher #:	106177	Invoice	Invoice No:	060524	6/11/2024	Paid Amt:	\$15.99	
							Check Amount:	\$15.99	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$65.00	
PO#:	Voucher #:	106178	Invoice	Invoice No:	060824	6/11/2024	Paid Amt:	\$65.00	
							Check Amount:	\$65.00	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$199.00	
PO#:	Voucher #:	106179	Invoice	Invoice No:	060924	6/11/2024	Paid Amt:	\$199.00	
							Check Amount:	\$199.00	

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	13040			JMC COMPUTER SERVICE INC.		Wire		
			E 01	005 110 000 305 000	JMC Fees			\$36.23	
PO#:	Voucher #:	106180	Invoice	Invoice No:	JMC Fees June 3	6/11/2024	Paid Amt:	\$36.23	
							Check Amount:	\$36.23	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 033	Health Savings Account			\$1,213.83	
PO#:	Voucher #:	106231	Invoice	Invoice No:	S2024230	6/14/2024	Paid Amt:	\$1,213.83	
							Check Amount:	\$1,213.83	
0146	MB	12851	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$1,354.25	
PO#:	Voucher #:	106230	Invoice	Invoice No:	S2024230	6/14/2024	Paid Amt:	\$1,354.25	
							Check Amount:	\$1,354.25	
0146	MB	12860			MINNESOTA TEACHERS RETIREMENT		Wire		
			B 01	215 018	TRA			\$26,545.73	
PO#:	Voucher #:	106229	Invoice	Invoice No:	S2024230	6/14/2024	Paid Amt:	\$26,545.73	
							Check Amount:	\$26,545.73	
0146	MB	12861			PUBLIC EMPLOYEES RETIREMENT		Wire		
			B 01	215 017	PERA			\$10,615.37	
PO#:	Voucher #:	106228	Invoice	Invoice No:	S2024230	6/14/2024	Paid Amt:	\$10,615.37	
							Check Amount:	\$10,615.37	
0146	MB	12862	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$689.28	
PO#:	Voucher #:	106223	Invoice	Invoice No:	S2024230	6/14/2024	Paid Amt:	\$689.28	
							Check Amount:	\$689.28	
0146	MB	14128			INTERNAL REVENUE SERVICE		Wire		
			B 01	215 010	FICA Payable			\$35,185.20	
			B 01	215 011	Federal Tax			\$14,451.39	
PO#:	Voucher #:	106221	Invoice	Invoice No:	S2024230	6/14/2024	Paid Amt:	\$49,636.59	
							Check Amount:	\$49,636.59	
0146	MB	14129			MINN DEPT OF REVENUE		Wire		
			B 01	215 013	State Tax			\$7,776.13	
PO#:	Voucher #:	106224	Invoice	Invoice No:	S2024230	6/14/2024	Paid Amt:	\$7,776.13	
							Check Amount:	\$7,776.13	
0146	MB	14968	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$2,627.11	
PO#:	Voucher #:	106227	Invoice	Invoice No:	S2024230	23 6/14/2024	Paid Amt:	\$2,627.11	
							Check Amount:	\$2,627.11	

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			\$1,180.10	
	PO#:	Voucher #:	106219	Invoice	Invoice No: S2024230	6/14/2024	Paid Amt:	\$1,180.10	
							Check Amount:	\$1,180.10	
0146	MB	16936	REMIT		EDUCATORS BENEFITS CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$4,060.06	
	PO#:	Voucher #:	106222	Invoice	Invoice No: S2024230	6/14/2024	Paid Amt:	\$4,060.06	
							Check Amount:	\$4,060.06	
0146	MB	86923	16011		ANDERSON, CRAIG		Check		
			E 01	300 296 000 305 517	Fees For Services			\$140.00	
	PO#:	Voucher #:	106056	Invoice	Invoice No: 051724	5/22/2024	Paid Amt:	\$140.00	
							Check Amount:	\$140.00	
0146	MB	86924	10013		BARNESVILLE GROCERY		Check		
			E 01	300 250 000 430 000	Instructional Sup			\$471.08	
	PO#:	Voucher #:	106057	Invoice	Invoice No: FACS (April 24)	5/22/2024	Paid Amt:	\$471.08	
							Check Amount:	\$471.08	
0146	MB	86925	17497		BARNESVILLE PTO		Check		
			E 01	300 299 000 305 000	Concessions			\$452.24	
	PO#:	Voucher #:	100769	Invoice	Invoice No: 011423	5/22/2024	Paid Amt:	\$452.24	
			E 01	300 299 000 305 000	Concessions			\$592.89	
	PO#:	Voucher #:	100770	Invoice	Invoice No: 011723	5/22/2024	Paid Amt:	\$592.89	
			E 01	300 299 000 305 000	Concessions			\$675.46	
	PO#:	Voucher #:	100771	Invoice	Invoice No: 122022	5/22/2024	Paid Amt:	\$675.46	
			E 01	300 299 000 305 000	Concessions			\$605.42	
	PO#:	Voucher #:	97496	Invoice	Invoice No: 030122	5/22/2024	Paid Amt:	\$605.42	
							Check Amount:	\$2,326.01	
0146	MB	86926	12781		FREDRICKSON, SCOTT		Check		
			E 01	300 294 000 305 507	Fees For Services			\$233.00	
	PO#:	Voucher #:	106058	Invoice	Invoice No: 052024	5/22/2024	Paid Amt:	\$233.00	
							Check Amount:	\$233.00	
0146	MB	86927	17590		GARDNER, COLYN		Check		
			R 01	005 000 000 050 000	Refund			\$49.00	
	PO#:	Voucher #:	99848	Invoice	Invoice No: 101022	5/22/2024	Paid Amt:	\$49.00	
							Check Amount:	\$49.00	
0146	MB	86928	13894		GRADE 9		Check		
			E 01	300 298 000 401 000	Class Dues	24		\$30.00	
	PO#:	Voucher #:	106059	Invoice	Invoice No: Class Dues	5/22/2024	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	86929	17029		HEISLER, DARREN		Check
				E 01	300 294 000 305 503	Fees For Services	\$64.00
	PO#:	Voucher #:	100599	Invoice	Invoice No: 010523	5/22/2024	Paid Amt: \$64.00
							Check Amount: \$64.00
0146	MB	86930	13691		HERBRANSON, JOANNE		Check
				R 04	005 506 321 050 000	Swim Refund	\$15.00
	PO#:	Voucher #:	42742	Invoice	Invoice No: 073008	5/22/2024	Paid Amt: \$15.00
							Check Amount: \$15.00
0146	MB	86931	10825		HUGHES, TRAVIS		Check
				E 01	300 294 000 305 507	Fees For Services	\$140.00
	PO#:	Voucher #:	106060	Invoice	Invoice No: 051724	5/22/2024	Paid Amt: \$140.00
				E 01	300 294 000 305 507	Fees For Services	\$140.00
	PO#:	Voucher #:	106061	Invoice	Invoice No: 052024	5/22/2024	Paid Amt: \$140.00
							Check Amount: \$280.00
0146	MB	86932	14996		JOHNSON, CHARLES E		Check
				E 01	300 294 000 305 507	Fees For Services	\$233.00
	PO#:	Voucher #:	106062	Invoice	Invoice No: 052024	5/22/2024	Paid Amt: \$233.00
							Check Amount: \$233.00
0146	MB	86933	16822		MOATS, KENNETH A		Check
				E 01	300 294 000 305 507	Fees For Services	\$100.00
	PO#:	Voucher #:	106063	Invoice	Invoice No: 051724	5/22/2024	Paid Amt: \$100.00
							Check Amount: \$100.00
0146	MB	86934	17348		OLSON, DARRELL		Check
				E 01	300 296 000 305 517	Fees For Services	\$221.00
	PO#:	Voucher #:	106064	Invoice	Invoice No: 051624	5/22/2024	Paid Amt: \$221.00
							Check Amount: \$221.00
0146	MB	86935	12141		REGION 6A, MSHSL		Check
				R 01	300 289 000 060 000	Section Softball	\$720.00
	PO#:	Voucher #:	106066	Invoice	Invoice No: 8AA SB	5/22/2024	Paid Amt: \$720.00
							Check Amount: \$720.00
0146	MB	86936	15496		S & L COMPUTER SERVICES INC		Check
				E 01	005 612 000 305 000	Tech Work Phone System	\$37.50
	PO#: 50002	Voucher #:	106065	Invoice	Invoice No: 1890233	5/22/2024	Paid Amt: \$37.50
							Check Amount: \$37.50
0146	MB	86937	10140		STEIN'S INC		Check
				E 01	005 813 000 420 000	3 pad retainer 25	\$65.58
	PO#: 50017	Voucher #:	106068	Invoice	Invoice No: 937112	5/22/2024	Paid Amt: \$65.58
				E 01	005 810 000 410 000	can liner	\$67.66

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86937	10140		STEIN'S INC		Check		
				E 01	005 810 000 410 000		can liner 33 gal	\$68.50	
				E 01	005 810 000 410 000		can liner 29x44	\$18.16	
				E 01	005 810 000 410 000		can liner 24x32	\$119.40	
				E 01	005 810 000 410 000		freight	\$5.00	
	PO#: 50017	Voucher #: 106069		Invoice	Invoice No: 937106	5/22/2024		Paid Amt:	\$278.72
				E 01	005 813 000 350 000		Vacuum cord	\$52.20	
				E 01	005 813 000 350 000		motor housing	\$66.00	
				E 01	005 813 000 350 000		pick up and delivery	\$18.00	
				E 01	005 813 000 350 000		labor	\$78.00	
	PO#: 50017	Voucher #: 106070		Invoice	Invoice No: 937034	5/22/2024		Paid Amt:	\$214.20
				E 01	005 813 000 420 000		blade kit	\$40.72	
				E 01	005 813 000 420 000		blade kit	\$60.83	
				E 01	005 813 000 420 000		blade kit	\$70.95	
				E 01	005 813 000 350 000		freight	\$5.00	
	PO#: 50017	Voucher #: 106071		Invoice	Invoice No: 938012	5/22/2024		Paid Amt:	\$177.50
				E 01	005 813 000 350 000		Vacuum cord	\$52.20	
				E 01	005 813 000 350 000		Black brush strip	\$17.40	
				E 01	005 813 000 350 000		labor	\$78.00	
				E 01	005 813 000 350 000		freight	\$5.00	
	PO#: 50017	Voucher #: 106072		Invoice	Invoice No: 938291	5/22/2024		Paid Amt:	\$152.60
								Check Amount:	\$888.60
0146	MB	86938	17317		TERVOLA, MELINDA		Check		
				E 01	300 296 000 305 517		Fees For Services	\$221.00	
	PO#:	Voucher #: 106067		Invoice	Invoice No: 051624	5/22/2024		Paid Amt:	\$221.00
								Check Amount:	\$221.00
0146	MB	86939	16572		THELEN, MARK		Check		
				E 01	300 296 000 305 517		Fees For Services	\$180.00	
	PO#:	Voucher #: 106073		Invoice	Invoice No: 051624	5/22/2024		Paid Amt:	\$180.00
								Check Amount:	\$180.00
0146	MB	86940	15864		THORKILDSON, LYNN		Check		
				R 04	005 506 321 050 000		Refund	\$15.00	
	PO#:	Voucher #: 98799		Invoice	Invoice No: 071222	5/22/2024		Paid Amt:	\$15.00
								Check Amount:	\$15.00
0146	MB	86941	15712		TONSFELDT, ISABELLE		Check		
				E 01	300 296 000 305 512		VB Fall Worker	\$15.00	
	PO#:	Voucher #: 60394		Invoice	Invoice No: 10262012	5/22/2024		Paid Amt:	\$15.00
								Check Amount:	\$15.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86942	14544		TONSFELDT, MICHELLE		Check		
				R 04	005 506 321 050 000	Webkinzville Refund		\$25.00	
	PO#:	Voucher #:	47105	Invoice	Invoice No: 082509	5/22/2024	Paid Amt:	\$25.00	
							Check Amount:	\$25.00	
0146	MB	86943	15550		ZEPPER, CARY		Check		
				E 01	005 720 000 401 000	Biggest Loser Challenge, 3rd Place		\$20.00	
	PO#:	Voucher #:	58066	Invoice	Invoice No: 031912	5/22/2024	Paid Amt:	\$20.00	
							Check Amount:	\$20.00	
0146	MB	86944	16011		ANDERSON, CRAIG		Check		
				E 01	300 296 000 305 517	Fees For Services		\$125.00	
	PO#:	Voucher #:	106095	Invoice	Invoice No: 052324	5/29/2024	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0146	MB	86945	14279		FM REDHAWKS		Check		
				E 04	005 506 321 369 000	10 Additional Ballpark Meals		\$37.21	
				E 04	005 506 321 369 000	10 Additional RedHawk's Tickets		\$74.42	
	PO#: 50021	Voucher #:	106088	Invoice	Invoice No: 33170	5/29/2024	Paid Amt:	\$111.63	
							Check Amount:	\$111.63	
0146	MB	86946	16931		REMIT INSTRUMENTALIST AWARDS LLC		Check		
				E 01	300 258 000 401 000	Sousa Award		\$136.00	
	PO#: 49846	Voucher #:	106096	Invoice	Invoice No: 2401	5/29/2024	Paid Amt:	\$136.00	
							Check Amount:	\$136.00	
0146	MB	86947	15395		MADISON NATIONAL LIFE		Check		
				B 01	215 027	Life & LTD		\$1,126.06	
	PO#:	Voucher #:	106092	Invoice	Invoice No: June 2024	5/29/2024	Paid Amt:	\$1,126.06	
							Check Amount:	\$1,126.06	
0146	MB	86948	16863		PETERSON, CRAIG		Check		
				E 01	300 294 000 305 507	Baseball		\$125.00	
	PO#:	Voucher #:	106094	Invoice	Invoice No: 052324	5/29/2024	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0146	MB	86949	12141		REGION 6A, MSHSL		Check		
				E 01	300 294 000 369 504	Entry Fees/Student Travel		\$240.00	
				E 01	300 296 000 369 514	Entry Fees/Student Travel		\$240.00	
	PO#:	Voucher #:	106093	Invoice	Invoice No: 053124	5/29/2024	Paid Amt:	\$480.00	
							Check Amount:	\$480.00	
0146	MB	86950	13532	remit	SCHMITT MUSIC CREDIT DEPT		Check		
				E 01	300 258 000 350 000	Yamaha 4c Tenor Mouthpiece		\$34.85	
	PO#: 49723	Voucher #:	106089	Invoice	Invoice No: 5690701	5/29/2024	Paid Amt:	\$34.85	
				E 01	300 258 000 450 000	Salyers Marimba Etude Mallets - E20		\$17.95	

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86950	13532	remit	SCHMITT MUSIC CREDIT DEPT		Check		
				E 01	300 258 000 450 000	Salyers Xylophone Mallets - E60		\$11.95	
	PO#: 49682	Voucher #: 106090		Invoice	Invoice No: 5686522	5/29/2024	Paid Amt:		\$29.90
				E 01	300 258 000 350 000	Saxophone Lyre - AMP Angled - 517G		\$15.75	
				E 01	300 258 000 350 000	Trumpet Lyre - AMP Angled - 501G		\$15.75	
	PO#: 49662	Voucher #: 106091		Invoice	Invoice No: 5668110	5/29/2024	Paid Amt:		\$31.50
							Check Amount:		\$96.25
0146	MB	86951	12853		EA - BARNESVILLE		Check		
				B 01	215 025	Nea-Mea-Bea Dues Payable		\$2,844.57	
	PO#:	Voucher #: 105821		Invoice	Invoice No: S2024210	6/4/2024	Paid Amt:		\$2,844.57
				B 01	215 025	Nea-Mea-Bea Dues Payable		\$1,733.64	
	PO#:	Voucher #: 106079		Invoice	Invoice No: S202421EY0	6/4/2024	Paid Amt:		\$1,733.64
				B 01	215 025	Nea-Mea-Bea Dues Payable		\$2,266.53	
	PO#:	Voucher #: 106102		Invoice	Invoice No: S2024220	6/4/2024	Paid Amt:		\$2,266.53
							Check Amount:		\$6,844.74
0146	MB	86952	15344		EDUCATORS BENEFIT CONSULTANTS		Check		
				E 01	005 110 000 305 000	Fees For Services		\$69.18	
	PO#:	Voucher #: 106125		Invoice	Invoice No: 32896	6/4/2024	Paid Amt:		\$69.18
							Check Amount:		\$69.18
0146	MB	86953	15977	REMIT	ELAN FINANCIAL SERVICES		Check		
				E 01	005 020 000 401 000	Zoom/ChatGPT subscriptions (District)		\$27.50	
				E 01	005 640 316 366 000	Staff Development		\$807.68	
				E 04	005 509 321 401 000	Brightwheel subscription		\$150.00	
				E 01	100 288 000 401 000	Elem Auxiliary reimb.		\$240.00	
				E 01	300 289 000 401 000	HS Auxiliary reimb		\$1,597.86	
				E 01	300 292 000 369 505	State True Team Student Exp		\$1,403.36	
				E 01	300 292 000 366 505	State True Team exp (Coaches)		\$801.92	
				E 01	300 289 000 369 000	State FFA Convention (Students)		\$2,537.40	
				E 01	300 301 830 366 000	State FFA Convention (Adults)		\$845.80	
				E 01	300 050 000 820 000	HS principals dues		\$685.00	
				E 01	300 298 000 401 000	Chat GPT subscription (AD)		\$20.00	
				E 01	100 050 000 401 000	Zoom subscription		\$17.17	
				E 01	300 298 000 401 000	AD Supplies		\$23.40	
	PO#:	Voucher #: 106123		Invoice	Invoice No: May 2024	6/4/2024	Paid Amt:		\$9,157.09
							Check Amount:		\$9,157.09
0146	MB	86954	15730		ESSENTIA HEALTH		Check		
				E 01	300 790 000 305 000	monthly sports medicine agreement		\$125.00	
	PO#:	Voucher #: 106126		Invoice	Invoice No: 1224.3010.1707.01	6/4/2024	Paid Amt:		\$125.00
				E 01	005 720 000 401 000	AED pads		\$780.80	

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86954	15730		ESSENTIA HEALTH		Check		
				E 01	005 720 000 401 000	AED batteries		\$275.60	
	PO#: 50034	Voucher #:	106127	Invoice	Invoice No: 1024.3010.1310.01	6/4/2024	Paid Amt:	\$1,056.40	
							Check Amount:	\$1,181.40	
0146	MB	86955	10788		INDEPENDENT SCHOOL DIST 150		Check		
				E 01	300 292 000 369 505	Entry Fees/Student Travel		\$200.00	
	PO#:	Voucher #:	106118	Invoice	Invoice No: 060324	6/4/2024	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0146	MB	86956	12232		INDEPENDENT SCHOOL DISTRICT 23		Check		
				E 01	300 292 000 369 505	Entry Fees/Student Travel		\$600.00	
	PO#:	Voucher #:	106119	Invoice	Invoice No: 060324	6/4/2024	Paid Amt:	\$600.00	
							Check Amount:	\$600.00	
0146	MB	86957	12942		MIDWEST BANK		Check		
				E 01	300 292 000 369 505	Meal Money for State Track		\$225.00	
				E 01	300 292 000 366 505	Meal Money for Coaches for State Track		\$375.00	
	PO#:	Voucher #:	106117	Invoice	Invoice No: 060424	6/4/2024	Paid Amt:	\$600.00	
							Check Amount:	\$600.00	
0146	MB	86958	16915		MIDWEST SPECIAL INSTRUMENTS		Check		
				E 01	100 625 000 401 000	Audiometer Calibration		\$90.00	
	PO#: 50020	Voucher #:	106124	Invoice	Invoice No: 2405114-IN	6/4/2024	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0146	MB	86959	16818		MN SCHOOL EMPLOYEES ASSOCIATION		Check		
				B 01	215 025	Nea-Mea-Bea Dues Payable		\$411.15	
	PO#:	Voucher #:	106107	Invoice	Invoice No: S2024220	6/4/2024	Paid Amt:	\$411.15	
							Check Amount:	\$411.15	
0146	MB	86960	11080		REMIT PRO-ED, INC.		Check		
				E 01	100 407 740 433 000	Edmark Reading Program, 2E: ONLINE - 1 SI		\$146.00	
	PO#: 49721	Voucher #:	106122	Invoice	Invoice No: 3025173	6/4/2024	Paid Amt:	\$146.00	
							Check Amount:	\$146.00	
0146	MB	86961	15651		TEACHERS ON CALL		Check		
				E 01	100 203 000 305 000	Elem substitutes		\$455.00	
				E 01	300 211 000 305 000	HS substitutes		\$1,911.00	
	PO#:	Voucher #:	106128	Invoice	Invoice No: 157757	6/4/2024	Paid Amt:	\$2,366.00	
				E 01	100 203 000 305 000	Elem substitutes		\$728.00	
				E 01	300 211 000 305 000	HS substitutes		\$1,456.00	
	PO#:	Voucher #:	106120	Invoice	Invoice No: 158007	29 6/4/2024	Paid Amt:	\$2,184.00	
							Check Amount:	\$4,550.00	

Barnesville Public Schools #146

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	86962	16653		VERIFIED FIRST		Check
				E 01	005 105 000 305 000	Background Checks	\$124.74
PO#:	Voucher #:	106121	Invoice	Invoice No:	INV-000479963	6/4/2024	Paid Amt: \$124.74
							Check Amount: \$124.74
0146	MB	86963	14911		REMIT AMAZON CAPITAL SERVICES		Check
				E 01	100 208 000 460 000	AI Capone Does My Shirts	\$77.10
				E 01	100 208 000 460 000	AI Capone Does My Shoes	\$79.70
				E 01	100 208 000 460 000	WISH	\$40.00
				E 01	100 208 000 460 000	Because of Winn Dixie	\$64.00
PO#: 50019	Voucher #:	106171	Invoice	Invoice No:	1D37-1J46-F6MQ	6/7/2024	Paid Amt: \$260.80
			E 01	005 720 000 401 000	HOOJO Refrigerator Organizer Bins - 14pcs C	\$61.98	
			E 01	005 720 000 401 000	ClearSpace Plastic Pantry Organizers and Sto	\$45.00	
			E 01	005 720 000 401 000	HOOJO Refrigerator Organizer Bins - 8pcs Cl	\$40.98	
			E 01	005 720 000 401 000	Adir Donation Box with Lock – Acrylic Suggest	\$26.10	
PO#: 49987	Voucher #:	106172	Invoice	Invoice No:	1FP9-RDH1-4DJ3	6/7/2024	Paid Amt: \$174.06
			E 01	005 720 000 401 000	Honeywell Beverage Refrigerator and Cooler,	\$370.78	
PO#: 49987	Voucher #:	106173	Invoice	Invoice No:	1C9V-7GTJ-64P1	6/7/2024	Paid Amt: \$370.78
			E 01	300 296 000 401 514	https://www.amazon.com/Crystal-Custom-Eng	\$71.96	
			E 01	300 296 000 401 514	Shipping	\$17.63	
PO#: 50031	Voucher #:	106175	Invoice	Invoice No:	1K6Y-FRCJ-XQ71	6/7/2024	Paid Amt: \$89.59
			E 01	100 203 000 401 000	Uniball Vision Elte Rollerball Pens, Assorted pl	\$36.66	
			E 01	100 203 000 401 000	Command Poster Strips, pk of 64	\$9.91	
			E 01	100 203 000 401 000	SUNEE Colored Legal Pad, Premium Writing l	\$17.78	
			E 01	100 203 000 401 000	ECOLipak 9 inch 150 Pack Compostable Pap	\$19.61	
			E 01	100 203 000 401 000	100 Count 6" Small Compostable Dessert Plat	\$12.86	
			E 01	100 203 000 401 000	MotBach 150 Pack 3LB Extra Large Paper For	\$16.90	
			E 01	100 203 000 401 000	12 Rolls 2-1/8" x 4"(54mm x 101mm) Direct Tr	\$30.99	
			E 01	100 203 000 401 000	TWOHANDS Dry Erase Markers Ultra Fine Tip	\$7.99	
			E 01	100 203 000 401 000	Chisel Tip Dry Erase Markers - 12 Colors, Low	\$9.99	
			E 01	100 203 000 401 000	Permanent Markers, 30 Colored Fine Point Ma	\$9.98	
			E 01	100 203 000 401 000	Hethrone Permanent Markers, 28 Count Perm	\$15.99	
			E 01	100 203 000 401 000	Amazon Basics Facial Tissue, 2-Ply, 640 Cour	\$8.15	
			E 01	100 203 000 401 000	Amazon Basics Facial Tissue with Lotion, 2-Pl	\$13.68	
			E 01	100 203 000 401 000	Scotch Sure Start Shipping Packaging Tape, 1	\$11.99	
			E 01	100 203 000 401 000	Amazon Basics Double Sided Tape with Dispe	\$6.20	
			E 01	100 203 000 401 000	COSIMIXO Blue Original Multi-Surface Painter	\$15.85	
			E 01	100 203 000 401 000	Lichamp Masking Tape 3/4 inch, 2 Pack Gene	\$6.00	
			E 01	100 203 000 401 000	Febreze Air Freshener Spray, Linen & Sky, Od	\$5.49	
			E 01	100 203 000 401 000	Febreze Air Freshener Spray Blue/Green	\$5.48	

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86963	14911	REMIT	AMAZON CAPITAL SERVICES		Check		
				E 01	100 203 000 401 000	14-Pack Pastel Ballpoint Pens, Medium 1.0mr		\$5.99	
		PO#: 50029	Voucher #: 106176	Invoice	Invoice No: 1FY7-J491-JNQ6	6/7/2024	Paid Amt:	\$267.49	
							Check Amount:	\$1,162.72	
0146	MB	86964	17777		ANDERSON, DARREL		Check		
				R 02	005 000 701 601 000	Refund		\$47.50	
		PO#:	Voucher #: 106142	Invoice	Invoice No: 052824	6/7/2024	Paid Amt:	\$47.50	
							Check Amount:	\$47.50	
0146	MB	86965	15810	REMIT	APPLE INC		Check		
				E 01	005 612 000 315 000	Service Fee for iPad		\$49.00	
		PO#: 50055	Voucher #: 106170	Invoice	Invoice No: MA79709772	6/7/2024	Paid Amt:	\$49.00	
							Check Amount:	\$49.00	
0146	MB	86966	17546		ATTEBERRY, ASHLEY		Check		
				R 02	005 000 701 601 000	Refund		\$36.35	
		PO#:	Voucher #: 106143	Invoice	Invoice No: 052824	6/7/2024	Paid Amt:	\$36.35	
							Check Amount:	\$36.35	
0146	MB	86967	17778		BERG, KITTY		Check		
				R 02	005 000 701 601 000	Refund		\$14.45	
		PO#:	Voucher #: 106144	Invoice	Invoice No: 052824	6/7/2024	Paid Amt:	\$14.45	
							Check Amount:	\$14.45	
0146	MB	86968	17779		BIELEJESKI, TRENT & LISA		Check		
				R 02	005 000 701 601 000	Refund		\$3.45	
		PO#:	Voucher #: 106145	Invoice	Invoice No: 052824	6/7/2024	Paid Amt:	\$3.45	
							Check Amount:	\$3.45	
0146	MB	86969	16304		BREDMAN, ANGIE		Check		
				R 02	005 000 701 601 000	Refund		\$3.60	
		PO#:	Voucher #: 106146	Invoice	Invoice No: 052824	6/7/2024	Paid Amt:	\$3.60	
							Check Amount:	\$3.60	
0146	MB	86970	17780		BRISS, HEATHER		Check		
				R 02	005 000 701 601 000	Refund		\$2.00	
		PO#:	Voucher #: 106147	Invoice	Invoice No: 052824	6/7/2024	Paid Amt:	\$2.00	
							Check Amount:	\$2.00	
0146	MB	86971	16662		CHRISTENSEN, AMANDA		Check		
				R 02	005 000 701 601 000	Refund		\$161.60	
		PO#:	Voucher #: 106148	Invoice	Invoice No: 052824	6/7/2024	Paid Amt:	\$161.60	
							Check Amount:	\$161.60	
0146	MB	86972	10001		CITY OF BARNESVILLE		Check		
				E 01	005 810 000 332 000	Electricity		\$11,759.71	

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86972	10001		CITY OF BARNESVILLE		Check		
				E 01	005 810 000 331 000	Water-Sewage		\$1,742.80	
				E 01	005 810 000 330 000	Garbage		\$23.78	
				E 04	005 505 321 320 000	Communication		\$33.07	
				E 01	005 810 000 320 000	Communication		\$683.90	
PO#:	Voucher #:	106137	Invoice	Invoice No:	10116979	6/7/2024	Paid Amt:	\$14,243.26	
							Check Amount:	\$14,243.26	
0146	MB	86973	16086	remit	COLONIAL LIFE INSURANCE COMPANY		Check		
				B 01	215 029	Supplemental Insurance-Voluntary		\$213.08	
PO#:	Voucher #:	106155	Invoice	Invoice No:	41790570513105	6/7/2024	Paid Amt:	\$213.08	
							Check Amount:	\$213.08	
0146	MB	86974	15843		DREES, STACY		Check		
				R 02	005 000 701 601 000	Refund		\$19.15	
PO#:	Voucher #:	106149	Invoice	Invoice No:	052824	6/7/2024	Paid Amt:	\$19.15	
							Check Amount:	\$19.15	
0146	MB	86975	17781		ELLINGSON, DEAN & ANNETTE		Check		
				R 02	005 000 701 601 000	Refund		\$7.45	
PO#:	Voucher #:	106150	Invoice	Invoice No:	052824	6/7/2024	Paid Amt:	\$7.45	
							Check Amount:	\$7.45	
0146	MB	86976	17782		ERNST, JASON & ANGIE		Check		
				R 02	005 000 701 601 000	Refund		\$17.01	
PO#:	Voucher #:	106151	Invoice	Invoice No:	052824	6/7/2024	Paid Amt:	\$17.01	
							Check Amount:	\$17.01	
0146	MB	86977	17783		FULLER, LANCE		Check		
				R 02	005 000 701 601 000	refund		\$2.50	
PO#:	Voucher #:	106152	Invoice	Invoice No:	052824	6/7/2024	Paid Amt:	\$2.50	
							Check Amount:	\$2.50	
0146	MB	86978	17784		GRAY, MELISSA		Check		
				R 02	005 000 701 601 000	Refund		\$1.55	
PO#:	Voucher #:	106154	Invoice	Invoice No:	052824	6/7/2024	Paid Amt:	\$1.55	
							Check Amount:	\$1.55	
0146	MB	86979	12349		GYLLAND, JENNIFER		Check		
				R 02	005 000 701 601 000	refund		\$19.80	
PO#:	Voucher #:	106153	Invoice	Invoice No:	052824	6/7/2024	Paid Amt:	\$19.80	
							Check Amount:	\$19.80	

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	86980	16655		HOPPE, MICHELLE		Check
				R 02	005 000 701 601 000		Refund
							\$6.75
	PO#:	Voucher #:	106156	Invoice	Invoice No: 052824	6/7/2024	Paid Amt: \$6.75
							Check Amount: \$6.75
0146	MB	86981	15888		KASEMAN, JAMIE		Check
				R 01	300 249 000 050 000		Refund
							\$9.80
	PO#:	Voucher #:	106157	Invoice	Invoice No: 052824	6/7/2024	Paid Amt: \$9.80
							Check Amount: \$9.80
0146	MB	86982	17776		LAKE REGION BABE RUTH		Check
				E 04	005 506 321 369 000		14U Dues
							\$1,300.00
	PO#:	Voucher #:	106141	Invoice	Invoice No: 3-2024	6/7/2024	Paid Amt: \$1,300.00
							Check Amount: \$1,300.00
0146	MB	86983	17785		MILLIGAN, TYLER		Check
				R 02	005 000 701 601 000		refund
							\$4.95
	PO#:	Voucher #:	106158	Invoice	Invoice No: 052824	6/7/2024	Paid Amt: \$4.95
							Check Amount: \$4.95
0146	MB	86984	15185		MULCAHY, SARAH		Check
				R 02	005 000 701 601 000		Refund
							\$41.45
	PO#:	Voucher #:	106159	Invoice	Invoice No: 052824	6/7/2024	Paid Amt: \$41.45
							Check Amount: \$41.45
0146	MB	86985	13569		NEWELL, ERIC		Check
				R 02	005 000 701 601 000		Refund
							\$75.10
	PO#:	Voucher #:	106160	Invoice	Invoice No: 052824	6/7/2024	Paid Amt: \$75.10
							Check Amount: \$75.10
0146	MB	86986	16183		OLSON, ROBERT		Check
				R 02	005 000 701 601 000		Refund
							\$8.30
	PO#:	Voucher #:	106161	Invoice	Invoice No: 052824	6/7/2024	Paid Amt: \$8.30
							Check Amount: \$8.30
0146	MB	86987	16719		OWENS, TANYA		Check
				R 02	005 000 701 601 000		refund
							\$41.05
	PO#:	Voucher #:	106162	Invoice	Invoice No: 052824	6/7/2024	Paid Amt: \$41.05
							Check Amount: \$41.05
0146	MB	86988	17786		PEARSON, JON & MELANIE		Check
				R 02	005 000 701 601 000		Refund
							\$12.40
	PO#:	Voucher #:	106163	Invoice	Invoice No: 052824	6/7/2024	Paid Amt: \$12.40
							Check Amount: \$12.40
0146	MB	86989	12141		REGION 6A, MSHSL		Check
				E 01	300 294 000 369 504		Entry Fees/Student Travel
							\$100.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86989	12141		REGION 6A, MSHSL		Check		
				E 01	300 296 000 369 514	Entry Fees/Student Travel		\$100.00	
PO#:	Voucher #:	106140	Invoice	Invoice No:	060524	6/7/2024	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0146	MB	86990	17471		REINHART FOODSERVICE LLC		Check		
				E 02	005 770 701 490 000	Food		\$1,866.15	
				E 02	005 770 705 490 000	Breakfast Food		\$129.70	
				E 02	005 770 707 490 000	Food		\$233.25	
				E 02	005 770 701 401 000	General Supplies		\$81.32	
PO#:	Voucher #:	106174	Invoice	Invoice No:	120436	6/7/2024	Paid Amt:	\$2,310.42	
							Check Amount:	\$2,310.42	
0146	MB	86991	17471		REINHART FOODSERVICE LLC		Check		
				E 02	005 770 701 490 000	Food		\$684.35	
				E 02	005 770 705 490 000	Breakfast Food		\$331.03	
				E 02	005 770 707 490 000	Food		(\$198.81)	
				E 02	005 770 701 401 000	General Supplies		\$2.99	
PO#:	Voucher #:	106135	Invoice	Invoice No:	103107	6/7/2024	Paid Amt:	\$819.56	
							Check Amount:	\$819.56	
0146	MB	86992	16809		STANFORD, GINA		Check		
				R 02	005 000 701 601 000	refund		\$7.85	
PO#:	Voucher #:	106164	Invoice	Invoice No:	052824	6/7/2024	Paid Amt:	\$7.85	
							Check Amount:	\$7.85	
0146	MB	86993	10140		STEIN'S INC		Check		
				E 01	005 813 000 350 000	Blue cap		\$43.73	
				E 01	005 813 000 350 000	hose assembly		\$67.00	
				E 01	005 813 000 350 000	caster assembly		\$100.90	
				E 01	005 813 000 350 000	Knob kit		\$58.60	
				E 01	005 813 000 350 000	Grey cap kit		\$46.19	
				E 01	005 813 000 350 000	pick up and delivery		\$18.00	
				E 01	005 813 000 350 000	labor		\$184.00	
PO#: 50036	Voucher #:	106136	Invoice	Invoice No:	934493	6/7/2024	Paid Amt:	\$518.42	
							Check Amount:	\$518.42	
0146	MB	86994	14595		SWENSON, JAMIE		Check		
				R 02	005 000 701 601 000	Refund		\$34.15	
PO#:	Voucher #:	106165	Invoice	Invoice No:	052824	6/7/2024	Paid Amt:	\$34.15	
							Check Amount:	\$34.15	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86995	16548		THUNE, MELISSA		Check		
				R 02	005 000 701 601 000		Refund	\$30.05	
	PO#:	Voucher #:	106166	Invoice	Invoice No: 052824	6/7/2024	Paid Amt:	\$30.05	
							Check Amount:	\$30.05	
0146	MB	86996	16204		TSCHUMPERLIN, GARY		Check		
				R 02	005 000 701 601 000		Refund	\$44.40	
	PO#:	Voucher #:	106167	Invoice	Invoice No: 052824	6/7/2024	Paid Amt:	\$44.40	
							Check Amount:	\$44.40	
0146	MB	86997	14596		VIGESAA, JANELLE		Check		
				R 02	005 000 701 601 000		Refund	\$29.85	
	PO#:	Voucher #:	106168	Invoice	Invoice No: 052824	6/7/2024	Paid Amt:	\$29.85	
							Check Amount:	\$29.85	
0146	MB	86998	17787		WEBER, HEATHER		Check		
				R 02	005 000 701 601 000		Refund	\$19.60	
	PO#:	Voucher #:	106169	Invoice	Invoice No: 052824	6/7/2024	Paid Amt:	\$19.60	
							Check Amount:	\$19.60	
0146	MB	86999	16972		XCEL ENERGY		Check		
				E 01	005 810 000 333 000		Natural Gas	\$1,201.64	
	PO#:	Voucher #:	106138	Invoice	Invoice No: 879401968	6/7/2024	Paid Amt:	\$1,201.64	
							Check Amount:	\$1,201.64	
0146	MB	87000	16972		XCEL ENERGY		Check		
				E 01	005 810 000 333 000		Natural Gas	\$2,015.70	
	PO#:	Voucher #:	106139	Invoice	Invoice No: 879374284	6/7/2024	Paid Amt:	\$2,015.70	
							Check Amount:	\$2,015.70	
0146	MB	87001	15900		ANDERSON ELECTRIC LLC		Check		
				E 01	005 812 000 420 000		Custom Extension cord for welder machine	\$268.00	
	PO#: 50033	Voucher #:	106181	Invoice	Invoice No: 7966	6/13/2024	Paid Amt:	\$268.00	
							Check Amount:	\$268.00	
0146	MB	87002	17543		BARNESVILLE BASEBALL CLUB		Check		
				E 01	005 810 000 335 000		Reed Field User Fee	\$2,000.00	
	PO#:	Voucher #:	106182	Invoice	Invoice No: 060524	6/13/2024	Paid Amt:	\$2,000.00	
							Check Amount:	\$2,000.00	
0146	MB	87003	10685		BARNESVILLE BUS COMPANY, INC.		Check		
				E 01	300 294 733 360 507		Baseball	\$2,853.25	
				E 01	100 288 733 360 000		Field Trip Flow Thru	\$3,953.50	
				E 01	300 298 733 360 000	35	PaY	\$326.00	
				E 01	300 296 733 360 517		Softball	\$2,802.00	
				E 01	300 292 733 360 505		Track	\$4,956.75	

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87003	10685		BARNESVILLE BUS COMPANY, INC.		Check
				E 01	300 289 733 360 000 HS Auxiliary flow through		\$372.50
PO#:	Voucher #:	106313	Invoice		Invoice No: May 24 Extra	6/13/2024	Paid Amt: \$15,264.00
				E 04	005 582 344 360 000 Preschool Busing		\$1,200.00
PO#:	Voucher #:	106314	Invoice		Invoice No: May 24 Preschool	6/13/2024	Paid Amt: \$1,200.00
				E 01	005 760 713 360 000 Open Enrollment Transportation		\$7,064.00
PO#:	Voucher #:	106315	Invoice		Invoice No: May 24 OE	6/13/2024	Paid Amt: \$7,064.00
				E 01	300 294 733 360 507 Baseball		\$400.00
				E 01	300 296 733 360 517 Softball		\$400.00
PO#:	Voucher #:	106316	Invoice		Invoice No: May 24 After Schl	6/13/2024	Paid Amt: \$800.00
				E 01	005 760 720 442 000 Gasoline		\$2,620.00
PO#:	Voucher #:	106317	Invoice		Invoice No: May 24 Fuel	6/13/2024	Paid Amt: \$2,620.00
				E 01	005 105 000 305 000 Drug/Alcohol Tests		\$225.00
PO#:	Voucher #:	106318	Invoice		Invoice No: 8430	6/13/2024	Paid Amt: \$225.00
Check Amount:							\$27,173.00
0146	MB	87004	12156		BARNESVILLE C-STORE		Check
				E 01	005 760 733 442 000 Gasoline		\$44.85
PO#:	Voucher #:	106185	Invoice		Invoice No: 9728-2	6/13/2024	Paid Amt: \$44.85
				E 01	005 760 733 442 000 Gasoline		\$55.20
PO#:	Voucher #:	106186	Invoice		Invoice No: 7845-1	6/13/2024	Paid Amt: \$55.20
				E 01	005 760 733 442 000 Gasoline		\$67.49
PO#:	Voucher #:	106187	Invoice		Invoice No: 6-2	6/13/2024	Paid Amt: \$67.49
				E 01	005 760 733 442 000 Gasoline		\$41.27
PO#:	Voucher #:	106188	Invoice		Invoice No: 301-2	6/13/2024	Paid Amt: \$41.27
				E 01	005 760 733 442 000 Gasoline		\$43.49
PO#:	Voucher #:	106189	Invoice		Invoice No: 621-2	6/13/2024	Paid Amt: \$43.49
				E 01	005 760 733 442 000 Gasoline		\$29.00
PO#:	Voucher #:	106190	Invoice		Invoice No: 1237-2	6/13/2024	Paid Amt: \$29.00
				E 01	005 760 733 442 000 Gasoline		\$72.02
PO#:	Voucher #:	106191	Invoice		Invoice No: 1497-2	6/13/2024	Paid Amt: \$72.02
				E 01	005 760 733 442 000 Gasoline		\$23.23
PO#:	Voucher #:	106192	Invoice		Invoice No: 8911-1	6/13/2024	Paid Amt: \$23.23
				E 01	005 760 733 442 000 Gasoline		\$37.25
PO#:	Voucher #:	106193	Invoice		Invoice No: 9089-1	6/13/2024	Paid Amt: \$37.25
				E 01	005 760 733 442 000 Gasoline		\$51.48
				E 01	005 760 733 401 000 Car Wash		\$8.00
PO#:	Voucher #:	106194	Invoice		Invoice No: 1985-2	36 6/13/2024	Paid Amt: \$59.48
				E 01	005 760 733 442 000 Gasoline		\$61.09

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87004	12156		BARNESVILLE C-STORE		Check
				E 01	005 760 733 401 000 Car Wash		\$7.00
PO#:	Voucher #:	106195	Invoice		Invoice No: 9641-1	6/13/2024	Paid Amt: \$68.09
				E 01	005 760 733 442 000 Gasoline		\$35.97
PO#:	Voucher #:	106196	Invoice		Invoice No: 2174-2	6/13/2024	Paid Amt: \$35.97
				E 01	005 760 733 442 000 Gasoline		\$29.22
PO#:	Voucher #:	106197	Invoice		Invoice No: 9750-1	6/13/2024	Paid Amt: \$29.22
				E 01	005 760 733 442 000 Gasoline		\$33.35
PO#:	Voucher #:	106198	Invoice		Invoice No: 3361-2	6/13/2024	Paid Amt: \$33.35
				E 01	005 760 733 442 000 Gasoline		\$72.50
PO#:	Voucher #:	106199	Invoice		Invoice No: 3738-2	6/13/2024	Paid Amt: \$72.50
				E 01	005 760 733 442 000 Gasoline		\$52.00
PO#:	Voucher #:	106200	Invoice		Invoice No: 3702-2	6/13/2024	Paid Amt: \$52.00
				E 01	005 760 733 442 000 Gasoline		\$66.68
PO#:	Voucher #:	106201	Invoice		Invoice No: 1600-1	6/13/2024	Paid Amt: \$66.68
				E 01	005 760 733 442 000 Gasoline		\$38.86
PO#:	Voucher #:	106202	Invoice		Invoice No: 4925-2	6/13/2024	Paid Amt: \$38.86
				E 01	005 760 733 442 000 Gasoline		\$34.95
PO#:	Voucher #:	106203	Invoice		Invoice No: 5116-2	6/13/2024	Paid Amt: \$34.95
				E 01	005 760 733 442 000 Gasoline		\$51.84
PO#:	Voucher #:	106204	Invoice		Invoice No: 5194-2	6/13/2024	Paid Amt: \$51.84
				E 01	005 760 733 442 000 Gasoline		\$53.93
PO#:	Voucher #:	106205	Invoice		Invoice No: 3298-1	6/13/2024	Paid Amt: \$53.93
				E 01	005 760 733 442 000 Gasoline		\$59.48
PO#:	Voucher #:	106206	Invoice		Invoice No: 5459-2	6/13/2024	Paid Amt: \$59.48
				E 01	005 811 000 442 000 Gasoline		\$31.19
PO#:	Voucher #:	106207	Invoice		Invoice No: 5089-2	6/13/2024	Paid Amt: \$31.19
				E 01	005 811 000 442 000 Gasoline		\$31.55
PO#:	Voucher #:	106208	Invoice		Invoice No: 3762-2	6/13/2024	Paid Amt: \$31.55
				E 01	005 811 000 442 000 Gasoline		\$30.27
PO#:	Voucher #:	106209	Invoice		Invoice No: 4584-1	6/13/2024	Paid Amt: \$30.27
				E 01	005 811 000 442 000 Gasoline		\$27.70
PO#:	Voucher #:	106210	Invoice		Invoice No: 7164-2	6/13/2024	Paid Amt: \$27.70
				E 01	005 811 000 442 000 Gasoline		\$30.84
PO#:	Voucher #:	106211	Invoice		Invoice No: 1708-2	6/13/2024	Paid Amt: \$30.84
Check Amount:							\$1,221.70
0146	MB	87005	16618		BARNESVILLE DRUG & HARDWARE	37	Check
				E 01	005 810 000 410 000 Custodial Supplies		\$7.78
PO#:	Voucher #:	106215	Invoice		Invoice No: 175341	6/13/2024	Paid Amt: \$7.78

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	87005	16618		BARNESVILLE DRUG & HARDWARE		Check		
				E 01	005 810 000 410 000	Custodial Supplies		\$59.97	
PO#:	Voucher #:	106216	Invoice		Invoice No: 175568	6/13/2024	Paid Amt:	\$59.97	
				E 01	005 810 000 410 000	Custodial Supplies		\$57.94	
PO#:	Voucher #:	106217	Invoice		Invoice No: 178937	6/13/2024	Paid Amt:	\$57.94	
							Check Amount:	\$125.69	
0146	MB	87006	10013		BARNESVILLE GROCERY		Check		
				E 01	300 250 000 430 000	Instructional Sup		\$173.85	
				E 01	300 250 000 430 000	Instructional Sup		\$83.24	
PO#:	Voucher #:	106213	Invoice		Invoice No: FACS May 24	6/13/2024	Paid Amt:	\$257.09	
				E 01	100 288 000 401 000	Healthy Snacks (Spark Grant)		\$101.86	
PO#:	Voucher #:	106214	Invoice		Invoice No: 002015101620	6/13/2024	Paid Amt:	\$101.86	
							Check Amount:	\$358.95	
0146	MB	87007	10025		BARNESVILLE RECORD-REVIEW		Check		
				E 04	005 505 321 380 000	Advertising		\$48.00	
PO#:	Voucher #:	106183	Invoice		Invoice No: 053124	6/13/2024	Paid Amt:	\$48.00	
				E 01	005 010 000 380 000	Advertising		\$310.00	
PO#:	Voucher #:	106184	Invoice		Invoice No: 053124-2	6/13/2024	Paid Amt:	\$310.00	
							Check Amount:	\$358.00	
0146	MB	87008	13450		CROWN TROPHY		Check		
				E 01	300 292 000 401 505	Individual and Team Awards		\$65.02	
				E 01	300 292 000 401 505	Individual and Team Awards		\$151.73	
PO#: 50054	Voucher #:	106218	Invoice		Invoice No: 66943	6/13/2024	Paid Amt:	\$216.75	
							Check Amount:	\$216.75	
0146	MB	87009	13220		EARTHGRAINS BAKING CO. INC.		Check		
				E 02	005 770 701 490 000	Food		\$100.36	
PO#:	Voucher #:	106232	Invoice		Invoice No: 52155690003242	6/13/2024	Paid Amt:	\$100.36	
				E 02	005 770 701 490 000	Food		\$70.20	
PO#:	Voucher #:	106233	Invoice		Invoice No: 52155690003243	6/13/2024	Paid Amt:	\$70.20	
				E 02	005 770 701 490 000	Food		\$68.32	
PO#:	Voucher #:	106234	Invoice		Invoice No: 52155690003172	6/13/2024	Paid Amt:	\$68.32	
				E 02	005 770 701 490 000	Food		\$102.60	
PO#:	Voucher #:	106235	Invoice		Invoice No: 52155690003173	6/13/2024	Paid Amt:	\$102.60	
				E 02	005 770 701 490 000	Food		\$84.36	
PO#:	Voucher #:	106236	Invoice		Invoice No: 52155690003210	6/13/2024	Paid Amt:	\$84.36	
				E 02	005 770 701 490 000	Food		\$83.60	
PO#:	Voucher #:	106237	Invoice		Invoice No: 52155690003211	6/13/2024	Paid Amt:	\$83.60	
							Check Amount:	\$509.44	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	87010	10052		FARMERS COOPERATIVE OIL CO		Check		
				E 01	005 810 000 442 000 Gasoline			\$67.23	
PO#:	Voucher #:	106239	Invoice	Invoice No:	6442-1	6/13/2024	Paid Amt:	\$67.23	
				E 01	005 810 000 442 000 Gasoline			\$100.01	
PO#:	Voucher #:	106240	Invoice	Invoice No:	6553-1	6/13/2024	Paid Amt:	\$100.01	
				E 01	005 811 000 442 000 Gasoline			\$39.69	
PO#:	Voucher #:	106241	Invoice	Invoice No:	1567-2	6/13/2024	Paid Amt:	\$39.69	
				E 01	005 810 000 442 000 Gasoline			\$50.94	
PO#:	Voucher #:	106242	Invoice	Invoice No:	1528-2	6/13/2024	Paid Amt:	\$50.94	
							Check Amount:	\$257.87	
0146	MB	87011	10328	remit	FLINN SCIENTIFIC INC		Check		
				E 01	100 209 000 430 000 AP1815 PAPER, CONSTRUCTION WHITE 9"			\$39.45	
				E 01	100 209 000 430 000 Freight			\$7.50	
PO#:	50051	Voucher #:	106238	Invoice	Invoice No:	3008768	6/13/2024	Paid Amt:	\$46.95
							Check Amount:	\$46.95	
0146	MB	87012	16206	remit	FOLLETT CONTENT SOLUTIONS LLC		Check		
				B 01	131 000 Destiny TitlePeek renewal			\$130.00	
				B 01	131 000 Destiny TitlePeek renewal			\$130.00	
PO#:	49963	Voucher #:	106245	Invoice	Invoice No:	1542939	6/13/2024	Paid Amt:	\$260.00
							Check Amount:	\$260.00	
0146	MB	87013	10060		FUCHS SANITATION, INC		Check		
				E 01	005 810 000 330 000 Garbage			\$1,205.83	
PO#:	Voucher #:	106243	Invoice	Invoice No:	131331	6/13/2024	Paid Amt:	\$1,205.83	
				E 02	005 770 701 330 000 Garbage			\$2,976.87	
				E 02	005 770 701 330 000 Garbage			\$506.07	
PO#:	Voucher #:	106244	Invoice	Invoice No:	131276	6/13/2024	Paid Amt:	\$3,482.94	
							Check Amount:	\$4,688.77	
0146	MB	87014	14517		GATEWAY TO THE LAKES		Check		
				E 01	005 010 000 380 000 Advertising			\$1,100.00	
PO#:	Voucher #:	106246	Invoice	Invoice No:	053124	6/13/2024	Paid Amt:	\$1,100.00	
							Check Amount:	\$1,100.00	
0146	MB	87015	16615		JIFFY JONS INC		Check		
				E 01	005 811 000 350 000 Jiffy Jon Rent (Softball)			\$544.00	
PO#:	Voucher #:	106248	Invoice	Invoice No:	74962	6/13/2024	Paid Amt:	\$544.00	
							Check Amount:	\$544.00	
0146	MB	87016	10904		JOHNSON CONTROLS, INC	39	Check		
				E 01	005 812 000 350 000 3 control boards			\$4,266.61	
				E 01	005 812 000 350 000 doors and hinges			\$2,993.84	



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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	87016	10904		JOHNSON CONTROLS, INC		Check		
				E 01	005 812 000 350 000 shipping			\$1,400.55	
				E 01	005 812 000 350 000 labor			\$4,279.00	
	PO#: 50069	Voucher #: 106249		Invoice	Invoice No: 1-133137887535	6/13/2024		Paid Amt:	\$12,940.00
				E 01	005 865 380 350 000 RTU 1 AC repair			\$4,790.00	
	PO#: 50069	Voucher #: 106250		Invoice	Invoice No: 1-133137328462	6/13/2024		Paid Amt:	\$4,790.00
								Check Amount:	\$17,730.00
0146	MB	87017	16339	REMIT	JOHNSON PLASTICS PLUS		Check		
				E 01	300 255 000 530 000 Equipment			\$624.00	
	PO#:	Voucher #: 106247		Invoice	Invoice No: 3551447	6/13/2024		Paid Amt:	\$624.00
								Check Amount:	\$624.00
0146	MB	87018	16348	remit	KEMPS LLC		Check		
				E 02	005 770 701 495 000 Milk			\$336.59	
				E 02	005 770 701 490 000 Food			\$23.62	
	PO#:	Voucher #: 106251		Invoice	Invoice No: 5180576	6/13/2024		Paid Amt:	\$360.21
				E 02	005 770 701 495 000 Milk			\$125.80	
	PO#:	Voucher #: 106252		Invoice	Invoice No: 5179779	6/13/2024		Paid Amt:	\$125.80
				E 02	005 770 701 495 000 Milk			\$188.70	
	PO#:	Voucher #: 106253		Invoice	Invoice No: 5184471	6/13/2024		Paid Amt:	\$188.70
				E 02	005 770 701 495 000 Milk			\$161.65	
	PO#:	Voucher #: 106254		Invoice	Invoice No: 5191582	6/13/2024		Paid Amt:	\$161.65
				E 02	005 770 701 495 000 Milk			\$392.30	
				E 02	005 770 701 490 000 Food			\$23.62	
	PO#:	Voucher #: 106255		Invoice	Invoice No: 5194167	6/13/2024		Paid Amt:	\$415.92
				E 02	005 770 701 495 000 Milk			\$154.20	
				E 02	005 770 701 490 000 Food			\$23.62	
	PO#:	Voucher #: 106256		Invoice	Invoice No: 5196292	6/13/2024		Paid Amt:	\$177.82
				E 02	005 770 701 495 000 Milk			\$833.30	
	PO#:	Voucher #: 106257		Invoice	Invoice No: 5197666	6/13/2024		Paid Amt:	\$833.30
				E 02	005 770 701 495 000 Milk			\$125.80	
	PO#:	Voucher #: 106258		Invoice	Invoice No: 103271434	6/13/2024		Paid Amt:	\$125.80
				E 02	005 770 701 495 000 Milk			\$476.85	
				E 02	005 770 701 490 000 Food			\$23.62	
	PO#:	Voucher #: 106259		Invoice	Invoice No: 103271433	6/13/2024		Paid Amt:	\$500.47
								Check Amount:	\$2,889.67
0146	MB	87019	14269		LAKES COUNTRY SERVICE COOP		Check		
				E 01	300 218 388 401 000 Set of 3 Pressure Stiffs			\$185.00	



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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	87019	14269		LAKES COUNTRY SERVICE COOP		Check		
				E 01	300 218 388 401 000	Shipping		\$10.00	
		PO#: 50042	Voucher #: 106262	Invoice	Invoice No: 99593	6/13/2024	Paid Amt:	\$195.00	
								Check Amount:	\$195.00
0146	MB	87020	11345		REMIT LAKESHORE LEARNING MATERIALS LLC		Check		
				E 01	100 205 000 430 000	DD349 Easy-Read Rulers - Set of 30		\$23.74	
		PO#: 50050	Voucher #: 106260	Invoice	Invoice No: 564093060524	6/13/2024	Paid Amt:	\$23.74	
				E 01	100 422 740 433 000	DS737 DS737 - Dealing with Feelings Book Sr		\$51.77	
				E 01	100 422 740 433 000	HH346 HH346 - What Should You Do? A Gam		\$18.99	
				E 01	100 422 740 433 000	EE765X EE765X - Grab Play Social-Emotiona		\$70.29	
				E 01	100 422 740 433 000	GG484 GG484 - Match Sort Social-Emotional		\$28.49	
				E 01	100 422 740 433 000	EE850 EE850 - Daily Social-Emotional Learnin		\$186.16	
		PO#: 50024	Voucher #: 106261	Invoice	Invoice No: 541650052824	6/13/2024	Paid Amt:	\$355.70	
								Check Amount:	\$379.44
0146	MB	87021	13701		LIBRARY STORE, INC.		Check		
				E 01	100 203 000 401 000	30-1706		\$339.80	
				E 01	100 203 000 401 000	Shipping		\$47.38	
				E 01	100 203 000 401 000	Coupon		(\$50.00)	
		PO#: 50039	Voucher #: 106264	Invoice	Invoice No: 689777	6/13/2024	Paid Amt:	\$337.18	
								Check Amount:	\$337.18
0146	MB	87022	15172		LONG WEEKEND SPORTSWEAR, LLC		Check		
				E 04	005 506 321 401 000	4- Adult Large Baseball/Softball Tshirts		\$34.00	
				E 04	005 506 321 401 000	5 Adult Medium Baseball/Softball Tshirts		\$42.50	
				E 04	005 506 321 401 000	33- Youth Large Baseball/Softball Tshirts		\$280.50	
				E 04	005 506 321 401 000	22- Adult Small Baseball/Softball Tshirts		\$187.00	
				E 04	005 506 321 401 000	Misc		\$0.00	
				E 04	005 506 321 401 000	51- Youth Medium Baseball/Softball Tshirts		\$433.50	
				E 04	005 506 321 401 000	63- Youth Small Baseball/Softball Tshirts		\$535.50	
				E 04	005 506 321 401 000	Shipping Baseball/Softball Tshirts		\$18.00	
		PO#: 50027	Voucher #: 106263	Invoice	Invoice No: 28792	6/13/2024	Paid Amt:	\$1,531.00	
								Check Amount:	\$1,531.00
0146	MB	87023	17278		MENARDS		Check		
				E 01	005 760 733 401 000	AC recharge		\$85.98	
				E 01	005 811 000 420 000	mulch		\$98.80	
		PO#: 50001	Voucher #: 106265	Invoice	Invoice No: 94375	6/13/2024	Paid Amt:	\$184.78	
				E 01	005 812 000 420 000	Cove Moulding adhesive		\$69.90	
				E 01	005 812 000 420 000	Paint rollers	41	\$19.77	
				E 01	005 812 000 420 000	pipe flange		\$6.99	
				E 01	005 811 000 420 000	weed killer		\$35.97	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	87023	17278		MENARDS		Check		
				E 01	005 810 000 410 000		duck tape	\$4.29	
				E 01	005 810 000 410 000		duck tape	\$4.29	
				E 01	005 810 000 410 000		magic erasers	\$26.82	
	PO#: 50075	Voucher #: 106266		Invoice	Invoice No: 96239	6/13/2024		Paid Amt: \$168.03	
				E 01	005 810 000 410 000		First aid kit	\$29.98	
				E 01	005 812 000 420 000		Y connector	\$6.99	
				E 01	005 812 000 420 000		rail end cap	\$0.98	
				E 01	005 811 000 420 000		Weed and grass killer	\$89.99	
				E 01	005 811 000 420 000		round up	\$40.68	
	PO#: 50059	Voucher #: 106267		Invoice	Invoice No: 95990	6/13/2024		Paid Amt: \$168.62	
				E 01	005 865 379 350 000		8' divider	\$8.98	
				E 01	005 865 379 350 000		nrp panel	\$57.98	
				E 01	005 865 379 350 000		drive in anchors	\$6.99	
				E 01	005 813 000 420 000		chain	\$47.48	
				E 01	005 810 000 410 000		paint brushes	\$57.30	
				E 01	005 810 000 410 000		HD extension cord	\$69.29	
	PO#: 50058	Voucher #: 106268		Invoice	Invoice No: 95851	6/13/2024		Paid Amt: \$248.02	
							Check Amount: \$769.45		
0146	MB	87024	14486		MINNESOTA DEPARTMENT OF HEALTH		Check		
				E 02	005 770 701 820 000		Statewide hospitality fee	\$40.00	
	PO#:	Voucher #: 106269		Invoice	Invoice No: 1051409	6/13/2024		Paid Amt: \$40.00	
							Check Amount: \$40.00		
0146	MB	87025	14486		MINNESOTA DEPARTMENT OF HEALTH		Check		
				E 02	005 770 701 820 000		Statewide hospitality fee	\$40.00	
	PO#:	Voucher #: 106270		Invoice	Invoice No: 1051407	6/13/2024		Paid Amt: \$40.00	
							Check Amount: \$40.00		
0146	MB	87026	14932		MTI		Check		
				E 04	005 506 321 401 000		Royalty for The Jungle Book Kids	\$360.00	
				E 04	005 506 321 401 000		Showkit Materials Fee The Jungle Book Kids	\$545.00	
				E 04	005 506 321 401 000		Showkit Shipping The Jungle Book Kids	\$45.00	
				E 04	005 506 321 401 000		Additional Materials Total	\$169.00	
	PO#: 50028	Voucher #: 106271		Invoice	Invoice No: 1130025	6/13/2024		Paid Amt: \$1,119.00	
							Check Amount: \$1,119.00		
0146	MB	87027	10452	remit	NAPA CENTRAL		Check		
				E 01	005 813 000 350 000		Gear Oil	\$12.44	
	PO#:	Voucher #: 106272		Invoice	Invoice No: 403548	42 6/13/2024		Paid Amt: \$12.44	
							Check Amount: \$12.44		

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0146	MB	87028	16645		PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC		Check		
				E 01	005 110 302 370 000 Lease			\$910.23	
PO#:	Voucher #:	106274	Invoice	Invoice No:	3106680989	6/13/2024	Paid Amt:	\$910.23	
							Check Amount:	\$910.23	
0146	MB	87029	12076	remit	PREMIUM WATERS - FARGO		Check		
				E 01	005 720 000 401 000 General Supplies			\$138.68	
PO#:	Voucher #:	106273	Invoice	Invoice No:	502958-05-24	6/13/2024	Paid Amt:	\$138.68	
							Check Amount:	\$138.68	
0146	MB	87030	12663	remit	REALLY GOOD STUFF LLC		Check		
				E 01	100 206 000 401 000 169429 Pocket Brad Folders Set of 12			\$104.65	
PO#: 50053	Voucher #:	106275	Invoice	Invoice No:	8541677	6/13/2024	Paid Amt:	\$104.65	
				E 01	100 205 000 430 000 167649 9 x 12 Real Watercolor Paper 50 She			\$13.29	
PO#: 50049	Voucher #:	106276	Invoice	Invoice No:	8540882	6/13/2024	Paid Amt:	\$13.29	
							Check Amount:	\$117.94	
0146	MB	87031	16628		REGENTS OF THE UNIVERSITY OF MINNESOTA		Check		
				E 01	005 865 352 305 000 Pick up haz. chemicals			\$911.79	
PO#: 50038	Voucher #:	106277	Invoice	Invoice No:	0430007611	6/13/2024	Paid Amt:	\$911.79	
							Check Amount:	\$911.79	
0146	MB	87032	17471		REINHART FOODSERVICE LLC		Check		
				E 02	005 770 469 490 000 Food			\$1,277.89	
				E 02	005 770 469 401 000 General Supplies			\$45.89	
PO#:	Voucher #:	106278	Invoice	Invoice No:	138005	6/13/2024	Paid Amt:	\$1,323.78	
				E 02	005 770 701 490 000 Food			\$1,873.76	
				E 02	005 770 705 490 000 Breakfast Food			\$154.26	
PO#:	Voucher #:	106279	Invoice	Invoice No:	129009	6/13/2024	Paid Amt:	\$2,028.02	
				E 02	005 770 469 490 000 Food			\$512.56	
PO#:	Voucher #:	106280	Invoice	Invoice No:	128681	6/13/2024	Paid Amt:	\$512.56	
				E 02	005 770 701 490 000 Food			\$1,871.80	
				E 02	005 770 705 490 000 Breakfast Food			\$260.42	
				E 02	005 770 707 490 000 Food			\$10.95	
				E 02	005 770 701 401 000 General Supplies			\$84.31	
PO#:	Voucher #:	106281	Invoice	Invoice No:	127317	6/13/2024	Paid Amt:	\$2,227.48	
				E 02	005 770 469 490 000 Food			\$610.58	
PO#:	Voucher #:	106282	Invoice	Invoice No:	154604	6/13/2024	Paid Amt:	\$610.58	
				E 02	005 770 469 490 000 Food			\$564.51	
				E 02	005 770 469 401 000 General Supplies			\$75.48	
PO#:	Voucher #:	106323	Invoice	Invoice No:	145443	6/13/2024	Paid Amt:	\$639.99	
							Check Amount:	\$7,342.41	

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	87033	14553	REMIT	ROCHESTER TELECOM SYSTEMS		Check		
				E 01	005 810 000 320 000	Communication		\$60.49	
				E 04	005 505 321 320 000	Communication		\$1.40	
	PO#:	Voucher #:	106283	Invoice	Invoice No: 34988	6/13/2024	Paid Amt:	\$61.89	
							Check Amount:	\$61.89	
0146	MB	87034	15496		S & L COMPUTER SERVICES INC		Check		
				E 01	005 612 000 401 000	24 Port IP6000 analog Page Card - Repair		\$850.00	
				E 01	005 612 000 401 000	Freight		\$29.10	
	PO#: 50057	Voucher #:	106291	Invoice	Invoice No: 1891243	6/13/2024	Paid Amt:	\$879.10	
							Check Amount:	\$879.10	
0146	MB	87035	15043		SCHATZ, TAYLOR		Check		
				E 04	005 505 321 305 000	TKD		\$904.00	
	PO#:	Voucher #:	106311	Invoice	Invoice No: 061224	6/13/2024	Paid Amt:	\$904.00	
							Check Amount:	\$904.00	
0146	MB	87036	11245	REMIT	SCHOOL SPECIALTY LLC		Check		
				E 01	005 110 000 401 000	1496018 Xerox Vitality Copy Paper, 8-1/2 x 11		\$343.14	
	PO#: 50044	Voucher #:	106288	Invoice	Invoice No: 208134190958	6/13/2024	Paid Amt:	\$343.14	
				E 01	100 205 000 430 000	089888 School Smart Foam Magnetic Base Te		\$34.25	
				E 01	100 205 000 430 000	054144 Tru-Ray Sulphite Construction Paper,		\$4.93	
				E 01	100 205 000 430 000	054069 Tru-Ray Sulphite Construction Paper,		\$4.93	
	PO#: 50048	Voucher #:	106289	Invoice	Invoice No: 208134190871	6/13/2024	Paid Amt:	\$44.11	
				E 01	100 209 000 401 000	1530187 Sharpie Fine Permanent Markers, Bl		\$34.64	
				E 01	100 209 000 401 000	1333729 EXPO Low Odor Dry Erase Marker, E		\$17.15	
				E 01	100 209 000 401 000	1442986 Dixon Pencils, No 2 Soft Tip, Yellow,		\$44.25	
				E 01	100 209 000 401 000	1335059 BIC BriteLiner Chisel Tip Pocket Hig		\$18.19	
	PO#: 50052	Voucher #:	106290	Invoice	Invoice No: 208134190441	6/13/2024	Paid Amt:	\$114.23	
							Check Amount:	\$501.48	
0146	MB	87037	11878		SCHRITZ PLUMBING & HEATING		Check		
				E 01	005 812 000 350 000	labor		\$55.00	
				E 01	005 812 000 350 000	labor		\$55.00	
				E 01	005 812 000 350 000	labor		\$165.00	
				E 01	005 812 000 350 000	fitting		\$9.36	
				E 01	005 812 000 350 000	sloan flush valve		\$245.24	
				E 01	005 812 000 350 000	labor		\$27.50	
	PO#: 50073	Voucher #:	106284	Invoice	Invoice No: 0016017	6/13/2024	Paid Amt:	\$557.10	
				E 01	005 812 000 350 000	labor-shower at high school		\$137.50	
				E 01	005 812 000 350 000	fitting		\$6.64	
				E 01	005 812 000 350 000	fitting		\$2.42	

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	87037	11878		SCHRITZ PLUMBING & HEATING		Check		
				E 01	005 812 000 350 000	Misc	\$0.50		
	PO#: 50074	Voucher #: 106285		Invoice	Invoice No: 0016054	6/13/2024	Paid Amt:	\$147.06	
				E 01	005 812 000 350 000	labor-Teacher Lounge plumbing repairs	\$275.00		
				E 01	005 812 000 350 000	delta repair kit	\$18.00		
				E 01	005 812 000 350 000	chrome stops	\$72.00		
	PO#: 50074	Voucher #: 106286		Invoice	Invoice No: 0016076	6/13/2024	Paid Amt:	\$365.00	
				E 01	005 812 000 350 000	labor-elementary	\$220.00		
				E 01	005 812 000 350 000	labor	\$110.00		
				E 01	005 812 000 350 000	motion sensor	\$501.01		
				E 01	005 812 000 350 000	solenoid	\$133.45		
	PO#: 50074	Voucher #: 106287		Invoice	Invoice No: 0015998	6/13/2024	Paid Amt:	\$964.46	
							Check Amount:	\$2,033.62	
0146	MB	87038	11442		SHERWIN-WILLIAMS COMPANY		Check		
				E 01	005 812 000 420 000	paint	\$157.60		
				E 01	005 812 000 420 000	paint recovery fee	\$4.95		
	PO#: 50064	Voucher #: 106292		Invoice	Invoice No: 6526-3	6/13/2024	Paid Amt:	\$162.55	
							Check Amount:	\$162.55	
0146	MB	87039	10140		STEIN'S INC		Check		
				E 01	005 813 000 350 000	Mileage	\$32.16		
				E 01	005 813 000 350 000	drive time	\$58.00		
				E 01	005 813 000 350 000	labor	\$138.00		
	PO#: 50066	Voucher #: 106293		Invoice	Invoice No: 939460	6/13/2024	Paid Amt:	\$228.16	
				E 01	005 865 352 401 000	medium nitrile gloves	\$61.14		
				E 01	005 865 352 401 000	Large nitrile gloves	\$61.05		
				E 01	005 865 352 401 000	x large nitrile gloves	\$61.49		
	PO#: 50065	Voucher #: 106294		Invoice	Invoice No: 939315	6/13/2024	Paid Amt:	\$183.68	
				E 01	005 810 000 410 000	Control Master II Kit	\$69.18		
				E 01	005 810 000 410 000	easy shine applicator kit	\$390.77		
	PO#: 50070	Voucher #: 106295		Invoice	Invoice No: 938331-1	6/13/2024	Paid Amt:	\$459.95	
				E 01	005 810 000 410 000	mop handle	\$146.30		
				E 01	005 810 000 410 000	mop heads	\$101.18		
				E 01	005 810 000 410 000	doodle bug pad, brown	\$65.68		
				E 01	005 810 000 410 000	doodle bug holder	\$47.66		
				E 01	005 810 000 410 000	freight	\$5.00		
	PO#: 50067	Voucher #: 106296		Invoice	Invoice No: 938869	6/13/2024	Paid Amt:	\$365.82	
				E 01	005 810 000 410 000	workout	\$82.97	45	
				E 01	005 810 000 410 000	can liner 60 gal	\$101.49		
				E 01	005 810 000 410 000	can liner 33 gal	\$102.75		

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	87039	10140		STEIN'S INC		Check		
				E 01	005 810 000 410 000	can liner 29x44		\$54.48	
				E 01	005 810 000 410 000	can liner 12-16 gallon		\$119.40	
				E 01	005 810 000 410 000	freight		\$5.00	
PO#:	50068	Voucher #:	106297	Invoice	Invoice No: 939250	6/13/2024	Paid Amt:	\$466.09	
							Check Amount:	\$1,703.70	
0146	MB	87040	16215	remit	TEACHER SYNERGY LLC		Check		
				E 01	100 209 000 460 000	Writing graphic organizer		\$5.75	
				E 01	100 209 000 460 000	State Test Prep Reading Passages Worksheet		\$16.00	
				E 01	100 209 000 460 000	Article of the Week - ALL YEAR- reading comp		\$17.00	
				E 01	100 209 000 460 000	Figurative Language Activities		\$5.75	
				E 01	100 209 000 460 000	Sub Plans Middle School ELA Emergency Sub		\$14.00	
				E 01	100 209 000 460 000	Poetry Writing Unit booklet-haiku-acrostic, lim		\$5.99	
				E 01	100 209 000 460 000	One-Pager/Book Poster Editable Guidelines a		\$2.75	
				E 01	100 209 000 460 000	Writing Dialogue Practice Activities		\$4.00	
				E 01	100 209 000 460 000	Reading Response Journals-reading notebook		\$6.75	
				E 01	100 209 000 460 000	Reading Response Journals-reading notebook		\$5.75	
				E 01	100 209 000 460 000	Back to School Bundle-everything you need fo		\$3.60	
PO#:	50032	Voucher #:	106298	Invoice	Invoice No: 267845987	6/13/2024	Paid Amt:	\$87.34	
							Check Amount:	\$87.34	
0146	MB	87041	11606		U.S. POSTAL SERVICE		Check		
				E 01	005 110 000 329 000	PO BOX RENT		\$432.00	
PO#:		Voucher #:	106299	Invoice	Invoice No: 053124	6/13/2024	Paid Amt:	\$432.00	
							Check Amount:	\$432.00	
0146	MB	87042	10295		US FOODS		Check		
				E 02	005 770 701 490 000	Food		\$537.82	
				E 02	005 770 705 490 000	Breakfast Food		\$363.34	
PO#:		Voucher #:	106300	Invoice	Invoice No: 4748744	6/13/2024	Paid Amt:	\$901.16	
				E 02	005 770 701 490 000	Food		\$269.34	
				E 02	005 770 705 490 000	Breakfast Food		\$236.31	
				E 02	005 770 701 401 000	Supplies		\$220.10	
PO#:		Voucher #:	106301	Invoice	Invoice No: 4560377	6/13/2024	Paid Amt:	\$725.75	
							Check Amount:	\$1,626.91	
0146	MB	87043	17611		VALLEY BUS COACHES LLC		Check		
				E 01	300 289 733 360 000	Auxiliary portion		\$986.00	
				E 01	300 292 733 360 505	State Track		\$2,164.00	
PO#:		Voucher #:	106302	Invoice	Invoice No: 8603	46 6/13/2024	Paid Amt:	\$3,150.00	
				E 01	300 289 733 360 000	Auxiliary portion		\$626.00	

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	87043	17611		VALLEY BUS COACHES LLC		Check		
				E 01	300 292 733 360 505	District Track		\$924.00	
PO#:		Voucher #:	106303	Invoice	Invoice No: 8601	6/13/2024		Paid Amt:	\$1,550.00
				E 01	300 289 733 360 000	Auxiliary portion		\$488.50	
				E 01	300 292 733 360 505	State True Team Track		\$1,861.50	
PO#:		Voucher #:	106304	Invoice	Invoice No: 8595	6/13/2024		Paid Amt:	\$2,350.00
				E 01	300 289 733 360 000	Auxiliary portion		\$507.50	
				E 01	300 296 733 360 517	District Softball Bus		\$892.50	
PO#:		Voucher #:	106305	Invoice	Invoice No: 8600	6/13/2024		Paid Amt:	\$1,400.00
								Check Amount:	\$8,450.00
0146	MB	87044	10002	remit	VESTIS		Check		
				E 02	005 770 701 382 000	Laundry/Dry Cleaning		\$173.19	
PO#:		Voucher #:	106306	Invoice	Invoice No: 2520401067	6/13/2024		Paid Amt:	\$173.19
				E 02	005 770 701 382 000	Laundry/Dry Cleaning		\$173.19	
PO#:		Voucher #:	106307	Invoice	Invoice No: 2520393489	6/13/2024		Paid Amt:	\$173.19
				E 02	005 770 701 382 000	Laundry/Dry Cleaning		\$173.19	
PO#:		Voucher #:	106308	Invoice	Invoice No: 2520393496	6/13/2024		Paid Amt:	\$173.19
				E 02	005 770 701 382 000	Laundry/Dry Cleaning		\$173.19	
PO#:		Voucher #:	106309	Invoice	Invoice No: 2520386387	6/13/2024		Paid Amt:	\$173.19
				E 02	005 770 701 382 000	Laundry/Dry Cleaning		\$173.19	
PO#:		Voucher #:	106310	Invoice	Invoice No: 2520386386	6/13/2024		Paid Amt:	\$173.19
								Check Amount:	\$865.95
0146	MB	87045	13590		WE TRAVEL PC INC		Check		
				E 01	005 715 342 405 000	Cyber Security - Avanan Email Security		\$540.00	
				E 01	005 715 342 405 000	Cyber Security - Google Workspace Backup		\$420.00	
				E 01	005 715 342 405 000	Cyber Security - Server Protection		\$250.00	
				E 01	005 715 342 405 000	Cyber Security - Advanced EDR PCS		\$730.00	
				E 01	005 715 342 405 000	Cyber Security - Macs		\$350.00	
				E 01	005 715 342 405 000	Vulnerability Scanning and Compliance		\$250.00	
				E 01	005 715 342 405 000	Staff Cyber Security Ongoing Training		\$274.00	
PO#: 50072		Voucher #:	106319	Invoice	Invoice No: 13634	6/13/2024		Paid Amt:	\$2,814.00
				E 01	005 612 000 319 000	Security Services - BHS PC & Mac Managem		\$750.00	
PO#: 50072		Voucher #:	106320	Invoice	Invoice No: 13635	6/13/2024		Paid Amt:	\$750.00
				E 01	005 612 000 405 000	Security Services - District Staff DNS Filter pc:		\$99.00	
PO#: 50072		Voucher #:	106321	Invoice	Invoice No: 13636	6/13/2024		Paid Amt:	\$99.00
				E 01	005 630 302 305 000	Technology Coordinator		\$2,996.00	
PO#:		Voucher #:	106322	Invoice	Invoice No: 1087	47 6/13/2024		Paid Amt:	\$2,996.00
								Check Amount:	\$6,659.00

Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	87046	13920		YEARBOOK		Check		
				E 01	300 289 000 401 000	General Supplies		\$3,155.00	
	PO#:	Voucher #:	106312	Invoice	Invoice No: 061224	6/13/2024	Paid Amt:	\$3,155.00	
								Check Amount:	\$3,155.00
0146	MB	87047	17355		HILLYARD/HUTCHINSON		Check		
				E 01	005 810 000 410 000	multi flo pads		\$112.81	
	PO#: 50022	Voucher #:	106327	Invoice	Invoice No: 605486630	6/14/2024	Paid Amt:	\$112.81	
								Check Amount:	\$112.81
0146	MB	87048	13592	REMIT	MARCO TECHNOLOGIES LLC		Check		
				E 01	005 110 302 580 000	Copier Contract		\$712.75	
				E 01	300 211 302 580 000	Copier Contract		\$1,425.51	
				E 01	100 203 302 580 000	Copier Contract		\$1,425.51	
				E 01	005 110 302 580 000	Supply Freight		\$7.80	
				E 01	300 211 302 580 000	Supply Freight		\$15.60	
				E 01	100 203 302 580 000	Supply Freight		\$15.60	
	PO#:	Voucher #:	106326	Invoice	Invoice No: 531072056	6/14/2024	Paid Amt:	\$3,602.77	
								Check Amount:	\$3,602.77
0146	MB	87049	16818		MN SCHOOL EMPLOYEES ASSOCIATION		Check		
				B 01	215 025	Nea-Mea-Bea Dues Payable		\$390.25	
	PO#:	Voucher #:	106225	Invoice	Invoice No: S2024230	6/14/2024	Paid Amt:	\$390.25	
								Check Amount:	\$390.25
0146	MB	87050	16017	REMIT	PURCHASE POWER		Check		
				E 01	005 110 000 329 000	postage		\$857.50	
	PO#:	Voucher #:	106325	Invoice	Invoice No: 06092024	6/14/2024	Paid Amt:	\$857.50	
								Check Amount:	\$857.50
0146	MB	87051	17471		REINHART FOODSERVICE LLC		Check		
				E 02	005 770 469 490 000	Food		\$764.75	
	PO#:	Voucher #:	106324	Invoice	Invoice No: 162330	6/14/2024	Paid Amt:	\$764.75	
								Check Amount:	\$764.75
								Report Total:	\$618,181.82

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

Fund	Description	Total
01	General Fund	\$590,344.36
02	Food Service	\$21,384.36
04	Community Service	\$6,453.10
Report Total		\$618,181.82

Student Activity Account Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
1146	MN	18426	1434		AMAZON CAPITAL SERVICES		Check		
				E 01	100 298 000 401 110	Page Protectors		\$47.92	
	PO#: 1478	Voucher #:	5320	Invoice	Invoice No: 1JT4-HTWN-46WQ	5/29/2024	Paid Amt:	\$47.92	
				E 01	300 298 000 401 225	Jr. Class Prom Decorations Returned		\$1.33	
	PO#:	Voucher #:	5321	Credit	Invoice No: 1C3J-RXX6-1QGD	5/29/2024	Paid Amt:	(\$1.33)	
				E 01	300 298 000 401 225	Jr Class Prom Decorations		\$1.99	
	PO#:	Voucher #:	5322	Credit	Invoice No: 1VNW-X67V-1XRG	5/29/2024	Paid Amt:	(\$1.99)	
				E 01	300 298 000 401 225	Prom Decorations Returned		\$3.67	
	PO#:	Voucher #:	5323	Credit	Invoice No: 1L99-JL77-1TX9	5/29/2024	Paid Amt:	(\$3.67)	
				E 01	300 298 000 401 225	Prom Decorations Returned		\$19.99	
	PO#:	Voucher #:	5324	Credit	Invoice No: 1JR1-N1QG-GW44	5/29/2024	Paid Amt:	(\$19.99)	
							Check Amount:	\$20.94	
1146	MN	18427	1016		BARNESVILLE GROCERY		Check		
				E 01	300 298 000 401 410	Officer Retreat		\$52.53	
	PO#:	Voucher #:	5301	Invoice	Invoice No: 8620	5/29/2024	Paid Amt:	\$52.53	
				E 01	300 298 000 401 315	Year End Party		\$30.93	
	PO#:	Voucher #:	5305	Invoice	Invoice No: 8380	5/29/2024	Paid Amt:	\$30.93	
							Check Amount:	\$83.46	
1146	MN	18428	1831		BEMIDJI TOWN & COUNTRY CLUB		Check		
				E 01	300 298 000 401 520	Practice Rounds		\$342.00	
	PO#:	Voucher #:	5300	Invoice	Invoice No: 05292024	5/29/2024	Paid Amt:	\$342.00	
							Check Amount:	\$342.00	
1146	MN	18430	1021		BSN SPORTS, INC.		Check		
				E 01	300 298 000 401 561	Softball pants & Jerseys		\$550.00	
	PO#: 1472	Voucher #:	5317	Invoice	Invoice No: 308577156A	5/29/2024	Paid Amt:	\$550.00	
							Check Amount:	\$550.00	
1146	MN	18431	1159		DETROIT LAKES COMMUNITY CENTER		Check		
				E 01	100 298 000 401 110	Field Trip 3rd Grade		\$375.00	
	PO#:	Voucher #:	5309	Invoice	Invoice No: 4443	5/29/2024	Paid Amt:	\$375.00	
							Check Amount:	\$375.00	
1146	MN	18432	1108		EF EDUCATIONAL TOURS		Check		
				E 01	300 298 000 401 380	Spain Trip		\$796.22	
	PO#:	Voucher #:	5310	Invoice	Invoice No: 2652310KN	5/29/2024	Paid Amt:	\$796.22	
							Check Amount:	\$796.22	
1146	MN	18433	1805		GRAY, MARTY		Check		
				E 01	300 298 000 401 500	Year End Highlight Video		\$150.00	

Student Activity Account Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
1146	MN	18433	1805		GRAY, MARTY		Check	
				E 01	300 298 000 401 510	Year End Highlight Video	\$150.00	
		PO#:	Voucher #:	5307	Invoice	Invoice No: 05202024	5/29/2024	
							Paid Amt:	\$300.00
							Check Amount:	\$300.00
1146	MN	18434	1315		HAWLEY HIGH SCHOOL		Check	
				E 01	300 298 000 401 540	Summer Tournaments	\$250.00	
		PO#:	Voucher #:	5303	Invoice	Invoice No: Summer	5/29/2024	
							Paid Amt:	\$250.00
							Check Amount:	\$250.00
1146	MN	18435	1026		ISD #146		Check	
				E 01	100 298 000 401 110	Safety Patrol Year End Party	\$240.00	
		PO#:	Voucher #:	5306	Invoice	Invoice No: 052024	5/29/2024	
							Paid Amt:	\$240.00
				E 01	300 298 000 401 500	Team Meal	\$311.15	
		PO#:	Voucher #:	5311	Invoice	Invoice No: 05172024	5/29/2024	
							Paid Amt:	\$311.15
				E 01	300 298 000 401 500	Team Meal	\$203.48	
		PO#:	Voucher #:	5312	Invoice	Invoice No: 05182024	5/29/2024	
							Paid Amt:	\$203.48
				E 01	300 298 000 401 224	Senior Meal	\$433.23	
		PO#:	Voucher #:	5318	Invoice	Invoice No: ChickFilA	5/29/2024	
							Paid Amt:	\$433.23
							Check Amount:	\$1,187.86
1146	MN	18436	1823		LOEN, NANCY		Check	
				E 01	300 298 000 401 410	Living to Serve Project	\$137.16	
		PO#:	Voucher #:	5304	Invoice	Invoice No: 05292024	5/29/2024	
							Paid Amt:	\$137.16
							Check Amount:	\$137.16
1146	MN	18437	1061		LONG WEEKEND SPORTSWEAR		Check	
				E 01	300 298 000 401 500	True Team Shirts	\$507.50	
		PO#:	Voucher #:	5313	Invoice	Invoice No: 28667	5/29/2024	
							Paid Amt:	\$507.50
							Check Amount:	\$507.50
1146	MN	18438	1121		NATIONAL FFA ORGANIZATION		Check	
				E 01	300 298 000 401 410	Officer Stations & Awards	\$669.00	
		PO#: 1475	Voucher #:	5302	Invoice	Invoice No: MDS332048	5/29/2024	
							Paid Amt:	\$669.00
							Check Amount:	\$669.00
1146	MN	18439	1075		NIBBE, ALISSA		Check	
				E 01	300 298 000 401 313	Theater Tshirts	\$466.90	
		PO#:	Voucher #:	5308	Invoice	Invoice No: 05142024	5/29/2024	
							Paid Amt:	\$466.90
							Check Amount:	\$466.90
1146	MN	18440	1803		RICHARDS TRANSPORTATION SERVICE		Check	
				E 01	100 298 000 401 105	6th Grade Bus 51	\$4,500.00	
		PO#:	Voucher #:	5319	Invoice	Invoice No: 15412	5/29/2024	
							Paid Amt:	\$4,500.00
							Check Amount:	\$4,500.00

Student Activity Account Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
1146	MN	18441	1602		TEEPLES, BRITTA		Check		
				E 01	300 298 000 401 106	Class Treats		\$252.66	
		PO#:	Voucher #:	5315	Invoice	Invoice No: 05242024	5/29/2024		Paid Amt: \$252.66
									Check Amount: \$252.66
1146	MN	18442	1016		BARNESVILLE GROCERY		Check		
				E 01	300 298 000 401 224	Senior Meal		\$50.94	
		PO#:	Voucher #:	5325	Invoice	Invoice No: 6686	5/29/2024		Paid Amt: \$50.94
				E 01	300 298 000 401 315	Choir Treats		\$79.61	
		PO#:	Voucher #:	5326	Invoice	Invoice No: 6837	5/29/2024		Paid Amt: \$79.61
									Check Amount: \$130.55
1146	MN	18443	1348		ASKEGAARD, MATT		Check		
				E 01	300 298 000 401 521	Practice Rounds		\$208.00	
		PO#:	Voucher #:	5328	Invoice	Invoice No: 060224	6/11/2024		Paid Amt: \$208.00
				E 01	300 298 000 401 521	Team Meal		\$139.05	
		PO#:	Voucher #:	5334	Invoice	Invoice No: Zorbaz	6/11/2024		Paid Amt: \$139.05
									Check Amount: \$347.05
1146	MN	18444	1021		BSN SPORTS, INC.		Check		
				E 01	300 298 000 401 500	Uniforms		\$728.95	
		PO#: 1473	Voucher #:	5345	Invoice	Invoice No: 11488960	6/11/2024		Paid Amt: \$728.95
									Check Amount: \$728.95
1146	MN	18445	1432		COCA-COLA BOTTLING HIGH COUNTRY		Check		
				E 01	300 298 000 401 470	Vending Machine		\$54.00	
		PO#:	Voucher #:	5344	Invoice	Invoice No: 4751154	6/11/2024		Paid Amt: \$54.00
									Check Amount: \$54.00
1146	MN	18446	1710		CONCORD THEATRICALS CORP.		Check		
				E 01	300 298 000 401 313	The Lightning THief		\$2,089.15	
		PO#:	Voucher #:	5342	Invoice	Invoice No: 2212595	6/11/2024		Paid Amt: \$2,089.15
				E 01	300 298 000 401 313	The Lightning Thief Acting Edition		\$327.66	
		PO#:	Voucher #:	5343	Invoice	Invoice No: 11032572	6/11/2024		Paid Amt: \$327.66
									Check Amount: \$2,416.81
1146	MN	18447	1118		DESIGNS BY BECKY		Check		
				E 01	300 298 000 401 224	Graduation Flowers		\$726.00	
		PO#:	Voucher #:	5341	Invoice	Invoice No: 9887	6/11/2024		Paid Amt: \$726.00
									Check Amount: \$726.00
1146	MN	18449	1061		LONG WEEKEND SPORTSWEAR		Check		
				E 01	300 298 000 401 500	Track Tshirts 52		\$375.00	
		PO#:	Voucher #:	5327	Invoice	Invoice No: 28766	6/11/2024		Paid Amt: \$375.00
									Check Amount: \$375.00

Student Activity Account Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
1146	MN	18450	1026		ISD #146		Check		
				E 01	300 298 000 401 500	Track Bus State True Team		\$488.50	
PO#:		Voucher #:	5347	Invoice	Invoice No: 8595TR	6/12/2024	Paid Amt:	\$488.50	
				E 01	300 298 000 401 500	State Track Bus		\$986.00	
PO#:		Voucher #:	5348	Invoice	Invoice No: 8603TR	6/12/2024	Paid Amt:	\$986.00	
				E 01	300 298 000 401 500	Track Pillager		\$500.80	
				E 01	300 298 000 401 510	Track Pillager		\$125.20	
PO#:		Voucher #:	5349	Invoice	Invoice No: 8601TR	6/12/2024	Paid Amt:	\$626.00	
				E 01	300 298 000 401 561	Bus Thief River Falls		\$507.50	
PO#:		Voucher #:	5350	Invoice	Invoice No: 8600SB	6/12/2024	Paid Amt:	\$507.50	
							Check Amount:	\$2,608.00	
1146	MN	18451	1026		ISD #146		Check		
				E 01	300 298 000 401 521	Section Golf Meals		\$337.22	
PO#:		Voucher #:	5351	Invoice	Invoice No: SectionGolf	6/12/2024	Paid Amt:	\$337.22	
				E 01	300 298 000 401 106	Student Council/Ren Fun Day		\$372.50	
PO#:		Voucher #:	5352	Invoice	Invoice No: StudCo	6/12/2024	Paid Amt:	\$372.50	
				E 01	300 298 000 401 530	Basketball Award		\$48.00	
PO#:		Voucher #:	5353	Invoice	Invoice No: BasketballAwards	6/12/2024	Paid Amt:	\$48.00	
							Check Amount:	\$757.72	
1146	MN	18452	1016		BARNESVILLE GROCERY		Check		
				E 01	300 298 000 401 561	Softball Tournament Meal		\$71.12	
PO#:		Voucher #:	5354	Invoice	Invoice No: 9908	6/13/2024	Paid Amt:	\$71.12	
							Check Amount:	\$71.12	
1146	MN	18453	1026		ISD #146		Check		
				E 01	300 298 000 401 520	Girls Golf Section		\$187.07	
PO#:		Voucher #:	5356	Invoice	Invoice No: GirlsGolf	6/13/2024	Paid Amt:	\$187.07	
							Check Amount:	\$187.07	
1146	MN	18454	1533		SNOBL, SCOTT		Check		
				E 01	300 298 000 401 520	Practice Rounds Golf Sections		\$30.00	
PO#:		Voucher #:	5355	Invoice	Invoice No: PracticeRounds	6/13/2024	Paid Amt:	\$30.00	
							Check Amount:	\$30.00	
1146	MN	18455	1774		MENARDS		Check		
				E 01	300 298 000 401 410	Vegetable Box		\$293.36	
PO#:		Voucher #:	5357	Invoice	Invoice No: 94323	6/13/2024	Paid Amt:	\$293.36	
							Check Amount:	\$293.36	
								Report Total:	\$19,164.33

CLAIMS PRESENTED TO THE BOARD OF EDUCATION

Monday, June 17, 2024

Amundson, Scott			\$1,200.00		
	Staff Development		\$1,152.00		
	Activity Worker		\$48.00		
Anderson, Breanna			\$41.55		
	Paraprofessional		\$41.55		
Anderson, Laura			\$25.00		
	Activity Worker		\$25.00		
Askegaard, Matthew			\$108.24		
	Teacher Substitute		\$66.24		
	Staff Development		\$42.00		
Askegaard, Megan			\$800.00		
	Activity Worker		\$800.00		
Barnes, Addyson			\$30.00		
	Activity Worker		\$30.00		
Bauer, Rylee			\$15.00		
	Activity Worker		\$15.00		
Berg, Maizey			\$50.00		
	Activity Worker		\$50.00		
Bergman, Emmalyn			\$77.00		
	Activity Worker		\$77.00		
Biewer, Joyce			\$424.13		
	Paraprofessional Substitute		\$424.13		
Blanco, Amira			\$811.34		
	Kids Club		\$811.34		
Blilie, Amber			\$599.36		
	Teacher Substitute		\$99.36		
	Mentor		\$500.00		
Blilie, Macie			\$248.58		
	Kids Club		\$248.58		
Blomberg, Cassandra			\$3,334.64		
	Kids Club		\$2,222.00		
	Preschool		\$1,112.64		
Bolgrean, Shirley			\$583.63		
	Paraprofessional Substitute		\$583.63		
Bomstad, Kimberly			\$50.00		
	Activity Worker		\$50.00		
Bowen, Susan			\$242.88		
	Food Service Substitute		\$242.88		
Braton, Lauryn			\$25.00		
	Activity Worker		\$25.00		
Braton, Sharon			\$614.69		
	Summer Food Service		\$614.69		

Bredman, Jack			\$529.00		
	Custodial Expense	\$529.00			
Carlton, Cheryl			\$1,791.07		
	Paraprofessional	\$1,297.17			
	Preschool	\$493.90			
Caruso, Amy			\$1,334.06		
	Preschool	\$1,069.22			
	Transportation	\$139.44			
	Paraprofessional Substitute	\$87.00			
	Community Ed	\$38.40			
Chezum, Briana			\$25.00		
	Activity Worker	\$25.00			
Cossette, Anika			\$15.00		
	Activity Worker	\$15.00			
Cossette, Ella			\$15.00		
	Activity Worker	\$15.00			
Dant, Mariah			\$790.18		
	Teacher Substitute	\$240.12			
	Staff Development	\$550.06			
Davis, McKenzie			\$1,929.74		
	Paraprofessional Substitute	\$1,929.74			
Del Greco, Benjamin			\$66.24		
	Teacher Substitute	\$66.24			
Dosch-Erlandson, Patricia			\$25.00		
	Activity Worker	\$25.00			
Dukek, Jayci			\$290.01		
	Kids Club	\$290.01			
Duval, Duane			\$53.42		
	Custodial Expense	\$53.42			
Eberhardt, Laura			\$706.24		
	Teacher Substitute	\$66.24			
	Staff Development	\$640.00			
Ehlert, Casey			\$368.00		
	Activity Worker	\$368.00			
Ellefson, Christine			\$90.00		
	Community Ed	\$65.00			
	Activity Worker	\$25.00			
Ellerbusch, Annabelle			\$386.20		
	Kids Club	\$386.20			
Ellerbusch, Jon			\$607.08		
	Staff Development	\$607.08			

Ellingson, Erin			\$808.12		
	Teacher Substitute	\$33.12			
	Activity Worker	\$25.00			
	Mentor	\$750.00			
Ernst, Laurie			\$120.46		
	Custodial Expense	\$120.46			
Fenner, Juanita			\$950.96		
	Food Service Expense	\$950.96			
Field, Michelle			\$579.00		
	Staff Development	\$79.00			
	Mentor	\$500.00			
Follingstad, Ava			\$15.00		
	Activity Worker	\$15.00			
Follingstad, Isabella			\$30.00		
	Activity Worker	\$30.00			
Foss, Kelly			\$157.32		
	Teacher Substitute	\$157.32			
Fradet, Annika			\$217.51		
	Kids Club	\$217.51			
Frderick, Sophie			\$15.00		
	Activity Worker	\$15.00			
Getz, Timothy			\$66.99		
	Food Service Expense	\$66.99			
Gilbertson, Carl			\$229.56		
	Custodial Expense	\$229.56			
Gilbertson, Lisa			\$2,211.84		
	Staff Development	\$1,711.84			
	Mentor	\$500.00			
Goering, John			\$99.36		
	Teacher Substitute	\$99.36			
Green, Rachel			\$101.51		
	Paraprofessional Substitute	\$101.51			
Gross, Anna			\$50.00		
	Activity Worker	\$50.00			
Grosz, Jacob			\$248.40		
	Teacher Substitute	\$248.40			
Gylland, Jennifer			\$599.36		
	Teacher Substitute	\$99.36			
	Mentor	\$500.00			
Gylland, Kyle			\$138.00		
	Transportation	\$138.00			
Haapala, Laurie			\$43.90		
	Custodial Expense	\$43.90			

Halverson-Wolters, Chrissa			\$201.79		
	Breakfast Monitor	\$189.92			
	Staff Development	\$11.87			
Hamman, Angela			\$833.91		
	Food Service Expense	\$833.91			
Haspel, Kelsey			\$98.00		
	Activity Worker	\$98.00			
Haugen, Samantha			\$877.25		
	Paraprofessional Substitute	\$877.25			
Haugen-Forsgren, Lisa			\$500.00		
	Mentor	\$500.00			
Haus, Jessica			\$55.53		
	Breakfast Monitor	\$55.53			
Heikes, Julia			\$222.11		
	Paraprofessional	\$222.11			
Hermes, Anthony			\$500.00		
	Mentor	\$500.00			
Hinsz, Tracy			\$2,040.00		
	Mentor	\$500.00			
	Community Ed	\$1,540.00			
Honrud, Alissa			\$25.00		
	Activity Worker	\$25.00			
Hoyer, Megan			\$99.36		
	Teacher Substitute	\$99.36			
Inniger, Holly			\$779.00		
	Staff Development	\$704.00			
	Activity Worker	\$75.00			
Johnson, Jedidiah			\$195.36		
	Teacher Substitute	\$99.36			
	Activity Worker	\$96.00			
Jordahl, Lowell			\$325.76		
	Custodial Expense	\$325.76			
Jorud, Laura			\$320.00		
	Staff Development	\$320.00			
Julsrud, Wanda			\$2,018.30		
	Transportation	\$2,018.30			
Justesen, Chasity			\$99.36		
	Teacher Substitute	\$99.36			
Kara, Roxanne			\$119.20		
	Custodial Expense	\$119.20			
Kern, Brittini			\$533.04		
	Paraprofessional	\$533.04			
Kluck, Melissa			\$2,301.78		
	Transportation	\$2,301.78			

Krause, Jamin			\$91.12		
	Staff Development	\$91.12			
Larson, Ethan			\$206.10		
	Custodial Expense	\$206.10			
Kuik, Julie			\$148.33		
	Clerical	\$148.33			
Larson, Ethan			\$309.15		
	Custodial Expense	\$309.15			
Larson, Sarah			\$66.24		
	Teacher Substitute	\$66.24			
Lempe, Laura			\$960.00		
	Preschool Screening	\$960.00			
Lien, Christopher			\$87.24		
	Food Service Expense	\$87.24			
Lien, Sara			\$616.00		
	Clerical	\$616.00			
Loen, Nancy			\$33.12		
	Teacher Substitute	\$33.12			
Manning, Lynn			\$293.63		
	Food Service Substitute	\$293.63			
Martinson, Karie			\$99.36		
	Teacher Substitute	\$99.36			
Martz, Stacy			\$500.00		
	Mentor	\$500.00			
Meyer, Sandra			\$192.00		
	Staff Development	\$192.00			
Nelson, Abbey			\$376.55		
	Kids Club	\$376.55			
Nibbe, Jeffrey			\$25.00		
	Activity Worker	\$25.00			
Nielsen, Emma			\$50.00		
	Activity Worker	\$50.00			
Odden, Scott			\$337.54		
	Custodial Expense	\$337.54			
Olson, Tori			\$99.36		
	Teacher Substitute	\$99.36			
Passa, Elora			\$1,288.00		
	Community Ed	\$1,288.00			
Passa, Samantha			\$1,288.00		
	Community Ed	\$1,288.00			
Paulson, Siri			\$15.00		
	Activity Worker	\$15.00			
Paur, Nicholas			\$75.00		
	Activity Worker	\$75.00			

Peloubet-Messer, Christine			\$1,036.00		
	Staff Development	\$640.00			
	Community Ed	\$396.00			
Petersen, Monica			\$566.24		
	Teacher Substitute	\$66.24			
	Mentor	\$500.00			
Poach, Sharon			\$93.36		
	Food Service Expense	\$93.36			
Rasmussen, Addyson			\$15.00		
	Activity Worker	\$15.00			
Rasmussen, Mallory			\$30.00		
	Activity Worker	\$30.00			
Redding, LaVonne			\$620.63		
	Food Service Expense	\$620.63			
Reep, Richard			\$96.00		
	Custodial Expense	\$96.00			
Ronsberg, Betsy			\$166.58		
	Breakfast Monitor	\$166.58			
Rotz, Lindsey			\$108.22		
	Kids Club	\$108.22			
Rotz, Stacey			\$1,443.65		
	Preschool	\$1,443.65			
Russell, Dovante			\$116.80		
	Custodial Expense	\$116.80			
Samuelson, Craig			\$200.00		
	Activity Worker	\$200.00			
Samuelson, Jodi			\$460.30		
	School Board Expense	\$65.00			
	Staff Development	\$395.30			
Schaub, Jack			\$50.00		
	Activity Worker	\$50.00			
Schaub, Michael			\$50.00		
	Activity Worker	\$50.00			
Schilling, Ava			\$327.99		
	Kids Club	\$327.99			
Schindler, Aaron			\$75.00		
	Activity Worker	\$75.00			
Schmidt, Paige			\$66.24		
	Teacher Substitute	\$66.24			
Schmitt Jr, Thomas			\$397.44		
	Teacher Substitute	\$397.44			
Seifert, Nicole			\$99.36		
	Teacher Substitute	\$99.36			

Shirek, Leslie			\$25.00		
	Activity Worker		\$25.00		
Sigler, Shane			\$150.00		
	Activity Worker		\$150.00		
Skogen, Mckenzie			\$976.12		
	Activity Worker		\$95.00		
	Community Ed		\$881.12		
Smith, Heidi			\$33.12		
	Teacher Substitute		\$33.12		
Snobl, Scott			\$132.48		
	Teacher Substitute		\$132.48		
Snow, Kayla			\$719.30		
	Kids Club		\$719.30		
Sossa, Brooke			\$960.67		
	Kids Club		\$960.67		
Sossa, Brynn			\$314.54		
	Kids Club		\$314.54		
Spillum, Emma			\$403.94		
	Kids Club		\$403.94		
Spillum, Mary			\$1,300.50		
	Kids Club		\$1,300.50		
Strand, Kailee			\$50.00		
	Activity Worker		\$50.00		
Suter, Chad			\$66.24		
	Teacher Substitute		\$66.24		
Tangen, Grace			\$66.24		
	Teacher Substitute		\$66.24		
Teeples, Britta			\$500.00		
	Mentor		\$500.00		
Trowbridge, Lillian			\$25.00		
	Activity Worker		\$25.00		
Trowbridge, Philip			\$99.36		
	Teacher Substitute		\$99.36		
Voxland, Bria			\$131.20		
	Kids Club		\$131.20		
Wilhelm, April			\$203.00		
	Paraprofessional Substitute		\$203.00		
Wirth, Barbara			\$892.43		
	Food Service Expense		\$892.43		
Xiong, Ger			\$1,768.49		
	Kids Club		\$376.55		
	Paraprofessional		\$1,391.94		

Zepper, Cary			\$326.95		
	Activity Worker	\$48.00			
	Paraprofessional	\$278.95			
	TOTAL	59,449.45	\$59,449.45		
MSDLAF TRANSFERS TO MIDWEST BANK					
	None		\$0		\$0
MIDWEST BANK CREDIT CARD EXPENDITURES					
Jon Ellerbusch					\$27.50
	Zoom subscription		\$7.50		
	ChatGPT Subscription		\$20.00		
Todd Henrickson					\$257.17
	Elementary Auxiliary Expense		\$240.00		
	Zoom Subscription		\$17.17		
Bryan Strand					\$4,068.20
	Staff Development		\$685.00		
	State FFA Expense		\$3,383.20		
Jodi Samuelson					\$777.68
	Staff Development Expense		\$777.68		
Aaron Schindler					\$4,026.54
	State True Team Travel Expense		\$2,719.91		
	ChatGPT Subscription		\$20.00		
	Brightwheel Subscription		\$150.00		
	Auxiliary Exp.		\$1,083.23		
	AD Supplies		\$53.40		
Total Credit Card Expense					\$9,157.09

7. Appreciation, Recognition and Presentations
A. 2024 Operating Referendum
Jodie Zesbaugh and Aaron Bushberger from Ehlers



Operating Referendum and Capital Project Levy Review

Barnesville Public Schools, ISD No. 146
June 17, 2024 School Board Meeting

Tax Base by Property Type

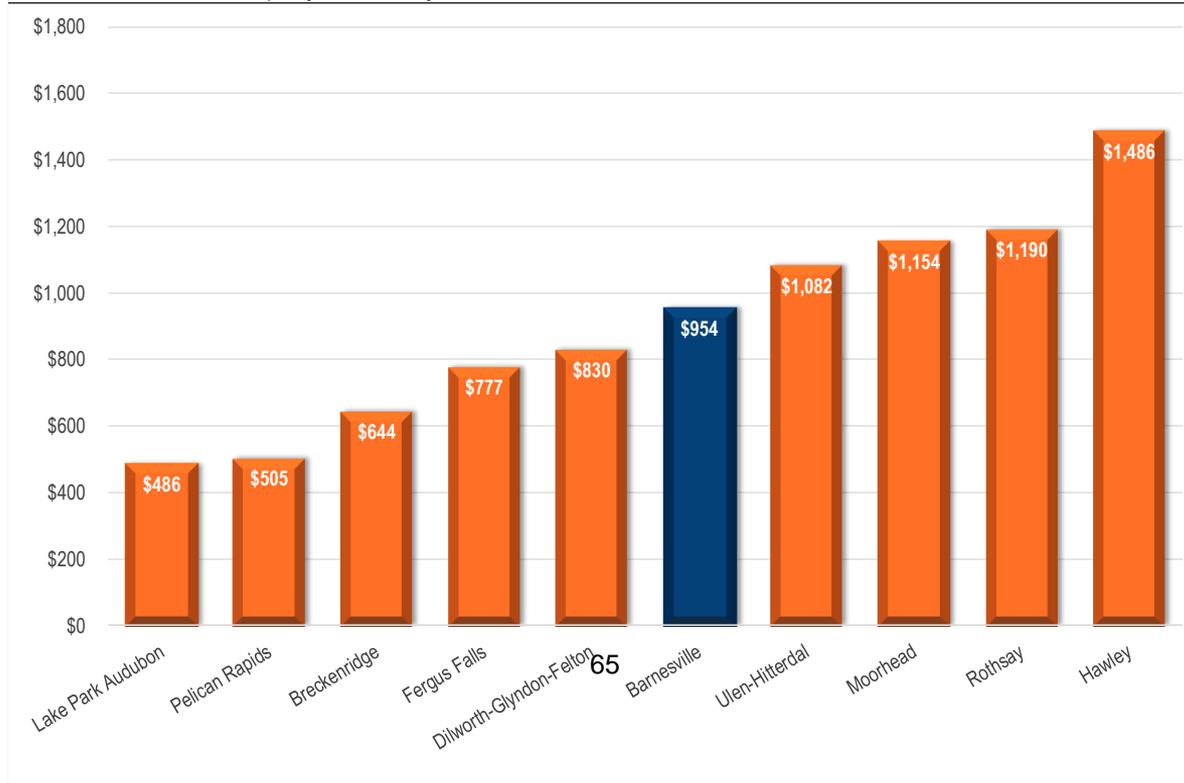
Assessment Year 2022 (Taxes Payable 2023) Tax Base by Property Type

	Market Value	Percent of Total	Referendum Market Value	Percent of Total	Net Tax Capacity*	Percent of Total
Totals	1,140,781,103	100.0%	472,418,648	100.0%	10,481,894	100.0%
Residential Homestead	300,822,040	26.4%	294,271,506	62.3%	2,741,494	26.2%
Other Residential	61,272,000	5.4%	61,156,350	12.9%	632,039	6.0%
Commercial / Industrial	69,659,900	6.1%	69,659,900	14.7%	1,320,130	12.6%
Non Qualifying Agricultural	47,855,392	4.2%	47,330,892	10.0%	442,213	4.2%
Qualifying Agriculture	659,282,471	57.8%	-	0.0%	5,327,126	50.8%
Seasonal Recreational	1,889,300	0.2%	-	0.0%	18,893	0.2%
			- Operating Referendum		All other school taxes including building bonds Capital Project Levy	
			- Local Optional Revenue			
			⁶⁴ Equity			

Total School Tax Comparison - Residential

Barnesville Public Schools, ISD #146

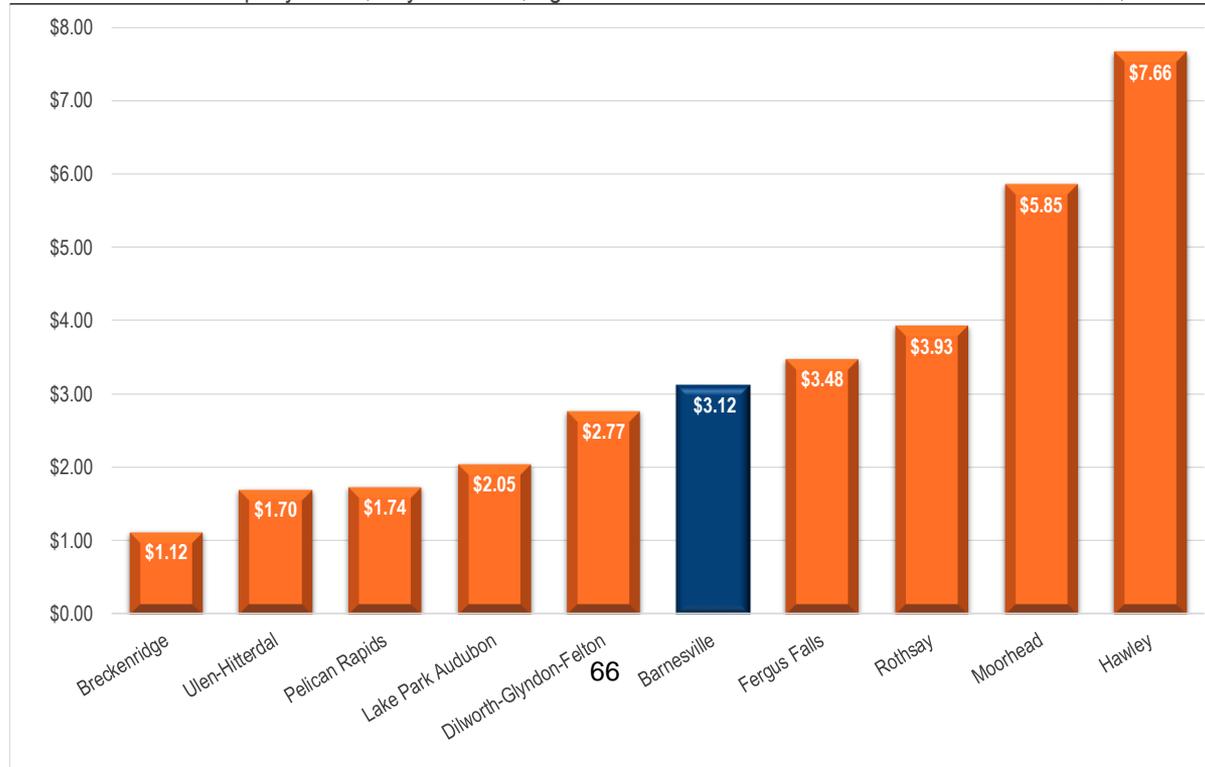
Total School Property Taxes, Payable 2024, on a Home with an Estimated Market Value of \$250,000



Total School Tax Comparison - Agricultural

Barnesville Public Schools, ISD #146

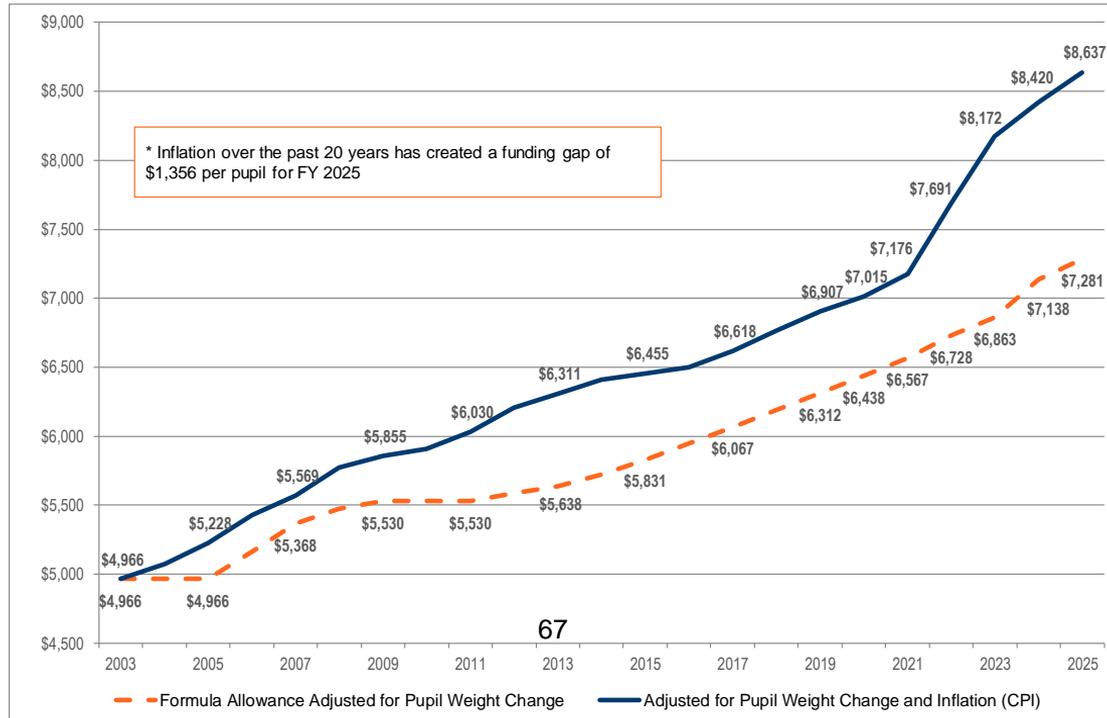
Total School Property Taxes, Payable 2024, Ag Homestead Acre with an Estimated Market Value of \$7,000



Source: Pay 2024 School Tax Report

General Education Formula Allowance

Impact of Inflation on MN School District Funding General Education Formula Allowance, 2003-2025



Source: MDE June 2023 Inflation Estimates and Minnesota Laws 2023

Reliance on Referendums

- Other funding sources (e.g., special education) also have not kept pace with inflation or costs of providing services
- Only options for districts to bridge funding gap are to cut budgets or request operating referendum and/or capital project levy revenue authority from voters; most districts have done both

Operating Referendum

November election ballot question, stated per pupil, estimated cap for Taxes Payable 2025 / Fiscal Year 2025-26 is \$2,247.80
(no cap for sparsity districts)

Allows districts to generate additional general education revenue

Revenue can be a combination of local property tax levies & state aid

Annual levy, maximum length of 10 years
Can be renewed by school board one time

Taxes spread on Referendum Market Value
(most property types pay same taxes per dollar of property value)

Revenue may be used for any operating or capital expenses
(e.g. staff salaries & benefits, utilities, supplies, technology)

Current Barnesville Operating Referendum

- Authority was renewed by voters in November 2014
 - ✓ Started with taxes payable in 2016 for ten years
 - ✓ Authority of \$552.17 per pupil at time of election
 - ✓ Legislative changes reduced authority by \$300.00, resulting in current authority of \$252.17
 - ✓ Generates about \$237,000 in annual revenue
- School Board approved renewed on February 26, 2024
 - ✓ Authority now through taxes payable in 2035

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School Board Renewal – Other MN Districts

Expiration	Timeframe to Renew	# Authorities	# Board Renewed	# Ask Voters	In Progress
FY24	5/25/23-6/15/23	13	13	0	0
FY25	5/25/23-6/15/24	16	15	1*	0
FY26 (Barnesville)	7/1/23-6/15/25	49	12	0	37

*West Central Area Schools – district was seeking a longer term and inflation on operating referendum authority

Capital Project Levy Referendum

Election ballot question,
stated tax rate

Allows districts to generate
additional revenue for
technology and capital
projects

Revenue provided through
local property tax levies

Annual levy, maximum
length of 10 years

Taxes spread on Net Tax
Capacity
(All taxpayers pay, but may pay
different amounts based on the type
of property)

Revenue may be used for
items consistent with the
ballot language

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Operating Referendum vs Capital Project Levy

	Operating Referendum	Capital Project Levy
Tax Levy Based On	Referendum Market Value	Net Tax Capacity
Funding Source	Tax Levy / State Aid	Tax Levy
Authority	Per Pupil	Tax Rate
Inflationary Factor	Optional / CPI	No / Changes with Tax Base
Maximum Amount	\$2,203 per pupil	No maximum
Allowable Uses	Any Operating Expenditure	Technology / Capital Expenditures
Election Dates	November	Feb, Apr, May, Aug, Nov
Maximum Length	10 years	10 years
School Board Renewal	Yes (one-time)	No

Potential Referendum - Considerations

- Number of questions
- Amount for each question
- Inflation for operating referendum questions
- Term (number of years)
- If multiple questions, are subsequent questions contingent on previous questions

Potential Referendum - Considerations

- To hold a November 5, 2024 referendum, the School Board must call for the election by August 13, 2024
- School districts are allowed one operating referendum per calendar year (includes mail ballot elections)
- Nov 2024 referendum = first year of revenue is 2025-26

Estimated Tax Impact Example

	Question 1 Operating Referendum	Question 2 Operating Referendum	Question 3 Capital Project Levy	Total
Operating Referendum Revenue Per Pupil	\$500.00	\$250.00		
Capital Project Levy Rate			2.083%	
Estimated Annual Change in Net Revenue	\$435,101	\$217,550	\$300,000	\$952,651

Type of Property	Estimated Market Value	Estimated Taxes for Operating Referendum and Capital Project Levy* Taxes Payable in 2025			
Residential Homestead	\$100,000	\$85	\$43	\$13	\$141
	150,000	128	64	24	216
	200,000	170	85	36	291
	250,000	213	106	47	366
	300,000	255	128	58	441
	350,000	298	149	70	517
	400,000	341	170	81	592
	450,000	383	192	92	667
	500,000	426	213	104	743
Commercial / Industrial	\$250,000	\$213	\$106	\$89	\$408
	500,000	426	213	193	832
	750,000	639	319	297	1,255
Agricultural Homestead ** (average value per acre of land & buildings)	\$4,000	\$0.00	\$0.00	\$0.42	\$0.42
	5,000	0.00	0.00	0.52	0.52
	6,000	0.00	0.00	0.62	0.62
	7,000	0.00	0.00	0.73	0.73

- 8. Recognition of Citizens for Input Purposes
Rachel Green - Partnerships with local businesses.
- 9. Reports/News
 - A. High School Principal's Report



Barnesville High School - Board Report June 17, 2024

Past Months Events

1. Last week of school went well
 1. No issues
 2. thanks to staff for all their hard work in making the end go so smoothly
2. Retiring of teachers Jennifer Gylland - thank you for all your years of service and everything you have done for the students of ISD #146.
3. Graduation - went very well, chairs and floor covering made it look much better than years past
 1. Thank you to Kennadee Gray, Carli Vigesaa, Samuel Nibbe, and Lindsey Rotz for speaking
 2. Thank you to Jake for handing out of the diplomas and Marla and Dion for attending
4. MCA Testing Scores
 1. Testing went very well - thank you to the teachers for administering them and preparing our students so well.
 2. Can't disclose percentages until results are released in August/September
5. Staff put on a senior breakfast on the morning of May 22
 1. Thank you to all the staff members that worked so hard putting this special event
 2. Seniors were given life advice, shown a video and presented with a gift from the staff along with eating a breakfast made by staff members
6. Senior awards were held on May 22 in the auditorium
 1. Thank you to Megan Hoyer for all her work with this, she truly did an amazing job
 2. Thank you to all who came and presented our seniors with scholarships
7. Thank you to school board members and staff that were able to help out and attend the funeral for Mr. Nate Strand.
 1. the loss of a staff member is tremendously hard, appreciate the school opening its doors and making his service as special as possible

Future High School Events

1. I will be attending summer MASSP conference June 24-27 and National Conference July 15-18
2. Secretaries will return to work on August 5

TODD HENRICKSON - ELEMENTARY PRINCIPAL

Board Report – June 17, 2024

- **Apr 29th - District Art Show (I did not mention this in my May report).**
 - Congratulations to Miss Foss and all the students that had their art on display.
 - We have some very talented students!
- **May 22nd – Games to Go Inflatables**
 - Thank you to the PTO for making this possible
- **May 23rd - PBIS Committee**
 - Organized a breakfast for all staff members to thank them for their efforts with the “Trojan Way” throughout the year.
- **May 23rd - Elementary Track and Field Day (was moved from May 21st due to weather)**
 - Thank you to Mr. Grosz for organizing the day’s events
 - Thank you to our Teachers, Paraprofessionals, HS Students and everyone else who volunteered their time to help. It was a great day!
- **Thank you to the Elementary Staff for a Great Year!**
 - Each year presents new and different challenges. Our staff continues to step-up and find ways to meet each of those challenges.
- **2023-24 Total Library Circulation – 37,962**
- **May 29th – Report Cards mailed**
- **June 11th – Music Teacher interviews**
- **Aug 5th – Elementary Office will Officially open**
- **Positions to be filled: Elementary Special Ed & Title I Paraprofessional**

Elementary Summer Calendar:

July	1	12:00 – Review Para Schedules – Sarah’s Room
	15	8:00 – Safety Care Training – Hawley
		7:00 – School Board Meeting – HS Library
	29	9:00 – 1 st Week of Summer School Begins
Aug	2	11:30 – 1 st Week of Summer School Ends
	5	7:30 – Elementary Office Staff Back
	12	9:00 – 2 nd Week of Summer School Begins
	16	11:30 – 2 ND Week of Summer School Ends
	19	9:00 – SpEd Training – Licensed Staff - Hawley
		7:00 – School Board Meeting – HS Library
	20	8:15 – WIN Workshop – Hawley
	22	9:00 – SpEd Training - Paraprofessionals – Hawley
	26	8:00 – New Teacher Workshop
	27-29	8:00 – Staff Workshop
	28	4:00 – Back-to-School Night
Sep	3	8:00 – 1 st Day of School

BOARD REPORT -- AARON SCHINDLER
ACTIVITIES DIRECTOR/COMMUNITY ED COORDINATOR
June 17, 2024

ACTIVITY INFORMATION:

- **Art- I missed this in May's report!(see attached)**
 - Regional Art show in New York Mills concluded April 26th.
 - Barnesville had 17 pieces of art on display!
 - District Arts night was held April 29th in the New Commons.
 - Work from all areas of study were on display.
 - Thank you to Mrs. Smith for setting this up and congratulations to everyone who participated!
- **2024 HOL Conference Finishes**
 - Girls Track – 3rd
 - Girls Golf – 2nd
 - Boys Golf – 3rd
 - Boys Track – 7th
 - Softball – 3rd
 - Baseball – 4th
- **Spring Tournament Dates:**
 - **May 23rd – Sub-Section Track Meet in Pelican Rapids**
 - Girls: Sub-Section Runners up **(see attached)**
 - Boys: 12th Place finish. Following athletes qualified for Sections.
 - David Spillum 100m, 800m, and 4x400
 - Connor Klemin 4x400
 - Jack Martin 4x400
 - Brayden Levenson 4x400
 - **May 28th– Baseball Section Tournament 1st Round**
 - Lost to Pelican Rapids
 - **May 29th – Softball Section Tournament 3rd Round– Thief River Falls**
 - Lost to Thief River Falls
 - **May 30th – Section Track Meet – Pillager**
 - Girls Track – The following athletes qualified for the State meet.
 - Ashley Maneval - Pole Vault
 - Lindsey Rotz - 800m and 1600m
 - Ava Follingstad - Triple Jump, Long Jump, and 100 M Hurdles
 - **June 3rd & June 4th – Golf Section Tournament @Bemidji**
 - Boys finished = 7th
 - Ayden Hauck finished 18th, and Will Brasel finished 45th.
 - Girls finished = 8th
 - Ella Brasel finished 13th. Bella Snobl finished 17th, and Kennedy Peterson finished 43rd.

- **June 6th & June 7th– State Track Meet – STMA**
 - Girls Track-
 - Ashley Maneval - Placed 9th in the Pole Vault
 - Lindsey Rotz- Placed 6th in the 1600m and 4th in the 800m.
 - Ava Follingstad- Placed 10th in the Triple Jump.

- **June 14th – State Trap Shoot in Alexandria**
 - JV Team –
 - Noah Stanford – 1st overall for Male Shooters
 - Novice Team – 2nd Place Overall in Novice
 - Tyson Anderson- 1st overall
 - Team had 5 perfect scores of 25

- **Team Academic All State Award-3.75 GPA or higher**
 - **Softball**
 - **Girls Track**

- **Congratulations to Coach Schaub – Section Coach of the Year for the 3rd year in a row!**

- **2024-25 Schedules went public June 14th**
 - Activities not yet scheduled
 1. 7th & 8th Grade Volleyball - August
 2. 9th Grade Volleyball - August
 3. 7th & 8th Grade Basketball – September
 4. Boys & Girls Golf – March

- **Summer No-Contact Dates: June 29th – July 5th**





















11505
What do you see?
Drawing



11512
Portrait



Sub-Section 21 Runner's Up. These 21 girls competed the Section 6A Track & Field Meet.

100 Meter Hurdles

Ava Follingstad

400 Meter Dash

Morgan Schlauderaff

800 Meter Run

Lindsey Rotz

300 Meter Hurdles

Isabella Follingstad

3200 Meter Run

Isabelle Orr

4 x 800 Meter Relay

Rylee Bauer

Enora Westbrook

Sophie Frederick

Hadley Pearson

Alt. – Morgan Schlauderaff

Alt. – Braelyn Bomstad

Alt. – Kenadee Gray

1600 Meter Run

Lindsey Rotz

Isabelle Orr

4 x 200 Meter Relay

Anika Cossette

Addyson Barnes

Ava Ness

Ava Follingstad

Alt. – Molly Hooker

Alt. – Jayla Amundson

Alt. – Ella Cossette

Alt. – Shayna Erickson

Pole Vault

Ashley Maneval

Kenadee Gray

4 x 100 Meter Relay

Addyson Barnes

Ava Ness

Anika Cossette

Morgan Schlauderaff

Alt. – Jayla Amundson

Alt. – Molly Hooker

Alt. – Molly Rotz

Alt. – Olivia Power

Long Jump

Ava Follingstad

Hadley Pearson

Triple Jump

Ava Follingstad

High Jump

Isabella Follingstad

4 x 400 Meter Relay

Anika Cossette

Molly Rotz

Jayla Amundson

Lindsey Rotz

Alt. – Morgan Schlauderaff

Alt. – Enora Westbrook

Alt. – Molly Hooker

Alt. – Braelyn Bomstad

At the Section 6A Track and Field Meet we moved in and out of 1st, 2nd, and 3rd place with Minnewaska and Pelican Rapids throughout the entire meet. Not having any 1st place finishes, we secured the victory with 5 - 2nd place, 1 - 3rd place, 1 - 4th place, 3 - 6th place, 1 - 7th place, & 1 - 8th place finish. The last 2 events gave us 5 points, that came from the 4th place finish by the 4 girls who ran the 4 x 400 Meter Relay, in a time that surpassed their best time by almost 10 seconds, and the 8 points, that came from the 2nd place finish in the Pole Vault, put us past Pelican Rapids for the championship.

Advancing to the Minnesota State Track and Field Meet, at STMA, this Thursday and Friday will be Ava Follingstad in the Long Jump, 100 Meter Hurdles, & the Triple Jump, Ashley Maneval in the Pole Vault, and Lindsey Rotz in the 800 & 1600 Meter Runs.



**Barnesville Public School
Regular School Board Meeting**

7:00 PM on Monday, June 17, 2024
High School Library

Superintendent's Monthly Board Report

1. Solar Panels

iSolar plans to install and operationalize the new solar panels by July 1. Click on the link below to the final layout of the solar panels.

Click [here](#)

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) Ava Pfeifer as K-6 Elementary Music Teacher
- 2) Bill Gottenborg as a Science Teacher
- 3) Bill Gottenborg as Head Girls Basketball Coach
- 4) Mariah Dant's Resignation as K-6 Elementary Music Teacher

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Mariah Dant
mariah.dant10@gmail.com
(507) 413-2834

6/4/2024

Todd Henrickson
Atkinson Elementary Schools
302 3rd St SE
Barnesville, MN, 56514

Dear Mr. Henrickson,

I am writing this letter today to formally resign from my position as the Elementary Music Teacher at Barnesville Elementary School, effective at the end of the 2023-2024 School Year Contract (June 30, 2024). I have enjoyed my time working in this district with you, the staff, and the students here in Barnesville for the past three years and am grateful to have had a safe and supportive place to learn and grow as an educator.

Sincerely,

Mariah Dant

- 5) Ashley Schilling's Resignation as Title I Paraprofessional
- 6) Emma Nielsen's Resignation as 9th Grade Girls Basketball Coach
- 7) Lane Change for Amber Blilie from BA+20 to BA+30
- 8) Continuing Teacher Contract for Jacob Grosz
- 9) Continuing Teacher Contract for Alli Honrud
- 10) Continuing Teacher Contract for Lynn Thorkildson
- 11) Secondary Principal Contract for 2024-2026

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**SECONDARY PRINCIPAL’S CONTRACT
2024-2026**

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, 2024 through June 30, 2026. 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, 2024 through June 30, 2026 Bryan Strand shall be paid an annual contract salary in equal installments twice monthly. Salary for the 2024-2025 school year: \$121,924. Salary for the 2025-2026 school year: \$125,582.

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 2024-2025 and 2025-2026 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 \$36,500 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.

_____, 2024

_____, 2024

Secondary Principal

Chairperson

Clerk

ELEMENTARY PRINCIPAL 2024-2026

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, 2024, through June 30, 2026. 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, 2024, through June 30, 2026 Todd Henrickson shall be paid an annual contract salary in equal installments twice monthly. Salary for the 2024-2025 school year: \$121,924. Salary for the 2025-2026 school year: \$125,582.

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 2024-2025 and 2025-2026 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 \$36,500 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 II 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.

_____, 2024

_____, 2024

Elementary Principal

Chairperson

Clerk

- 13) Lydia Braton as Youth Softball Umpire and Substitute Coach for Summer 2024
- 14) Lainey Shirek as Youth Softball Umpire and Substitute Coach for Summer 2024
- 15) Lilly Trowbridge as Youth Softball Umpire and Substitute Coach for Summer 2024

B. Donations

- 1) \$1,000 Donation from Bell Bank (Pay It Forward) for FFA
- 2) \$800 Donation from Barnesville PTO for Redhawks Field Trip
- 3) \$100 Donation from Barnesville Bus Company for Summer Rec T-shirts
- 4) \$100 Donation from Brent Berg Agency for Summer Rec T-shirts
- 5) \$100 Donation from Midwest Bank for Summer Rec T-shirts
- 6) \$100 Donation from Valley Care and Rehab for Summer Rec T-shirts
- 7) \$22.40 Donation from The Blackburn Giving Fund for Barnesville Elementary
- 8) \$7 Donation from Casey's General Stores for Barnesville Elementary

C. Approval of Policies

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EXPENSE REIMBURSEMENT

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 412
SERIES 400 EMPLOYEES/PERSONNEL

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

EXPENSE REIMBURSEMENT

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 412
SERIES 400 EMPLOYEES/PERSONNEL

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)

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

**BARNESVILLE PUBLIC SCHOOL
ISD 146**

**POLICY 419
SERIES 400 EMPLOYEES/PERSONNEL**

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic

Adopted:

Revised: ~~6.17~~ 2024

Effective: 6.17.2024

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

**BARNESVILLE PUBLIC SCHOOL
ISD 146**

**POLICY 419
SERIES 400 EMPLOYEES/PERSONNEL**

delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

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

IV. EXCEPTIONS

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

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention

Adopted:

Revised: ~~6.17~~ 2024

Effective: 6.17.2024

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

**BARNESVILLE PUBLIC SCHOOL
ISD 146**

**POLICY 419
SERIES 400 EMPLOYEES/PERSONNEL**

instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

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

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

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

LICENSE STATUS

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 424
SERIES 400 EMPLOYEES/PERSONNEL

424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

LICENSE STATUS

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 424
SERIES 400 EMPLOYEES/PERSONNEL

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None

STAFF DEVELOPMENT AND MENTORING

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 425
SERIES 400 EMPLOYEES/PERSONNEL

425 STAFF DEVELOPMENT AND MENTORING

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

- A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.
 - 1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
 - 2. Members of the Advisory Staff Development Committee shall be appointed by the school board. The school board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.
- B. The school board will establish the Site Professional Development Teams.
 - 1. Members of the Site Professional Development Teams will be appointed by the school board. The school board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.
 - 2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan.
- B. The Staff Development Plan must contain the following elements:
 - 1. Staff development outcomes that are consistent with the education outcomes as may be determined periodically by the school board;
 - 2. The means to achieve the Staff Development outcomes;
 - 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, section 122A.187;
 - 4. Ongoing staff development activities that contribute toward continuous

STAFF DEVELOPMENT AND MENTORING

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 425
SERIES 400 EMPLOYEES/PERSONNEL

improvement in achievement of the following goals:

- a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
- b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
- c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
- d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
- e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
- f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
- g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

5. The Staff Development Plan also must:

- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
- b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
- c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes, section 120B.125;
- d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
- e. Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:

- a. Focus on the school classroom and research-based strategies that

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- improve student learning;
- b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
 - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
- 7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
 - 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
 - D. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer

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review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.

- E. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan.
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. . To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes, section 122A.61.

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VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.
- C. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds. or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:
 1. additional stipends as incentives to mentors of color or who are American Indian;
 2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
 3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
 4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF

* This time period may be changed to accommodate individual school district needs.

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- A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire.
- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.
- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.
- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.

VIII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. Curriculum development and curriculum training programs;
 - b. Staff development training models, workshops, and conferences; and
 - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

 - 3. The report will be signed by the superintendent and staff development chair.
- B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

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Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 121A.642 (Paraprofessional Training)
Minn. Stat. § 122A.187 (Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4, 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 123B.147, subd. 3 (Principals)
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References: None.

STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

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513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the World's Best Workforce.
2. The school district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.
3. The school district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:
 - a. multiple objective criteria; and
 - b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.

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4. The school district must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. assess a student's readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
5. The school district must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). The procedures must be sensitive to underrepresented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Students Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

HAZING PROHIBITION

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POLICY 526
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526 HAZING PROHIBITION

I. 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.

II. 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. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. 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.
- I. 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

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policy.

III. 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 school-related 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 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. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or 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 hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities,

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or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or 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. A person may report hazing 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 to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing 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 hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action,

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and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the 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 building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing 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 hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and 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 or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) 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 hazing.

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 hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. 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

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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.

VII. DISSEMINATION OF POLICY

[Note: Proper reference should be made to the appropriate handbooks in each school district.]

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the 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)

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 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

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POLICY 602
SERIES 600 EDUCATION PROGRAMS

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher workshops may be held before Labor Day.
 - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
 - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other

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concerns deserving of attention.

- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An "e-learning day" is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.
- H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

Legal References: Minn. Stat. § 10.55 (Juneteenth)
Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)
Minn. Stat. § 120A.414 (E-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)

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Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)
Minn. Stat. § 645.44 (Words and Phrases Defined)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

INSTRUCTIONAL CURRICULUM

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POLICY 604
SERIES 600 EDUCATION PROGRAMS

604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. GENERAL STATEMENT OF POLICY

- A. Instruction must be provided in at least the following subject areas:
 - 1. basic communication skills including reading and writing, literature, and fine arts;
 - 2. mathematics and science;
 - 3. social studies, including history, geography, economics, government, and citizenship that includes civics (see II.I.);
 - 4. health and physical education;
 - 5. The arts;
 - 6. Career and technical education; and
 - 7. World languages.
- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. The school district must establish and regularly review its own standards for career and technical education (CTE) programs. Standards must align with CTE frameworks developed by the Department of Education, standards developed by national CTE organizations, or recognized industry standards.
- D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- G. The school district or charter school may not discriminate against or discipline a teacher or principal on the basis of incorporating into curriculum contributions of persons in a

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federally protected class or state protected class when the included contribution is in alignment with standards and benchmarks adopted under Minnesota Statutes, sections 120B.021 and 120B.023.

III. REQUIRED ACADEMIC STANDARDS

- A. The following subject areas are required for statewide accountability:
1. language arts;
 2. mathematics, encompassing algebra II, integrated mathematics III, or an equivalent in high school, and to be prepared for the three credits of mathematics in grades 9 through 12, the grade 8 standards include the completion of algebra;
 3. science, including earth and space science, life science, and the physical sciences, including chemistry and physics;
 4. social studies, including history, geography, economics, and government and citizenship that includes civics;
 5. physical education;
 6. health, for which locally developed academic standards apply; and
 7. the arts.
- B. Elementary and middle schools must offer at least three and require at least two of the following five arts areas: dance, media arts, music, theater, and visual arts. High schools must offer at least three and require at least one of the following five arts areas: media arts, dance, music, theater, and visual arts.

IV. PARENTAL CURRICULUM REVIEW

The school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

V. CPR AND AED INSTRUCTION

The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum.

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- A. In the school district's discretion, training and instruction may result in CPR certification.
- B. CPR and AED instruction must include CPR and AED training that have been developed:
 - 1. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - 2. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
- C. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
- D. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

[Note: If a school district requests resources, the Minnesota Resuscitation Consortium must provide them to the school district for instruction and training provided to students under this section.]

VI. COLLEGE AND CAREER PLANNING

- A. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
 - 1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as teamwork, collaboration, creativity, communication, critical thinking, and good work habits;
 - 2. emphasize academic rigor and high expectations and inform the student, and the student's parent or guardian if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;
 - 3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
 - 4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;

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5. help students access education and career options;
 6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
 7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
 8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
 9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.
- B. The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.
- C. Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college ready.
- D. When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.
- E. If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.
- F. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident

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under 21 years of age or who meets the requirements of the compulsory attendance law. A student's plan under this provision shall continue while a student is enrolled.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.101 (Curriculum)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.20 (Parental Curriculum Review)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks Implement, Supplement Statewide Academic Standards)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 605 (Alternative Programs)

GRADUATION REQUIREMENTS

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POLICY 613
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613 GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- C. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- D. "Required standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.
- E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

Cary Zepper shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students

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require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and

- B. Consistent with this paragraph and Minnesota Statutes section 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students beginning 8th grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
- C. An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- D. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

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- F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
- G. A minimum of seven elective credits.
- H. Credit equivalencies
 - 1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
 - 2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.
 - 3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
 - 4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
 - 5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.
 - 6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 - 1. School District Standards, Health (K-12);
 - 2. School District Standards, Career and Technical Education (K-12); and
 - 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will

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be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.

- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 - 1. Minnesota Academic Standards, English Language Arts K-12;
 - 2. Minnesota Academic Standards, Mathematics K-12;
 - 3. Minnesota Academic Standards, Science K-12;
 - 4. Minnesota Academic Standards, Social Studies K-12; and
 - 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)

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Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

ASSESSMENT OF STUDENT ACHIEVEMENT

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POLICY 618
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618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Career and college ready," for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- D. "Cultural competence," for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.
- E. "Elective standards" means a locally adopted expectation for student learning in career and technical education and world languages.
- F. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- G. "Required standard" means (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.

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IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The principals shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
 - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.

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4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
 5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
 6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.
- C. Student Participation
1. The Minnesota Commissioner of Education must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minnesota Statutes section 120B.301(a) and (c); and
 - f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
 2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

VI. RIGOROUS COURSE OF STUDY WAIVER

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- A. Upon receiving a student’s application signed by the student’s parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 - 1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 - 2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 - 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota’s postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students’ interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students’ engagement in and connection to school, improve students’ knowledge and skills, and deepen students’ understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate’s degree, or a bachelor’s degree and are available to all students, whatever their interests and career goals.

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- C. All students, except those eligible for alternative assessments, will be encouraged to participate in a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.3520 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)

ASSESSMENT OF STUDENT ACHIEVEMENT

**BARNESVILLE PUBLIC SCHOOL
ISD 146**

**POLICY 618
SERIES 600 EDUCATION PROGRAMS**

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

ONLINE INSTRUCTION

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 624
SERIES 600 EDUCATION PROGRAMS

624 ONLINE INSTRUCTION

I. PURPOSE

The purpose of this policy is to recognize and govern online instruction options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online instruction site for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online instruction.
- B. The school district shall grant academic credit for completing the requirements of an online instruction course or program.

III. DEFINITIONS

- A. "Blended instruction" means a form of digital instruction that occurs when a student learns part time in a supervised physical setting and part time through online instruction under paragraph (E).
- B. "Digital instruction" means instruction facilitated by technology that offers students an element of control over the time, place, path, or pace of learning and includes blended and online instruction.
- C. "Enrolling district" means the school district in which a student is enrolled under Minnesota Statutes, section 120A.22, subdivision 4.
- D. "Online course syllabus" means a written document that identifies the state academic standards taught and assessed in a supplemental online course under paragraph (I); course content outline; required course assessments; instructional methods; communication procedures with students, guardians, and the enrolling district under paragraph (C); and supports available to the student.
- E. "Online instruction" means a form of digital instruction that occurs when a student learns primarily through digital technology away from a supervised physical setting.
- F. "Online instructional site" means a site that offers courses using online instruction under paragraph (E) and may enroll students receiving online instruction under paragraph (E).
- G. "Online teacher" means an employee of the enrolling district under paragraph (C) or the supplemental online course provider under paragraph (J) who holds the appropriate licensure under Minnesota Rules, chapter 8710, and is trained to provide online instruction under paragraph (E).
- H. "Student" means a Minnesota resident enrolled in a school defined under Minnesota Statutes, section 120A.22, subdivision 4, in kindergarten through grade 12 up to the age of 21.

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- I. "Supplemental online course" means an online learning course taken in place of a course provided by the student's enrolling district under paragraph (C).
- J. "Supplemental online course provider" means a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that is authorized by the Minnesota Department of Education (MDE) to provide supplemental online courses under paragraph (I).

IV. DIGITAL INSTRUCTION

- A. An enrolling district may provide digital instruction, including blended instruction and online instruction, to the district's own enrolled students. Enrolling districts may establish agreements to provide digital instruction, including blended instruction and online instruction, to students enrolled in the cooperating schools.
- B. When online instruction is provided, an online teacher shall perform all duties of teacher of record under Minnesota Rules, part 8710.0310. Unless the Commissioner of MDE grants a waiver, a teacher providing online instruction shall not instruct more than 25 students in any one online learning course or section.
- C. Students receiving online instruction full time shall be reported as enrolled in an online instructional site.
- D. Curriculum used for digital instruction shall be aligned with Minnesota's current academic standards and benchmarks.
- E. Digital instruction shall be accessible to students under section 504 of the federal Rehabilitation Act and Title II of the federal Americans with Disabilities Act.
- F. An enrolling district providing digital instruction and a supplemental online course provider shall assist an enrolled student whose family qualifies for the education tax credit under Minnesota Statutes, section 290.0674 to acquire computer hardware and educational software so they may participate in digital instruction. Funds provided to a family to support digital instruction or supplemental online courses may only be used for qualifying expenses as determined by the provider. Nonconsumable materials purchased with public education funds remain the property of the provider. Records for any funds provided must be available for review by the public or MDE.
- G. An enrolling district providing digital instruction shall establish and document procedures for determining attendance for membership and keep accurate records of regular attendance under Minnesota Statutes, section 120A.21.

V. SUPPLEMENTAL ONLINE COURSES

- A. Notwithstanding Minnesota Statutes, sections 124D.03 and 124D.08 and Minnesota Statutes, chapter 124E, procedures for applying to take supplemental online courses other than those offered by the student's enrolling district are as provided in this subdivision.

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- B. Any kindergarten through grade 12 student may apply to take a supplemental online course. The student, or the student's parent or guardian for a student under age 17, must submit an application for the proposed supplemental online course or courses. A student may:
1. apply to take an online course from a supplemental online course provider that meets or exceeds the academic standards of the course in the enrolling district they are replacing;
 2. apply to take supplemental online courses for up to 50 percent of the student's scheduled course load; and
 3. apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun. An enrolling district may waive the 50 percent course enrollment limit or the 15-day time limit.
- C. A student taking a supplemental online course must have the same access to the computer hardware and education software available in a school as all other students in the enrolling district.
- D. A supplemental online course provider must have a current, approved application to be listed by MDE as an approved provider. The supplemental online course provider must:
1. use an application form specified by MDE;
 2. notify the student, the student's guardian if they are age 17 or younger, and enrolling district of the accepted application to take a supplemental online course within ten days of receiving a completed application;
 3. notify the enrolling district of the course title, credits to be awarded, and the start date of the online course. A supplemental online course provider must make the online course syllabus available to the enrolling district;
 4. request applicable academic support information for the student, including a copy of the IEP, EL support plan, or 504 plan; and
 5. track student attendance and monitor academic progress and communicate with the student, the student's guardian if they are age 17 or younger, and the enrolling district's designated online learning liaison.
- E. A supplemental online course provider may limit enrollment if the school board or board of directors adopts by resolution specific standards for accepting and rejecting students' applications. The provisions may not discriminate against any protected class or students with disabilities.
- F. A supplemental online course provider may request that MDE review an enrolling district's written decision to not accept a student's supplemental online course application. The student may participate in the supplemental online course while the application is under review. Decisions shall be final and binding for both the enrolling district and the supplemental online course provider.

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- G. A supplemental online course provider must participate in continuous improvement cycles with MDE.

VI. ENROLLING DISTRICT

- A. An enrolling district may not restrict or prevent a student from applying to take supplemental online courses.
- B. An enrolling district may request an online course syllabus to review whether the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district.
- C. Within 15 days after receiving notice of a student applying to take a supplemental online course, the enrolling district must notify the supplemental online course provider whether the student, the student's guardian, and the enrolling district agree that academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district. If the enrolling district does not agree that the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district, then:
 - 1. the enrolling district must provide a written explanation of the district's decision to the student, the student's guardian, and the supplemental online course provider; and
 - 2. the online provider must provide a response to the enrolling district explaining how the course or program meets the graduation requirements of the enrolling district.
- D. An enrolling district may reduce the course schedule of a student taking supplemental online courses in proportion to the number of supplemental online learning courses the student takes.
- E. An enrolling district must appoint an online learning liaison who:
 - 1. provides information to students and families about supplemental online courses;
 - 2. provides academic support information including IEPs, EL support plans, and 504 plans to supplemental online providers; and
 - 3. monitors attendance and academic progress, and communicates with supplemental online learning providers, students, families, and enrolling district staff.
- F. An enrolling district must continue to provide support services to students taking supplemental online courses as they would for any other enrolled student including support for English learners, case management of an individualized education program, and meal and nutrition services for eligible students.
- G. An online learning student must receive academic credit for completing the requirements of a supplemental online learning course. If a student completes an online learning

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course that meets or exceeds a graduation standard or the grade progression requirement at the enrolling district, that standard or requirement is met.

- H. Secondary credits granted to a supplemental online learning student count toward the graduation and credit requirements of the enrolling district. The enrolling district must apply the same graduation requirements to all students, including students taking supplemental online courses.
- I. An enrolling district must provide access to extracurricular activities for students taking supplemental online courses on the same basis as any other enrolled student.

VII. REPORTING

Courses that include blended instruction and online instruction must be reported in the manner determined by the Commissioner of MDE.

LEGAL REFERENCES:

Minn. Stat. § 120A.21 (Enrollment of a Student in Foster Care)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 124D.03 (Enrollment Options Act)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Rules Ch. 8710 (Teacher and Other School Professional Licensing)

CROSS REFERENCES:

MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)

12. New Business
A. Budgets for FY25

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PROPOSED BUDGETS SUMMARY 2024-25

GENERAL FUND	2024-25 PROPOSED	2023-24 REVISED	DIFFERENCE
REVENUES	\$ 11,457,700	\$ 12,026,750	\$ (569,050)
EXPENDITURES	\$ 11,751,870	\$ 11,936,930	\$ (185,060)
NET	\$ (294,170)	\$ 89,820	\$ (383,990)

FOOD SERVICE FUND	2024-25 PROPOSED	2023-24 REVISED	DIFFERENCE
REVENUES	\$ 756,580	\$ 788,900	\$ (32,320)
EXPENDITURES	\$ 785,680	\$ 788,590	\$ (2,910)
NET	\$ (29,100)	\$ 310	\$ (29,410)

COMMUNITY SERVICE FUND	2024-25 PROPOSED	2023-24 REVISED	DIFFERENCE
REVENUES	\$ 582,580	\$ 566,640	\$ 15,940
EXPENDITURES	\$ 582,300	\$ 566,150	\$ 16,150
NET	\$ 280	\$ 490	\$ (210)

BUILDING CONSTRUCTION FUND	2024-25 PROPOSED	2023-24 REVISED
REVENUES	\$ 50,000	\$ 100,000
EXPENDITURES	\$ 1,495,130	\$ 776,600
NET	\$ (1,445,130)	\$ (676,600)

DEBT SERVICE FUND	2024-25 PROPOSED	2023-24 REVISED
REVENUES	\$ 2,445,560	\$ 2,391,020
EXPENDITURES	\$ 2,392,500	\$ 2,274,340
NET	\$ 53,060	\$ 116,680

Budget Notes 2024-25

GENERAL FUND – Fund 01

REVENUES – Are based on MDE’s Revenue Projection worksheet. Student counts were based on ENPRO model (moving grade numbers up one grade taking into account average changes by grade; assuming 65 for Kindergarten). Took into account 2% increase in the general education funding formula (\$7,281 per APU). Federal funds adjusted for the ending ESSER funds and FY25 Title fund projections. Adjusted season tickets, student activity fees and iPad (tech) fees for approved increases. Reduced state aid by School Safety Grant and Solar for Schools grants received in FY24. Reduced Due from other Districts (Lake Agassiz) to \$60,000.

EXPENSES

WAGES/BENEFITS – Wages and benefits are based on the approved contracts for 2024-25. All known step and lane increases are taken into account. Projected increase in wages/benefits for noncertified staff. Took into account all known staffing changes as of 5/31/24, incl. resignations and retirements.

ELEM/SECONDARY SUPPLIES – Same as FY24, except removed supplies for FACS department – Provided by the principals.

CUSTODIAL SUPPLIES - Increased by \$10,000, as approved by the Finance Committee

UTILITIES – Increased electricity budget by \$9,000 and reduced natural gas to \$160,000, as approved by the Finance Committee.

INSURANCE – Increased property insurance by 20%, pending quote from Vaaler Ins.

ACTIVITIES – Supplies budget provided by Activities Director. Added coaches salaries/benefits for Cross Country.

EQUIPMENT – Proposed Capital outlay included based on a \$15,000 for B&G and activities, \$25,000 for technology and \$5,000 each for the HS and elementary.

TRANSPORTATION – Bus Co. expenses based on contract. Salary/benefits for van drivers with projected increases.

LEASE – Included Lake Agassiz Capital Lease (\$50,000 to come from General Fund), Lakes Country Level 4 facility lease and increased copier lease.

LTFM – Normal expenses are included, no additional costs.

Food Service – Fund 02

REVENUES – Kept revenue similar to FY24 but removed Supply Chain Assistance Funds.

EXPENSES

WAGES/BENEFITS – Adjusted for current staff with projected increases.

FOOD/MILK –Estimated based on food & milk costs for FY24.

Community Service – Fund 04

REVENUES – Projected amounts based on enrollment and anticipated offerings. School Readiness based on projection from April based on anticipated class offerings and sizes. Levy and aid based on most recent calculations from MDE.

EXPENSES – Projected expenses based on class offerings. Included current staff wages/benefits & mid day transportation costs for preschool (covered by parent fees and fundraiser proceeds).

Building Construction – Fund 06

REVENUES – Projected earnings from remaining 2023 Bond proceeds.

EXPENSES – Projected amount remaining from 2023 Bond proceeds + projected earnings.

Debt Service – Fund 07

REVENUES – Based on MDE What If spreadsheet and Levy Certification reports

EXPENSES – Based on bond repayment schedules.

GENERAL FUND BUDGET 2024-25

Adopted:

Revised:

REVENUE

UFARS CODE						DESCRIPTION	ACTUAL 2022-23	BUDGET 2023-24	BUDGET 2024-25
						LEVY			
FIN									
01	005	000	000	001	000	District Levy	879,480	889,170	922,630
01	005	000	000	004	000	Tax Increment Finance Revenue	10,852	10,850	10,850
01	005	000	000	019	000	Misc Tax Revenue	19,487	20,810	20,810
01	005	000	000	229	000	Disparity	49	50	50
01	005	000	000	234	000	Hmstd/Ag Market Value	5,898	5,820	0
01	005	000	302	001	000	Operating Capital Levy	104,873	100,110	119,000
01	005	000	315	001	000	Lease Levy	53,071	0	68,140
01	005	000	342	001	000	Safe Schools - Crime Levy	36,518	35,710	34,060
01	005	000	830	001	000	Career Technical Levy	77,551	77,550	77,550
01	005	865	000	001	000	Long Term Facility Maintenance	114,047	98,390	100,930
						SUB TOTAL	1,301,827	1,238,460	1,354,020
						STATE AID			
01	005	000	000	010	000	County Apportionment	23,568	23,260	23,260
01	005	000	000	201	000	Endowment Fund	43,248	54,630	52,600
01	005	000	000	211	000	Foundation Aid	7,149,184	7,065,670	6,967,730
01	005	000	312	300	000	Literacy Incentive Aid	63,415	53,540	53,540
01	005	000	000	370	000	Misc Rev MDE	9,989	116,540	4,040
01	005	000	343	300	000	School Library Aid	0	39,830	39,830
01	005	000	302	211	000	Operating Capital Aid	133,389	125,630	101,430
01	005	000	000	369	000	Rev-Other State Agencies	0	118,810	45,310
01	005	000	373	300	000	Student Support Aid	0	77,160	77,160
01	005	000	316	211	000	Staff Development Aid	136,155	135,470	134,440
01	005	000	317	211	000	Basic Skills Aid	60,541	163,330	169,550
01	005	000	330	211	000	Learning & Development Aid	213,247	217,190	214,650
01	005	865	000	317	000	Long Term Facilities Mgmt Aid	68,714	78,710	75,180
01	005	000	388	211	000	Gifted & Talented Aid	12,895	12,340	12,000
01	005	420	000	360	000	Special Ed Aids	858,595	1,190,380	1,265,700
						SUB TOTAL	8,772,940	9,472,490	9,236,420
						FEDERAL			
01	005	000	401	401	000	Title I	89,270	74,710	67,570
01	005	000	414	400	000	Title II Part A	17,794	0	0
01	005	000	433	400	000	Title IV Student Support/Acad.	1,617	0	0
01	005	000	150	400	000	ARP Summer Academic	20,136	0	0
01	005	000	170	400	000	Federal Funds/Grants	21,066	0	0
01	005	000	160	400	000	ESSER III	187,126	132,950	0
01	005	000	161	400	000	ESSER III (20% Learning Recovery)	68,797	67,200	0
01	005	000	162	400	000	Expanded Summer Programming	15,179	0	0
01	005	000	174	405	000	MN COVID Testing Program	628	0	0
						SUB TOTAL	421,612.33	274,860	67,570

LOCAL/MISCELLANEOUS

01	005	000	000	021	000	Due from other Dist	63,983	323,980	60,000
01	005	000	000	050	000	iPad Insurance Fee	4,558	1,500	29,750
01	005	000	000	071	000	Med Assist From Dept of HS	95,547	75,000	75,000
01	005	000	000	092	000	Interest	86,809	135,000	108,000
01	005	000	000	093	000	Facilities Rent	6,762	10,000	10,000
01	005	000	000	096	000	Gifts/Bequests	71,630	5,000	5,000
01	005	000	000	099	000	Misc. Local Revenue	82,976	21,870	22,720
01	005	000	000	227	000	Abatement	0	1,430	1,430
01	005	000	000	397	000	TRA/PERA Spec Funding Rev	67,611	0	0
01	005	000	000	621	000	Tech Resale	0	500	500
01	005	000	000	624	000	Sale of Equipment	473	5,000	5,000
01	005	000	000	625	000	Insurance Recovery	2,314	5,000	5,000
01	100	000	000	096	000	Gifts/Bequests	18,750	9,000	9,000
01	100	259	000	621	000	Elementary Music Resale	0	500	500
01	100	288	000	060	000	Elem. Flow Thru/Sales	19,514	23,700	23,700
01	300	000	000	096	000	Gifts/Bequests	13,909	15,000	15,000
01	300	000	000	621	000	Secondary Resale of Materials	50	500	500
01	300	213	000	621	000	Ag Resale	985	600	600
01	300	249	000	050	000	Dr Trg/Behind Wheel	-475	14,000	14,000
01	300	250	000	621	000	FACS Resale of Materials	0	500	500
01	300	254	000	621	000	Branderz Resale	170	1,000	1,000
01	300	255	000	621	000	Industrial Tech Resale	6,704	6,500	6,500
01	300	258	000	621	000	Inst. Music Resale	0	250	250
01	300	261	000	099	000	River Watch	0	4,010	4,010
01	300	289	000	060	000	Fund Raiser/Flow Thru	54,273	40,000	40,000
01	300	292	000	060	000	Boys/Girls Athletic Season Tickets	19,035	19,000	28,230
01	300	292	000	061	000	Track Entry Fees	1,840	4,800	4,800
01	300	293	000	050	000	Inst. Music Rental	0	1,000	1,000
01	300	294	000	060	000	Boy's Athletics	20,598	20,000	20,000
01	300	294	000	061	000	Boy's Athletics Entry Fees	1,075	2,500	2,500
01	300	296	000	060	000	Girl's Athletics	11,816	11,600	11,600
01	300	296	000	061	000	Girl's Athletics Entry Fees	1,975	2,200	2,200
01	300	298	000	050	000	Student Activity Fees	34,355	35,000	46,400
01	300	299	000	620	000	Concessions	89,133	90,000	90,000
01	300	299	000	619	000	Concessions Cost of Sales	-43,015	-45,000	-45,000
							<u>733,357</u>	<u>840,940.00</u>	<u>599,690.00</u>

TOTAL BEFORE STUDENT ACTIVITIES							11,229,736.64	11,826,750	11,257,700
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21	005	298	301	099	000	Student Activity Revenue	<u>133,713</u>	<u>200,000</u>	<u>200,000</u>
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TOTAL GENERAL FUND							11,363,450	12,026,750	11,457,700
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GENERAL FUND 01

		2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Budget
General Fund Expenditures					
District Wide Admin					
010	Board of Education	\$ 45,614.50	\$ 46,441	\$ 50,350	\$ 51,010
020	Superintendent	\$ 250,329.05	\$ 272,316	\$ 269,530	\$ 237,890
105	General Admin. Support (Elections/	\$ 9,533.52	\$ 10,397	\$ 11,560	\$ 11,560
108	Administrative Technology Services	\$ 8,838.17	\$ 8,625	\$ 15,000	\$ 10,000
110	Business Support Services	\$ 235,901.98	\$ 253,816	\$ 281,060	\$ 291,000
	Sub-Total District Wide Admin	\$ 550,217.22	\$ 591,595.19	\$ 627,500	\$ 601,460
Instructional & Pupil Support					
612	Technology	\$ 102,636.50	\$ 98,312	\$ 70,170	\$ 81,580
630	Technology Coord./Tech. Supplies (C	\$ 65,493.00	\$ 64,365	\$ 67,370	\$ 67,370
640	Staff Development	\$ 10,866.29	\$ 15,361	\$ 21,220	\$ 21,220
715/71:	School Safety	\$ 793.67	\$ 5,430	\$ 182,530	\$ 47,910
720	Health Services	\$ 63,953.35	\$ 54,288	\$ 4,340	\$ 4,340
790	Unemployment	\$ 793.67	\$ 9,257	\$ 54,000	\$ 54,000
	Sub-Total Instr. & Pupil Support	\$ 244,536.48	\$ 247,012.15	\$ 399,630	\$ 276,420
Transportation					
532	Capital Purchase	\$ -	\$ 915	\$ -	\$ -
713	Open Enrollment Transportation	\$ 78,075.12	\$ 72,046	\$ 74,500	\$ 74,500
715	Foster Care Transportation	\$ -	\$ 23	\$ -	\$ -
720	Regular Transportation	\$ 480,384.03	\$ 484,970	\$ 547,200	\$ 547,200
723	Special Ed Transportation	\$ 59,759.06	\$ 91,110	\$ 78,270	\$ 78,270
728	Homeless Transportation	\$ -	\$ 315	\$ -	\$ -
733	Non-authorized Transportation	\$ 201.47	\$ 0	\$ 21,910	\$ 21,910
739	PSEO Transportation	\$ -	\$ -	\$ 500	\$ 500
	Sub-Total Transportation	\$ 618,419.68	\$ 649,378.58	\$ 722,380	\$ 722,380
Operation & Maintenance of Plant					
810/85:	Operations/Maint/Grounds/Capital	\$ 1,167,750.37	\$ 1,373,851	\$ 1,449,060	\$ 1,432,010
865	Long Term Facilities Maintenance	\$ 240,430.17	\$ 38,416	\$ 82,010	\$ 67,010
	Sub-total Operation & Maintenance	\$ 1,408,180.54	\$ 1,412,267.34	\$ 1,531,070	\$ 1,499,020
Other					
940	Property & Liability Insurance	\$ 62,882.32	\$ 82,624	\$ 83,570	\$ 100,360
960	Property Tax Abatement	\$ 12,752.79	\$ 19,875	\$ 23,750	\$ 21,030
	Sub-Total Other	\$ 75,635.11	\$ 102,498.83	\$ 107,320	\$ 121,390
	District Wide Expenses	\$ 2,896,989.03	\$ 3,002,752.09	\$ 3,387,900	\$ 3,220,670

General Fund Expenditures		2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Budget
Atkinson Elementary School					
050	Office of the Principal	\$ 219,417.40	\$ 223,077	\$ 226,330	\$ 245,580
200	Title II - Class Size Reduction	\$ 34,353.31	\$ 19,411	\$ -	\$ -
201	Kindergarten	\$ 335,503.27	\$ 330,417	\$ 318,780	\$ 339,040
203	Elementary Education	\$ 311,451.34	\$ 274,714	\$ 214,650	\$ 227,310
204	First Grade	\$ 313,959.52	\$ 381,386	\$ 401,030	\$ 313,410
205	Second Grade	\$ 360,490.99	\$ 372,485	\$ 347,030	\$ 389,570
206	Third Grade	\$ 257,166.58	\$ 269,633	\$ 288,350	\$ 303,950
207	Fourth Grade	\$ 301,002.70	\$ 262,962	\$ 283,710	\$ 296,860
208	Fifth Grade	\$ 277,623.90	\$ 287,239	\$ 288,420	\$ 304,530
209	Sixth Grade	\$ 221,589.76	\$ 229,645	\$ 249,190	\$ 268,700
212	Art	\$ 1,979.91	\$ 63,993	\$ 65,880	\$ 67,020
216	Title I	\$ 90,514.45	\$ 89,270	\$ 77,660	\$ 80,500
240	Health & Physical Education	\$ 68,297.75	\$ 69,829	\$ 74,490	\$ 80,010
258	Instrumental Music	\$ 10,394.94	\$ 10,864	\$ 10,240	\$ 10,880
259	Vocal Music	\$ 70,792.15	\$ 74,633	\$ 79,440	\$ 79,020
271	Remedial Reading & Language Arts	\$ 738.18	\$ 85,478	\$ 158,890	\$ 148,140
275	Kindergarten Individualized Instr.	\$ 64.99	\$ -	\$ 53,860	\$ 57,740
288	Flow Through Sales	\$ 42,482.03	\$ 92,166	\$ 19,500	\$ 19,500
401	Speech/Language Impaired	\$ 79,500.62	\$ 91,351	\$ 84,400	\$ 87,940
402	DCD - Mild-Moderate	\$ 27,369.39	\$ 26,487	\$ 41,720	\$ 27,990
403	DCD - Severe-Profound	\$ 64,239.48	\$ 67,393	\$ 85,950	\$ 30,060
404	Physically Impaired	\$ 24,646.34	\$ 25,530	\$ 26,390	\$ 27,600
405	Deaf/Hard of Hearing	\$ 12,109.40	\$ -	\$ 13,100	\$ 700
406	Visually Impaired	\$ -	\$ -	\$ 5,400	\$ 5,400
407	Specific Learning Disability	\$ 93,678.04	\$ 128,274	\$ 96,920	\$ 77,410
408	Emotional/Behavioral Disorder	\$ 50,432.15	\$ 95,221	\$ 98,810	\$ 103,960
410	Other Health Disabilities	\$ 62,164.24	\$ 75,427	\$ 91,550	\$ 96,180
411	Austic Spectrum Disorders	\$ 137,006.46	\$ 88,717	\$ 119,490	\$ 159,110
416	Severely Multiply Impaired	\$ 364.12	\$ 28,266	\$ -	\$ -
420	Special Education - Aggregate	\$ 3,522.95	\$ -	\$ 350	\$ 350
422	Special Education - Students without	\$ 136,232.77	\$ 138,057	\$ 122,210	\$ 112,380
610	Literacy Incentive	\$ -	\$ -	\$ 38,440	\$ 57,180
612/631	Technology	\$ 19,237.31	\$ 22,389	\$ 23,350	\$ 5,030
620	Library Media Center	\$ 32,328.79	\$ 32,583	\$ 34,340	\$ 36,040
625	Audio/Visual Department	\$ 40.00	\$ 45	\$ 100	\$ 100
640	Staff Development	\$ 24,905.73	\$ 51,263	\$ 27,100	\$ 27,100
715	Safe Schools	\$ 5,718.68	\$ 3,518	\$ 4,000	\$ 4,000
720	Health Services	\$ 12,646.27	\$ 15,300	\$ 71,160	\$ 76,120
740	Social Work Services	\$ 50,134.45	\$ 60,470	\$ 53,890	\$ 53,890
	Subtotal Elementary Education	\$ 3,795,163.17	\$ 4,087,492.94	\$ 4,196,120	\$ 4,220,300
Elementary & Secondary Combined					
212	CAPP	\$ 1,941.19	\$ 1,411	\$ 3,000	\$ 3,000
400-421	Special Education - General	\$ 123,324.49	\$ 126,002	\$ 123,610	\$ 126,890
430	Homebound Instruction	\$ -	\$ -	\$ 1,260	\$ 1,260
640	Staff Development - Exemplary Gran	\$ 6,292.00	\$ 2,729	\$ 29,600	\$ 29,600

690	Other Instructional Support	\$	6,100.00	\$	6,100	\$	11,700	\$	11,700
	Subtotal Combined Education	\$	137,657.68	\$	136,242.26	\$	169,170	\$	172,450

Barnesville High School		2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Budget
050	Office of the Principal	\$ 238,496.63	\$ 245,327	\$ 260,500	\$ 270,310
211	Secondary Education	\$ 353,378.75	\$ 181,111	\$ 137,810	\$ 152,200
212	Visual Art	\$ 72,374.34	\$ 78,315	\$ 82,080	\$ 88,230
213	Agriculture - Non-vocational	\$ 17,345.05	\$ 8,991	\$ 13,690	\$ 14,560
215	Business - Non-vocational	\$ 157.88	\$ 68	\$ 800	\$ 800
218	Gifted & Talented	\$ 6,773.33	\$ 7,492	\$ 8,640	\$ 8,810
220	English (Language Arts)	\$ 243,589.34	\$ 225,489	\$ 241,610	\$ 260,830
230	Foreign Language	\$ 53,474.96	\$ 40,569	\$ 65,840	\$ 70,140
240	Health & Physical Education	\$ 158,556.99	\$ 175,247	\$ 182,120	\$ 191,870
249	Driver Education	\$ 11,847.00	\$ 3,609	\$ 16,650	\$ 16,650
250	Family Living Science (FACS)	\$ 43,582.95	\$ 44,480	\$ 44,870	\$ -
255	Industrial Education	\$ 106,021.05	\$ 109,442	\$ 114,830	\$ 119,040
256	Mathematics	\$ 252,206.64	\$ 278,414	\$ 290,850	\$ 306,650
258	Instrumental Music	\$ 60,547.12	\$ 76,554	\$ 58,260	\$ 61,860
259	Vocal Music	\$ 73,993.46	\$ 75,290	\$ 83,420	\$ 58,360
260	Natural Sciences	\$ 287,241.14	\$ 297,768	\$ 314,800	\$ 308,020
270	Social Sciences/Social Studies	\$ 271,418.24	\$ 261,003	\$ 284,100	\$ 298,840
271	Remedial Reading	\$ 29,315.78	\$ 30,334	\$ 31,560	\$ 32,620
289	Flow Through Sales	\$ 94,609.49	\$ 60,213	\$ 23,800	\$ 23,800
292	Boys/Girls Athletics	\$ 4,818.71	\$ 8,165	\$ 14,100	\$ 14,100
505	Track	\$ 35,062.42	\$ 39,973	\$ 43,210	\$ 42,990
502	Football	\$ 76,178.60	\$ 81,530	\$ 81,750	\$ 67,110
503	Boys Basketball	\$ 40,694.78	\$ 42,340	\$ 44,150	\$ 45,620
504	Boys Golf	\$ 11,686.55	\$ 13,547	\$ 12,830	\$ 13,380
506	Wrestling	\$ 24,103.00	\$ 26,210	\$ 30,460	\$ 31,270
507	Baseball	\$ 22,385.84	\$ 23,508	\$ 28,790	\$ 29,680
516	Cross Country	\$ -	\$ -	\$ 3,250	\$ 11,710
519	One Act Play	\$ 1,914.03	\$ 1,988	\$ 6,070	\$ 2,430
512	Volleyball	\$ 43,510.40	\$ 55,037	\$ 52,530	\$ 53,700
513	Girls Basketball	\$ 37,568.27	\$ 38,605	\$ 45,470	\$ 44,980
514	Girls Golf	\$ 10,085.62	\$ 9,772	\$ 12,370	\$ 12,940
517	Softball	\$ 16,993.73	\$ 16,992	\$ 22,550	\$ 22,900
298	Extra-Curricular Activities	\$ 60,197.12	\$ 153,106	\$ 151,560	\$ 151,770
299	Concessions	\$ 41,785.01	\$ 51,619	\$ 47,290	\$ 47,680
301	Agriculture Education	\$ 94,241.42	\$ 51,660	\$ 71,510	\$ 78,000
331	Family & Consumer Science	\$ 49,381.99	\$ 49,179	\$ 44,560	\$ -
341	Business & Office Education	\$ 98,890.86	\$ 100,461	\$ 103,340	\$ 107,550
401	Speech/Language Impaired	\$ 26,205.52	\$ 16,901	\$ 27,910	\$ 29,030
402	DCD: Mild-Moderate	\$ 70,361.39	\$ 103,915	\$ 78,150	\$ 82,990
403	DCD: Severe-Profound	\$ 56,251.00	\$ 72,026	\$ 75,690	\$ 81,220
405	Deaf/Hard of Hearing	\$ -	\$ 12,897	\$ 420	\$ -
406	Visually Impaired	\$ 12,757.45		\$ 300	\$ 300
407	Specific Learning Disability	\$ 33,141.48	\$ 61,012	\$ 112,820	\$ 114,500

408	Emotional/Behavioral Disorder	\$ 158,066.85	\$ 17,145	\$ 124,490	\$ 104,860
410	Other Health Disabilities	\$ 121,752.49	\$ 155,943	\$ 129,660	\$ 134,440
411	Autistic Spectrum Disorders	\$ 83,769.93	\$ 142,481	\$ 31,640	\$ 29,070
412	Developmentally Delayed	\$ -	\$ 13,033	\$ 7,260	\$ 7,330
416	Severely Multiply Impaired	\$ 29,869.24	\$ 27,341	\$ 300	\$ 300
420	Special Education - Aggregate	\$ 61,056.96	\$ 478	\$ 680	\$ 680
612/63	Technology	\$ 354,779.52	\$ 21,623	\$ 22,830	\$ 5,080
620	Library Media Center	\$ 42,368.16	\$ 13,081	\$ 45,750	\$ 47,100
625	Audio/Visual Department	\$ -	\$ -	\$ 180	\$ 180
640	Staff Development	\$ 18,926.65	\$ 22,709	\$ 27,530	\$ 27,530
690	Other Instructional Support	\$ 3,214.55	\$ 1,116	\$ 9,170	\$ 9,500
710	Counseling & Guidance	\$ 79,119.02	\$ 84,520	\$ 90,400	\$ 96,960
715	School Safety	\$ 1,221.80	\$ -	\$ 2,000	\$ -
720	Health Services	\$ 38,338.02	\$ 26,301	\$ 21,040	\$ 22,480
790	Other Pupil Support Services	\$ 1,725.00	\$ 1,500	\$ 1,500	\$ 2,000
	Subtotal Secondary Education	\$ 4,261,011.57	\$ 3,757,430.06	\$ 3,881,740	\$ 3,856,950

Tuition Billing

401-42	Special Education	\$ 18,496.62	\$ -	\$ 4,000	\$ 4,000
790	General Education	\$ 104,574.65	\$ 112,753	\$ 98,000	\$ 77,500
	Subtotal Tuition Billing	\$ 123,071.27	\$ 112,752.65	\$ 102,000	\$ 81,500

TOTAL DISBURSEMENT MAINTENANCE \$ 11,213,892.72 \$ 11,096,670.00 \$ 11,736,930 \$ 11,551,870

Student Activities

301 Student Activities Expense \$ 200,000.00 \$ 200,000.00 \$ 200,000 \$ 200,000

TOTAL DISBURSEMENT MAINTENANCE	\$ 11,413,892.72	\$ 11,296,670.00	\$ 11,936,930.00	\$ 11,751,870.00
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* UFARS code change (see Safe Schools under Elem. and codes 203 and 211)

FOOD SERVICE BUDGET 2024-25

Adopted:

Revised:

REVENUE

UFARS CODE	DESCRIPTION	ACTUAL 2022-23	BUDGET 2023-24	BUDGET 2024-25

	CACFP (Summer Kids Club)			
02 005 000 469 400 000	Federal CACFP	6,515	3,100	3,100
02 005 000 469 477 000	Cash in Lieu of Commodities	410	210	210
		<u>6,924</u>	<u>3,310</u>	<u>3,310</u>
	NATIONAL SCHOOL LUNCH PROGRAM			
02 005 000 000 649 000	Permanent Interfund Transfer	0	0	
02 005 000 701 099 000	Misc Revenue	0	1,000	1,000
02 005 000 701 300 000	State School Lunch	16,556	361,880	361,880
02 005 000 701 369 000	Revenue-Other State Agencies	0	32,320	0
02 005 000 701 471 000	Federal School Lunch	98,695	56,700	56,700
02 005 000 701 472 000	Federal Free and Reduced Meals	78,002	101,730	101,730
02 005 000 701 473 000	Commodity Cash Program	29	400	400
02 005 000 701 474 000	Commodities	47,454	35,000	35,000
02 005 000 701 601 000	Type A Pupil	224,541	0	0
02 005 000 701 606 000	Type A Adult	3,672	4,800	4,800
	Subtotal	<u>468,950</u>	<u>593,830</u>	<u>561,510</u>
	KINDERGARTEN MILK			
02 005 000 703 300 000	Kindergarten Milk	1,425	1,200	1,200
	BREAKFAST			
02 005 000 705 300 000	State School Breakfast	9,676	62,820	62,820
02 005 000 705 476 000	Federal School Breakfast	26,498	37,190	37,190
02 005 000 705 601 000	Breakfast Type A Pupil	19,320	0	0
02 005 000 705 606 000	Breakfast Type A Adult	15	100	100
	Subtotal	<u>55,508</u>	<u>100,110</u>	<u>100,110</u>
	A LA CARTE			
02 005 000 707 092 000	Interest	6,654	5,000	5,000
02 005 000 707 099 000	Catering Revenue	310	300	300
02 005 000 707 601 000	Type A A La Carte	63,884	57,950	57,950
	Subtotal	<u>70,848</u>	<u>63,250</u>	<u>63,250</u>
	SUPPLY CHAIN ASSISTANCE FUNDS			
02 005 770 710 471 000	Supply Chain Assistance Funds (one time)	33,973	27,200	27,200
	TOTAL	637,628	788,900	756,580

FOOD SERVICE BUDGET 2024-25

Adopted:

Revised:

EXPENDITURES

UFARS CODE						DESCRIPTION	ACTUAL 2022-23	BUDGET 2023-24	BUDGET 2024-25
						CACFP (Kids Club)			
002	005	770	469	170	000	Salaries	8,194	8,980	10,500
002	005	770	469	210	000	FICA	627	690	800
002	005	770	469	214	000	PERA	615	670	790
002	005	770	469	250	000	403B Match	21	130	130
002	005	770	469	401	000	Supplies	453	500	500
002	005	770	469	490	000	Food	9,776	9,000	9,000
002	005	770	469	495	000	Milk	843	1,650	1,650
							<u>20,528</u>	<u>21,620</u>	<u>23,370</u>

						NATIONAL SCHOOL LUNCH PROGRAM				
02	005	770	701	170	000	Lunch Salaries	176,192	181,040	187,490	
02	005	770	701	174	000	Lunch Salaries Overtime	0	500	500	
02	005	770	701	210	000	Lunch FICA	12,899	13,890	14,380	
02	005	770	701	214	000	Lunch PERA	12,210	9,170	9,650	
02	005	770	701	220	000	Group Hospital	13,044	13,150	13,290	
02	005	770	701	250	000	403B Match	1,408	3,510	4,740	
02	005	770	701	280	000	Unemployment	1,485	500	500	
02	005	770	701	316	000	Dietitian Services	2,720	0	0	
02	005	770	701	330	000	Garbage	13,735	14,000	14,000	
02	005	770	701	350	000	Repair Services	6,505	7,500	7,500	
02	005	770	701	366	000	Travel	400	300	300	
02	005	770	701	382	000	Laundry	4,757	6,200	7,000	
02	005	770	701	398	000	Charge backs	-1,311	-4,200	-4,200	
02	005	770	701	401	000	General Supplies - Lunch	24,037	20,000	20,000	
02	005	770	701	405	000	Computer Software	3,295	4,290	3,490	
02	005	770	701	465	000	Non-instr. Tech Devices	0	0	0	
02	005	770	701	490	000	Food Lunch	209,955	258,000	250,000	
02	005	770	701	491	000	Commodities	47,454	35,000	45,000	
02	005	770	701	495	000	Milk	5,643	20,000	30,000	
02	005	770	701	530	000	Equipment	44,634	0	0	
02	005	770	701	820	000	Dues and Membership	1,610	2,030	2,030	
							Subtotal	580,671.80	584,880	605,670

						KINDERGARTEN MILK			
02	005	770	703	495	000	Kindergarten Milk	1,531	2,000	2,000

						BREAKFAST				
02	005	770	705	170	000	Breakfast Salaries	22,894	24,490	26,240	
02	005	770	705	210	000	Breakfast FICA	1,687	1,870	2,010	
02	005	770	705	214	000	Breakfast PERA	1,717	1,840	1,970	
02	005	770	705	220	000	Group Hospital	1,131	2,110	2,110	
02	005	770	705	250	000	Breakfast 403B Match	343	1,160	1,580	
02	005	770	705	401	000	Breakfast General Supplies	189	200	200	
02	005	770	705	490	000	Breakfast Food	24,268	52,750	50,000	
02	005	770	705	495	000	Breakfast Milk	5,892	10,000	10,000	
							Subtotal	58,121.38	94,420	94,110

						A LA CARTE			
02	005	770	707	170	000	A La Carte Salaries	19,305	25,720	27,550
02	005	770	707	210	000	A La Carte FICA	1,391	1,970	2,110

02	005	770	707	214	000	A La Carte PERA	1,448	1,930	2,070
02	005	770	707	220	000	Group Hospital	2,472	2,970	2,970
02	005	770	707	250	000	A La Carte 403B Match	49	770	730
02	005	770	707	401	000	A La Carte Supplies	0	500	500
02	005	770	707	490	000	A La Carte Food	12,060	14,600	14,600
02	005	770	707	495	000	A La Carte Milk	14,565	10,000	10,000
Subtotal							51,290.47	58,460	60,530
SUPPLY CHAIN ASSISTANCE									
02	005	770	710	490	000	Food	20,178.91	7,270	0
02	005	770	710	495	000	Milk	13,794.45	19,940	0
							33,973.36	27,210	0
TOTAL							746,116.60	788,590	785,680

COMMUNITY SERVICE BUDGET 2024-25

Adopted:

Revised:

REVENUE

UFARS CODE						DESCRIPTION	ACTUAL 2022-23	BUDGET 2023-24	BUDGET 2024-25

COMMUNITY EDUCATION									
04	005	000	321	092	000	Interest	0	180	180
04	005	000	321	227	000	Abatement	0	10	0
04	005	000	321	229	000	Disparity Reduction	6	130	130
04	005	000	321	234	000	Hmstd/Ag Market Value Credit	753	1,570	1,570
04	005	000	321	258	000	Wetland & Native	0	20	20
04	005	505	321	001	000	Tax Levy	26,090	25,400	29,930
04	005	505	321	019	000	Misc Local Tax	64	50	50
04	005	505	321	050	000	Community Ed Fees	50,704	52,500	52,500
04	005	505	321	096	000	Gifts/Bequests	1,630	1,500	1,500
SUBTOTAL							79,248	81,360	85,880
SUMMER RECREATION									
04	005	506	321	050	000	Summer Rec Fees	51,141	53,500	53,500
04	005	506	321	096	000	Summer Rec Donations	24,012	23,000	30,000
SUBTOTAL							75,153	76,500	83,500
KIDS CLUB									
04	005	509	321	050	000	Kids Club Fees	140,007	160,000	170,000
04	005	509	321	096	000	Kids Club Grants/Donations	500	500	500
SUBTOTAL							140,507	160,500	170,500
EARLY CHILDHOOD									
04	005	580	325	001	000	Early Childhood Levy	24,364	24,220	21,880
04	005	580	325	050	000	Early Childhood Fees	541	500	500
04	005	580	325	300	000	Early Childhood Aid	13,514	45,760	48,530
04	005	580	328	300	000	Home Visit Aid	421	690	690
04	005	580	328	001	000	Home Visit Levy	300	390	900
SUBTOTAL							39,140	71,560	72,500
SCHOOL READINESS									
04	005	400	000	021	000	Special Education Preschool	21,620	37,350	14,000
04	005	582	344	050	000	School Readiness Fees	68,395	98,000	116,270
04	005	582	344	300	000	School Readiness Aid	25,102	30,380	28,280
SUBTOTAL							115,117	165,730	158,550
PRESCHOOL SCREENING									
04	005	583	354	300	000	State Aid	3,470	1,900	2,080

COMMUNITY SERVICE BUDGET 2024-25

Adopted:

Revised:

REVENUE

UFARS CODE						DESCRIPTION	ACTUAL 2022-23	BUDGET 2023-24	BUDGET 2024-25
						YOUTH ENRICHMENT			
04	005	585	332	001	000	Youth Enrichment Levy	8,719	8,720	8,720
						NON-PUBLIC			
04	005	590	351	301	000	Non-Public Aid	<u>427</u>	<u>370</u>	<u>850</u>
						TOTAL	461,779.77	566,640	582,580

COMMUNITY SERVICE BUDGET 2024-25

Adopted:

Revised:

EXPENDITURES

UFARS CODE						DESCRIPTION	ACTUAL 2022-23	BUDGET 2023-24	BUDGET 2024-25

COMMUNITY EDUCATION									
04	005	505	321	111	000	Business Manager Salary	1,628	1,710	1,750
04	005	505	321	116	000	Community Ed Dir. Salary	29,068	29,880	31,370
04	005	505	321	170	000	Clerical Salary	21,309	21,870	22,630
04	005	505	321	185	000	Instructional Salaries	1,280	5,600	3,100
04	005	505	321	186	000	Other Salary-Non Licensed	0	1,300	1,300
04	005	505	321	210	000	FICA	3,376	4,640	4,650
04	005	505	321	214	000	PERA	1,758	2,100	2,190
04	005	505	321	218	000	TRA	2,631	2,760	2,910
04	005	505	321	220	000	Group Hospital	11,801	11,620	12,140
04	005	505	321	230	000	Group Term Life	72	80	80
04	005	505	321	240	000	Long Term Disability	64	90	90
04	005	505	321	250	000	403b Match	1,281	850	1,070
04	005	505	321	280	000	Unemployment	480	60	60
04	005	505	321	305	000	Fees for Services	20,236	22,800	22,800
04	005	505	321	320	000	Telephone	407	450	450
04	005	505	321	329	000	Postage	109	500	500
04	005	505	321	360	000	Transportation-Contracted	0	250	250
04	005	505	321	366	000	Travel/Registration	0	500	500
04	005	505	321	380	000	Advertising	60	500	500
04	005	505	321	381	000	Printing	0	100	100
04	005	505	321	398	000	Interdepartmental Chargeback	0	100	100
04	005	505	321	401	000	General Supplies	3,988	3,830	3,830
04	005	505	321	430	000	Instructional Supplies	0	190	190
04	005	505	321	820	000	Dues	164	200	200
04	005	505	321	899	000	Miscellaneous	0	250	250
SUBTOTAL							99,712	112,230	113,010

SUMMER RECREATION									
04	005	506	321	170	000	Clerical Salary	9,077	9,260	9,590
04	005	506	321	175	000	Casual-Summer Help	9,671	10,000	10,000
04	005	506	321	185	000	Other-Coach, etc.	22,811	14,000	14,000
04	005	506	321	186	000	Other Salary-Non Licensed	20,508	10,300	10,300
04	005	506	321	210	000	FICA	4,362	2,540	2,570
04	005	506	321	214	000	PERA	793	1,130	1,150
04	005	506	321	218	000	TRA	2,066	350	1,230
01	005	506	321	220	000	Group Hospital	971	940	970
04	005	506	321	250	000	403b Match	270	180	180
04	005	506	321	305	000	Fees for Services	1,350	5,600	5,600
04	005	506	321	329	000	Postage	0	100	100

04	005	506	321	360	000	Transportation-Contracted	7,364	9,000	9,000
04	005	506	321	365	000	Transportation Chargeback	86	300	300
04	005	506	321	366	000	Travel	0	300	300
04	005	506	321	369	000	Entry Fees	2,457	2,700	4,000
04	005	506	321	380	000	Advertising	0	50	50
04	005	506	321	381	000	Printing	0	50	50
04	005	506	321	401	000	General Supplies	5,969	6,500	6,500
04	005	506	321	899	000	Miscellaneous	0	300	300
						SUBTOTAL	87,755	73,600	76,190

KIDS CLUB

04	005	509	321	170	000	Clerical Salaries	10,075	15,430	15,980
04	005	509	321	185	000	Co-Leader Salaries	20,936	33,000	33,000
04	005	509	321	186	000	Other Staff Salaries	71,309	70,930	70,930
04	005	509	321	210	000	FICA	5,431	9,130	9,170
04	005	509	321	214	000	PERA	2,859	2,400	2,400
04	005	509	321	218	000	TRA	1,469	1,440	1,440
04	005	509	321	220	000	Group Hospital	2,046	1,620	1,620
04	005	509	321	250	000	403b Match	745	800	800
04	005	509	321	305	000	Fees	2,385	1,250	3,500
04	005	509	321	360	000	Transportation	0	2,150	2,150
04	005	509	321	365	000	Transportation Chargeback	144	650	650
04	005	509	321	366	000	Travel	0	0	0
04	005	509	321	401	000	General Supplies	2,338	1,000	1,000
04	005	509	321	405	000	Software License	1,050	1,800	1,800
04	005	509	321	490	000	Meals/Snacks	4,523	6,000	4,500
						SUBTOTAL	125,309.53	147,600	148,940

EARLY CHILDHOOD

04	005	580	325	170	000	Clerical	0	0	0
04	005	580	325	210	000	FICA	0	0	0
04	005	580	325	214	000	PERA	0	10	10
01	005	580	325	220	000	Group Hospital	0	0	0
04	005	580	325	250	000	403b Match	0	0	0
04	005	580	325	305	000	Fees for Services	0	200	200
04	005	580	325	320	000	Communication	0	50	50
04	005	580	325	329	000	Postage	0	200	200
04	005	580	325	360	000	Trans. Contracted	0	100	100
04	005	580	325	380	000	Advertising	0	100	100
04	005	580	325	381	000	Printing	0	300	300
04	005	580	325	390	000	Payment Mn School Dist	38,766	41,400	43,360
04	005	580	325	394	000	Payment Other Agencies	0	180	180
04	005	580	325	401	000	General Supplies	406	200	200
04	005	580	325	430	000	Instructional Supplies	0	500	500
04	005	580	325	820	000	Dues and Membership	0	70	70
04	005	580	328	390	000	Home Visit Payment Other Distric	0	500	500
						SUBTOTAL	39,171	43,810	45,770

SCHOOL READINESS

04	005	582	344	140	000	Teacher Salary	1,791	500	500
04	005	582	344	141	000	Para Salary	40,724	36,690	41,030
04	005	582	344	170	000	Clerical Salary	1,893	4,380	4,530
04	005	582	344	210	000	FICA	3,242	3,180	3,640
04	005	582	344	214	000	PERA	3,192	3,080	3,530
04	005	582	344	218	000	TRA	154	40	40
04	005	582	344	250	000	403b Match	44	120	120
04	005	582	344	220	000	Group Hospital	493	0	0
04	005	582	344	305	000	Fees for Services	632	1,200	1,200
04	005	582	344	329	000	Postage	0	0	0
04	005	582	344		000	Trans-Contracted	0		0
04	005	582	344	360	000	Transportation	0	22,950	23,600
04	005	582	344	380	000	Advertising, etc.	55	0	0
04	005	582	344		000	Printing	0		0
04	005	582	344	390	000	Mn School Districts	74,029	96,630	101,460
04	005	582	344	398	000	Interdepartmental Chargeback	790	850	850
04	005	582	344	401	000	General Supplies	1,073	200	200
04	005	582	344	430	000	Instructional Supplies	1,986	2,280	2,230
SUBTOTAL							130,098	172,100	182,930

PRESCHOOL SCREENING

04	005	583	354	170	000	Clerical Salary	956	2,200	2,200	
04	005	583	354	210	000	FICA	73	170	170	
04	005	583	354	214	000	PERA	72	180	180	
04	005	583	354	218	000	TRA	0	40	40	
04	005	583	354	366	000	Travel	0	100	100	
04	005	583	354	380	000	Advertising	0	100	100	
04	005	583	354	401	000	General Supplies	295	1,000	750	
SUBTOTAL							1,396	0	3,790	3,540

YOUTH ENRICHMENT

04	005	585	332	185	000	Coach Salary	3,170	1,300	3,300	
04	005	585	332	186	000	Other Salary-Non Licensed	5,587	5,350	3,350	
04	005	585	332	210	000	FICA	986	170	320	
04	005	585	332	214	000	PERA	458	20	20	
04	005	585	332	218	000	TRA	592	80	80	
04	005	585	332	305	000	Fees for Services	5,006	5,000	3,500	
04	005	585	332	401	000	General Supplies	0	500	500	
SUBTOTAL							15,798	0	12,420	11,070

HOME SCHOOL

04	799	590	351	460	000	Home School Textbooks	407	600	850	
SUBTOTAL							407	0	600	850

TOTAL							499,647	566,150	582,300
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BUILDING CONSTRUCTION BUDGET 2024-25

Adopted:

Revised:

REVENUE

UFARS Code	DESCRIPTION	ACTUAL 2022-23	BUDGET 2023-24	BUDGET 2024-25
06-005-000-000-631-00	Sale of Bonds	2,542,734.05	0	0
06-005-000-000-092-00	Interest	25,515.06	100,000	50,000
Total		2,568,249.11	100,000	50,000

EXPENDITURE

UFARS Code	DESCRIPTION	ACTUAL 2022-23	BUDGET 2023-24	BUDGET 2024-25
06-005-870-000-305-00	Building Project Services	292,306.37	425,000	0
06-005-870-000-380-00	Advertising	216.00	0	0
06-005-870-000-401-00	Supplies	61,077.98	200,000	0
06-005-870-000-520-00	Building	235,533.34	20,000	1,495,130
06-005-870-000-530-00	Furniture & Fixtures	264,324.05	131,600	0
		<u>853,457.74</u>	<u>776,600</u>	<u>1,495,130</u>
TOTAL		853,457.74	776,600	1,495,130

DEBT SERVICE BUDGET 2024-25

Adopted:

Revised:

REVENUE

UFARS Code	DESCRIPTION	ACTUAL 2022-23	BUDGET 2023-24	BUDGET 2024-25
07-005-000-000-001-00	Levy (Building)	1,428,613	1,592,230	1,646,770
07-005-000-000-019-00	Misc. Local	2,278	1,500	1,500
07-005-000-000-092-00	Interest	20,332	500	500
07-005-000-000-229-00	Disparity	227	200	200
07-005-000-000-234-00	Hmstd/Ag Market Value Credit	27,266	27,300	27,300
07-005-000-000-258-00	School Building Bond Credit	682,589	682,590	682,590
07-005-865-000-317-00	LTFM Aid	76,187	86,700	86,700
	Total	<u>2,237,493</u>	<u>2,391,020</u>	<u>\$ 2,445,560</u>

EXPENDITURE

UFARS Code	DESCRIPTION	ACTUAL 2022-23	BUDGET 2023-24	BUDGET 2024-25
07-005-910-000-710-00	Bond Redemption	1,190,000	1,330,000	1,480,000
07-005-910-000-720-00	Bond Interest	918,950	944,340	912,500
	Total	<u>2,108,950</u>	<u>2,274,340</u>	<u>2,392,500</u>

Student Activity Account Guideline for Activity Fund by Class/Subclass Period Ending May 31, 2024

Sequence: Group-Sub, Crs

								B24						% YTD	Remaining
L	Fd	Org	Pro	Fin	O/S	Crs	Class Sub	Description	Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	+ Enc	Balance
	00	Assets													
B	01	101	000				100 00	Student Activity Cash	0.00	(32,690.26)	180,352.10	0%	0.00	0%	(180,352.10)
	00	Assets													
									0.00	(32,690.26)	180,352.10	0%	0.00	0%	(180,352.10)
	103	Elementary Field Trip													
B	01	422	103				400 103	Elementary Field Trip	0.00	0.00	(682.52)	0%	0.00	0%	682.52
R	01	100	298 000 099	103	422	103		Elementary Field Trip	0.00	(1,788.50)	(13,725.57)	0%	0.00	0%	13,725.57
E	01	100	298 000 401	103	422	103		Elementary Field Trip	0.00	1,749.00	13,758.00	0%	0.00	0%	(13,758.00)
	103	Elementary Field Trip													
									0.00	(39.50)	(650.09)	0%	0.00	0%	650.09
	104	National Honor Society													
B	01	422	104				400 104	National Honor Society	0.00	0.00	(2,686.91)	0%	0.00	0%	2,686.91
E	01	300	298 000 401	104	422	104		NHS Expense	0.00	161.49	815.99	0%	0.00	0%	(815.99)
R	01	300	298 000 099	104	422	104		NHS Revenue	0.00	(282.00)	(282.00)	0%	0.00	0%	282.00
	104	National Honor Society													
									0.00	(120.51)	(2,152.92)	0%	0.00	0%	2,152.92
	105	Sixth Grade													
B	01	422	105				400 105	Sixth Grade	0.00	0.00	(2,311.16)	0%	0.00	0%	2,311.16
E	01	100	298 000 401	105	422	105		Sixth Grade Expense	0.00	5,344.00	11,872.22	0%	0.00	0%	(11,872.22)
R	01	100	298 000 099	105	422	105		Sixth Grade Revenue	0.00	0.00	(10,230.00)	0%	0.00	0%	10,230.00
	105	Sixth Grade													
									0.00	5,344.00	(668.94)	0%	0.00	0%	668.94
	106	Renaissance													
B	01	422	106				400 106	Renaissance	0.00	0.00	(5,662.33)	0%	0.00	0%	5,662.33
E	01	300	298 000 401	106	422	106		Renaissance Expense	0.00	252.66	2,999.04	0%	0.00	0%	(2,999.04)
R	01	300	298 000 099	106	422	106		Renaissance Revenue	0.00	0.00	(4,204.90)	0%	0.00	0%	4,204.90
	106	Renaissance													
									0.00	252.66	(6,868.19)	0%	0.00	0%	6,868.19
	107	Elementary Accelerated Reading													
B	01	422	107				400 107	Elementary Accelerated Reading	0.00	0.00	(24.59)	0%	0.00	0%	24.59
R	01	100	298 000 099	107	422	107		Elem AR Revenue	0.00	(530.00)	(1,438.70)	0%	0.00	0%	1,438.70
E	01	100	298 000 401	107	422	107		Elem AR Expense	0.00	0.00	900.95	0%	0.00	0%	(900.95)
	107	Elementary Acc Reading													
									0.00	(530.00)	(562.34)	0%	0.00	0%	562.34
	110	Elementary													
B	01	422	110				400 110	Elementary	0.00	0.00	(4,114.10)	0%	0.00	0%	4,114.10
E	01	100	298 000 401	110	422	110		Elementary Expense	0.00	1,830.42	4,959.63	0%	0.00	0%	(4,959.63)
R	01	100	298 000 099	110	422	110		Elementary Revenue	0.00	(2,886.00)	(9,544.82)	0%	0.00	0%	9,544.82
	110	Elementary													
									0.00	(1,055.58)	(8,699.29)	0%	0.00	0%	8,699.29
	220	Class of 2020													
B	01	422	220				400 220	Class of 2020	0.00	0.00	(992.69)	0%	0.00	0%	992.69

Student Activity Account Guideline for Activity Fund by Class/Subclass Period Ending May 31, 2024

Sequence: Group-Sub, Crs

L	Fd Org	Pro Fin	O/S	Crs	Class Sub	Description	B24				Encumbrances	% YTD + Enc	Remaining Balance		
							Annual Budget	Period 202411	Year To Date	% YTD					
	220	Class of 2020													
E 01 300	298 000 401	220	422	220		Class of 2020 Reserved Exp	0.00	0.00	992.69	0%	0.00	0%	(992.69)		
	220	Class of 2020					0.00	0.00	0.00	0%	0.00	0%	0.00		
	224	Class of 2024													
B 01 422	224		400	224		Class of 2024	0.00	0.00	(2,903.59)	0%	0.00	0%	2,903.59		
E 01 300	298 000 401	224	422	224		Class of 2024 Expense	0.00	1,784.17	2,818.51	0%	0.00	0%	(2,818.51)		
R 01 300	298 000 099	224	422	224		Class of 2024 Revenue	0.00	(142.41)	(1,326.76)	0%	0.00	0%	1,326.76		
	224	Class of 2024					0.00	1,641.76	(1,411.84)	0%	0.00	0%	1,411.84		
	225	Class of 2025													
B 01 422	225		400	225		Class of 2025	0.00	0.00	(1,137.77)	0%	0.00	0%	1,137.77		
E 01 300	298 000 401	225	422	225		Class of 2025 Expense	0.00	(26.98)	2,018.28	0%	0.00	0%	(2,018.28)		
R 01 300	298 000 099	225	422	225		Class of 2025 Revenue	0.00	0.00	(4,161.76)	0%	0.00	0%	4,161.76		
	225	Class of 2025					0.00	(26.98)	(3,281.25)	0%	0.00	0%	3,281.25		
	226	Class of 2026													
B 01 422	226		400	226		Class of 2026	0.00	0.00	(4,496.89)	0%	0.00	0%	4,496.89		
E 01 300	298 000 401	226	422	226		Class of 2026 Expenses	0.00	0.00	250.00	0%	0.00	0%	(250.00)		
R 01 300	298 000 099	226	422	226		Class of 2026 Revenue	0.00	0.00	(280.00)	0%	0.00	0%	280.00		
	226	Class of 2026					0.00	0.00	(4,526.89)	0%	0.00	0%	4,526.89		
	227	Class of 2027													
B 01 422	227		400	227		Class of 2027	0.00	0.00	(1,554.04)	0%	0.00	0%	1,554.04		
R 01 300	298 000 099	227	422	227		Class of 2027 Revenue	0.00	(95.00)	(360.00)	0%	0.00	0%	360.00		
	227	Class of 2027					0.00	(95.00)	(1,914.04)	0%	0.00	0%	1,914.04		
	228	Class of 2028													
R 01 300	298 000 099	228	422	228		Class of 2028 Revenue	0.00	0.00	(270.00)	0%	0.00	0%	270.00		
	228	Class of 2028					0.00	0.00	(270.00)	0%	0.00	0%	270.00		
	229	Class of 2029													
E 01 300	298 000 401	229	422	229		Class of 2029 Expenses	0.00	0.00	36.48	0%	0.00	0%	(36.48)		
R 01 300	298 000 099	229	422	229		Class of 2029 Revenue	0.00	0.00	(455.17)	0%	0.00	0%	455.17		
	229	Class of 2029					0.00	0.00	(418.69)	0%	0.00	0%	418.69		
	300	Band													
B 01 422	300		400	300		Band	0.00	0.00	(3,381.05)	0%	0.00	0%	3,381.05		
E 01 300	298 000 401	300	422	300		Band Expense	0.00	0.00	2,278.00	0%	0.00	0%	(2,278.00)		
R 01 300	298 000 099	300	422	300		Band Revenue	0.00	0.00	(3,450.00)	0%	0.00	0%	3,450.00		
	300	Band					0.00	0.00	(4,553.05)	0%	0.00	0%	4,553.05		

Student Activity Account Guideline for Activity Fund by Class/Subclass Period Ending May 31, 2024

Sequence: Group-Sub, Crs

						B24				% YTD		Remaining
L	Fd Org Pro Fin O/S Crs	Class Sub	Description	Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	+ Enc			Balance
	313 Musical											
B 01	422 313	400 313	Muscial	0.00	0.00	(9,200.03)	0%	0.00	0%			9,200.03
E 01	300 298 000 401 313	422 313	Musical Expense	0.00	466.90	6,062.98	0%	0.00	0%			(6,062.98)
R 01	300 298 000 099 313	422 313	Musical Revenue	0.00	0.00	(5,653.00)	0%	0.00	0%			5,653.00
	313 Musical			0.00	466.90	(8,790.05)	0%	0.00	0%			8,790.05
	315 Choir Trip											
B 01	422 315	400 315	Choir Trip	0.00	0.00	(11,899.64)	0%	0.00	0%			11,899.64
E 01	300 298 000 401 315	422 315	Choir Trip Expense	0.00	1,741.54	5,557.72	0%	0.00	0%			(5,557.72)
R 01	300 298 000 099 315	422 315	Choir Trip Revenue	0.00	0.00	(5,744.26)	0%	0.00	0%			5,744.26
	315 Choir Trip			0.00	1,741.54	(12,086.18)	0%	0.00	0%			12,086.18
	320 Cheerleaders											
B 01	422 320	400 320	Cheerleaders	0.00	0.00	(2,059.13)	0%	0.00	0%			2,059.13
	320 Cheerleaders			0.00	0.00	(2,059.13)	0%	0.00	0%			2,059.13
	330 Yearbook											
B 01	422 330	400 330	Yearbook	0.00	0.00	(8,934.45)	0%	0.00	0%			8,934.45
E 01	300 298 000 401 330	422 330	Yearbook Expense	0.00	6,580.93	6,580.93	0%	0.00	0%			(6,580.93)
R 01	300 298 000 099 330	422 330	Yearbook Revenue	0.00	(605.00)	(3,296.86)	0%	0.00	0%			3,296.86
	330 Yearbook			0.00	5,975.93	(5,650.38)	0%	0.00	0%			5,650.38
	345 Europe Trip											
B 01	422 345	400 345	Europe Trip	0.00	0.00	(729.40)	0%	0.00	0%			729.40
E 01	300 298 000 401 345	422 345	Europe Trip Supplies	0.00	0.00	6,950.00	0%	0.00	0%			(6,950.00)
R 01	300 298 000 099 345	422 345	Europe Trip Revenue	0.00	0.00	(15,248.02)	0%	0.00	0%			15,248.02
	345 Europe Trip			0.00	0.00	(9,027.42)	0%	0.00	0%			9,027.42
	350 Forensics											
B 01	422 350	400 350	Forensics	0.00	0.00	(3,154.64)	0%	0.00	0%			3,154.64
	350 Forensics			0.00	0.00	(3,154.64)	0%	0.00	0%			3,154.64
	360 Pay											
B 01	422 360	400 360	PAY	0.00	0.00	(162.89)	0%	0.00	0%			162.89
E 01	300 298 000 401 360	422 360	PAY Expense	0.00	0.00	6,650.17	0%	0.00	0%			(6,650.17)
R 01	300 298 000 099 360	422 360	PAY Revenue	0.00	0.00	(7,041.25)	0%	0.00	0%			7,041.25
	360 PAY			0.00	0.00	(553.97)	0%	0.00	0%			553.97
	370 Special Education											
B 01	422 370	400 370	Special Education	0.00	0.00	(728.06)	0%	0.00	0%			728.06

Student Activity Account Guideline for Activity Fund by Class/Subclass Period Ending May 31, 2024

Sequence: Group-Sub, Crs

								B24						% YTD	Remaining
L	Fd Org	Pro Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	+ Enc	Balance	
	370	Special Education													
E 01	300	298 000	401	370	422	370	Special Education Expense	0.00	11.93	163.55	0%	0.00	0%	(163.55)	
	370	Special Education						0.00	11.93	(564.51)	0%	0.00	0%	564.51	
	380	Spanish													
B 01	422	380			400	380	Spanish	0.00	0.00	(1,379.96)	0%	0.00	0%	1,379.96	
E 01	300	298 000	401	380	422	380	Spanish Expense	0.00	796.22	6,051.16	0%	0.00	0%	(6,051.16)	
R 01	300	298 000	099	380	422	380	Spanish Revenue	0.00	(456.22)	(5,274.29)	0%	0.00	0%	5,274.29	
	380	Spanish						0.00	340.00	(603.09)	0%	0.00	0%	603.09	
	390	Trap Shoot													
B 01	422	390			400	390	Trap Shoot	0.00	0.00	(17,431.90)	0%	0.00	0%	17,431.90	
E 01	300	298 000	401	390	422	390	Trap Shoot Expense	0.00	10,983.62	13,465.58	0%	0.00	0%	(13,465.58)	
R 01	300	298 000	099	390	422	390	Trap Shoot Revenue	0.00	0.00	(8,286.28)	0%	0.00	0%	8,286.28	
	390	Trap Shoot						0.00	10,983.62	(12,252.60)	0%	0.00	0%	12,252.60	
	395	Fishing Team													
B 01	422	395			400	395	Fishing Team	0.00	0.00	(1,778.51)	0%	0.00	0%	1,778.51	
R 01	300	298 000	099	395	422	395	Fishing Team Revenue	0.00	(253.40)	(2,987.40)	0%	0.00	0%	2,987.40	
E 01	100	298 000	401	395	422	395	Fishing Team Expense	0.00	0.00	310.69	0%	0.00	0%	(310.69)	
	395	Fishing Team						0.00	(253.40)	(4,455.22)	0%	0.00	0%	4,455.22	
	410	FFA													
B 01	422	410			400	410	FFA	0.00	0.00	(8,582.92)	0%	0.00	0%	8,582.92	
E 01	300	298 000	401	410	422	410	FFA Expense	0.00	3,920.05	39,191.23	0%	0.00	0%	(39,191.23)	
R 01	300	298 000	099	410	422	410	FFA Revenue	0.00	(3,650.00)	(44,376.12)	0%	0.00	0%	44,376.12	
	410	FFA						0.00	270.05	(13,767.81)	0%	0.00	0%	13,767.81	
	420	Robotics													
B 01	422	420			400	420	Robotics	0.00	0.00	(969.74)	0%	0.00	0%	969.74	
E 01	300	298 000	401	420	400	420	Robotics Expense	0.00	0.00	512.63	0%	0.00	0%	(512.63)	
R 01	300	298 000	099	420	400	420	Robotics Revenue	0.00	0.00	(522.79)	0%	0.00	0%	522.79	
	420	Robotics						0.00	0.00	(979.90)	0%	0.00	0%	979.90	
	430	Ireland Trip													
B 01	422	430			400	430	Ireland Trip	0.00	0.00	(167.53)	0%	0.00	0%	167.53	
E 01	300	298 000	401	430	422	430	Ireland Trip Supplies	0.00	3,260.17	6,263.67	0%	0.00	0%	(6,263.67)	
R 01	300	298 000	099	430	422	430	Ireland Trip Revenue	0.00	0.00	(6,096.20)	0%	0.00	0%	6,096.20	
	430	Ireland Trip						0.00	3,260.17	(0.06)	0%	0.00	0%	0.06	
	440	Book Club													
B 01	422	440			400	440	Book Club	0.00	0.00	(283.89)	0%	0.00	0%	283.89	

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Student Activity Account Guideline for Activity Fund by Class/Subclass Period Ending May 31, 2024

Sequence: Group-Sub, Crs

L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	B24			Encumbrances	% YTD + Enc	Remaining Balance	
										Annual Budget	Period 202411	Year To Date				
		440	Book Club													
E	01	300	298	000	401	440	422	440	Book Club Expense	0.00	0.00	79.79	0%	0.00	0%	(79.79)
		440	Book Club							0.00	0.00	(204.10)	0%	0.00	0%	204.10
		470	Student Council													
B	01	422	470				400	470	Student Council	0.00	0.00	(4,663.32)	0%	0.00	0%	4,663.32
E	01	300	298	000	401	470	422	470	Student Council Expense	0.00	750.00	6,397.44	0%	0.00	0%	(6,397.44)
R	01	300	298	000	099	470	422	470	Student Council Revenue	0.00	(250.00)	(6,466.03)	0%	0.00	0%	6,466.03
		470	Student Council							0.00	500.00	(4,731.91)	0%	0.00	0%	4,731.91
		490	Art Club													
B	01	422	490				400	490	Art Club	0.00	0.00	(867.21)	0%	0.00	0%	867.21
E	01	300	298	000	401	490	422	490	Art Club Expense	0.00	0.00	269.57	0%	0.00	0%	(269.57)
		490	Art Club							0.00	0.00	(597.64)	0%	0.00	0%	597.64
		500	Track													
B	01	422	500				400	500	Girls Track	0.00	0.00	(1,836.54)	0%	0.00	0%	1,836.54
E	01	300	298	000	401	500	422	500	Girls Track Expense	0.00	1,522.13	5,908.12	0%	728.95	0%	(6,637.07)
R	01	300	298	000	099	500	422	500	Girls Track Revenue	0.00	0.00	(14,888.07)	0%	0.00	0%	14,888.07
		500	Girls Track							0.00	1,522.13	(10,816.49)	0%	728.95	0%	10,087.54
		510	Boys Track													
B	01	422	510				400	510	Boys Track	0.00	0.00	(1,175.47)	0%	0.00	0%	1,175.47
E	01	300	298	000	401	510	422	510	Boys Track Expense	0.00	150.00	150.00	0%	0.00	0%	(150.00)
R	01	300	298	000	099	510	422	510	Boys Track Revenue	0.00	0.00	(347.80)	0%	0.00	0%	347.80
		510	Boys Track							0.00	150.00	(1,373.27)	0%	0.00	0%	1,373.27
		515	Cross Country													
R	01	300	298	000	099	515	422	515	Cross Country Revenue	0.00	0.00	(594.54)	0%	0.00	0%	594.54
		515	Cross Country							0.00	0.00	(594.54)	0%	0.00	0%	594.54
		520	Girls Golf													
B	01	422	520				400	520	Girls Golf	0.00	0.00	(928.62)	0%	0.00	0%	928.62
E	01	300	298	000	401	520	422	520	Girls Golf Expense	0.00	517.00	950.00	0%	0.00	0%	(950.00)
R	01	300	298	000	099	520	422	520	Girls Golf Revenue	0.00	0.00	(758.37)	0%	0.00	0%	758.37
		520	Girls Golf							0.00	517.00	(736.99)	0%	0.00	0%	736.99
		521	Boys Golf													
B	01	422	521				400	521	Boys Golf	0.00	0.00	(69.44)	0%	0.00	0%	69.44
E	01	300	298	000	401	521	400	521	Boys Golf Expense	0.00	0.00	365.07	0%	0.00	0%	(365.07)
										182						

Student Activity Account Guideline for Activity Fund by Class/Subclass Period Ending May 31, 2024

Sequence: Group-Sub, Crs

								B24								
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
		521	Boys Golf													
R	01	300	298	000	099	521	400	521	Boys Golf Revenue	0.00	0.00	(1,544.04)	0%	0.00	0%	1,544.04
		521	Boys Golf							0.00	0.00	(1,248.41)	0%	0.00	0%	1,248.41
		530	Girls Basketball													
B	01	422	530				400	530	Girls Basketball	0.00	0.00	(3,820.60)	0%	0.00	0%	3,820.60
E	01	300	298	000	401	530	422	530	Girls Basketball Expense	0.00	4,033.30	7,268.70	0%	0.00	0%	(7,268.70)
R	01	300	298	000	099	530	422	530	Girls Basketball Revenue	0.00	0.00	(7,118.64)	0%	0.00	0%	7,118.64
		530	Girls Basketball							0.00	4,033.30	(3,670.54)	0%	0.00	0%	3,670.54
		540	Volleyball													
B	01	422	540				400	540	Volleyball	0.00	0.00	(9,084.48)	0%	0.00	0%	9,084.48
E	01	300	298	000	401	540	422	540	Volleyball Expense	0.00	250.00	14,311.10	0%	0.00	0%	(14,311.10)
R	01	300	298	000	099	540	422	540	Volleyball Revenue	0.00	0.00	(19,022.33)	0%	0.00	0%	19,022.33
		540	Volleyball							0.00	250.00	(13,795.71)	0%	0.00	0%	13,795.71
		550	Boys Basketball													
B	01	422	550				400	550	Boys Basketball	0.00	0.00	(10,639.58)	0%	0.00	0%	10,639.58
E	01	300	298	000	401	550	422	550	Boys Basketball Expense	0.00	0.00	14,006.02	0%	0.00	0%	(14,006.02)
R	01	300	298	000	099	550	422	550	Boys Basketball Revenue	0.00	0.00	(11,607.70)	0%	0.00	0%	11,607.70
		550	Boys Basketball							0.00	0.00	(8,241.26)	0%	0.00	0%	8,241.26
		560	Baseball													
B	01	422	560				400	560	Baseball	0.00	0.00	(2,298.39)	0%	0.00	0%	2,298.39
E	01	300	298	000	401	560	400	560	Baseball Expenses	0.00	0.00	1,178.95	0%	0.00	0%	(1,178.95)
R	01	300	298	000	099	560	400	560	Baseball Revenue	0.00	0.00	(160.00)	0%	0.00	0%	160.00
		560	Baseball							0.00	0.00	(1,279.44)	0%	0.00	0%	1,279.44
		561	Girls Softball													
B	01	422	561				400	561	Girls Softball	0.00	0.00	(7,874.04)	0%	0.00	0%	7,874.04
E	01	300	298	000	401	561	400	561	Softball Expense	0.00	904.41	7,483.31	0%	0.00	0%	(7,483.31)
R	01	300	298	000	099	561	400	561	Softball Revenue	0.00	0.00	(7,213.62)	0%	0.00	0%	7,213.62
		561	Girls Softball							0.00	904.41	(7,604.35)	0%	0.00	0%	7,604.35
		570	Wrestling													
B	01	422	570				400	570	Wrestling	0.00	0.00	(2,425.33)	0%	0.00	0%	2,425.33
E	01	300	298	000	401	570	422	570	Wrestling Expense	0.00	165.35	1,594.58	0%	0.00	0%	(1,594.58)
R	01	300	298	000	099	570	422	570	Wrestling Revenue	0.00	0.00	(187.26)	0%	0.00	0%	187.26
		570	Wrestling							0.00	165.35	(1,018.01)	0%	0.00	0%	1,018.01
		580	Football													
B	01	422	580				400	580	Football	0.00	0.00	(10,537.17)	0%	0.00	0%	10,537.17

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Student Activity Account Guideline for Activity Fund by Class/Subclass Period Ending May 31, 2024

Sequence: Group-Sub, Crs

L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	B24				% YTD + Enc	Remaining Balance	
										Annual Budget	Period 202411	Year To Date	% YTD			
		580	Football													
E	01	300	298	000	401	580	422	580	Football Expense	0.00	0.00	18,876.24	0%	0.00	0%	(18,876.24)
R	01	300	298	000	099	580	422	580	Football Revenue	0.00	(3,428.00)	(21,627.00)	0%	0.00	0%	21,627.00
		580	Football							0.00	(3,428.00)	(13,287.93)	0%	0.00	0%	13,287.93
		590	Weight Lifting Club													
B	01	422	590				400	590	Weight Lifting Club	0.00	0.00	(4,048.47)	0%	0.00	0%	4,048.47
E	01	300	298	000	401	590	422	590	Weight Lifting Expense	0.00	0.00	3,701.27	0%	0.00	0%	(3,701.27)
		590	Weight Lifting Club							0.00	0.00	(347.20)	0%	0.00	0%	347.20
		800	Interest Account													
B	01	422	800				400	800	Interest Account	0.00	0.00	(152.41)	0%	0.00	0%	152.41
R	01	005	298	000	092	800	422	800	Interest	0.00	(91.52)	(729.41)	0%	0.00	0%	729.41
		800	Interest Account							0.00	(91.52)	(881.82)	0%	0.00	0%	881.82
Report Totals:										0.00	0.00	0.00	0%	728.95	0%	(728.95)

C. Inactive Student Activity Accounts
D. Insurance and Risk Management

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Insurance & Risk Management Proposal for Barnesville ISD #146



EFFECTIVE DATE: 7/1/2024

PRESENTED BY: Timothy Skarperud | Schools and Universities Division

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MEET YOUR TEAM



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MMA by the numbers



1,850+

Total education clients



40-5,500

Range of employees of education clients



100+

Total education insurance specialists



Learn more

Tim Skarperud

Senior Insurance and Risk Advisor
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Advanced Protection Plan Coverage for Schools

The Advanced Protection Plan coverages are specifically designed to meet the needs of Minnesota schools. These coverages match up with the partner carriers in the MSBAIT program and ensure that schools are not paying for coverage they do not need or that is duplicated. Marsh McLennan Agency (MMA) understands the coverages you already have and can help you supplement where needed.

Cyber/Data Breach

School Districts are the third most targeted entity for cyber/data breaches, due to the multiple protected records a district holds, such as protected health information (PHI), personally identifiable information (PII) and protected credit information (PCI). This policy meets statutory limits, matches with your package coverage available through MSBAIT, doesn't contain coverage for things schools don't need, like most policies do. It gives you the coverage you need without paying for more than you need.

Tenants User Liability Program (TULIP)

Coverage for when school buildings are used for non-school purposes by an outside group such as: school reunions, PTO meetings, Scouts, youth athletics and family reunions and the group does not have its own coverage. A school district's policy will be required to pay in cases when the outside group does not have coverage or enough coverage. Depending on the loss, the district's insurance premiums could rise or the policy may not be renewed, which is a high risk to take.

In one scenario, a Minnesota school rented a building to a church youth group that was doing sumo wrestling in blow up suits. A teenager, not wearing the required helmet, bounced into a wall and suffered a severe brain injury. The family sued the church and the appropriate coverage was not in place resulting in the district being held liable. A TULIP policy protects the district from someone not having proper coverage and creating a large exposure for the district. This Advance Protection Plan makes coverage easily attainable, and ensures that limits are set at the proper statutory amounts to protect the district.



Learn More

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Drones

They are Unmanned Aircraft Systems (UAS) that are excluded under aircraft exclusions for the majority of possible events in property and liability coverage. This coverage is designed to allow schools to be at the cutting edge of curriculum development, to use drones in facility management programming and more, without creating additional exposure. Coverage for someone using their own drone on district property at the school district's request can also be covered. For example, in situations where Community Education offers a drone class where the instructor brings in his or her drone to use in class.

International Travel

Travel outside the U.S., Canada and Puerto Rico is usually not covered under typical package policies. The "trip insurance" that travel agents sell is usually only for a cancellation or change in the trip itinerary, it does not cover liability or workers' compensation should staff be injured. Examples of non-coverage include: staff injured while overseas on the school sponsored trip, student caused damage to a hotel or other property, kidnapping and ransom, medical evacuation, and host family liability.

Builder's Risk

This is not new, but it is often improperly used. When beginning a new build or starting the remodeling of existing structures, it is critical to have Builder's Risk coverage in place as soon as ground is broken or a hammer is taken to the existing structure. For example, if a new addition is being added to the gym through a common wall, any damage to the addition before completion is not covered by your current property policy and therefore additional coverage is required.

Electronic Device Protection

Coverage that protect a district's technology investment is critical. From cracked Chromebook and iPad screens, to liquid damage and theft, you can avoid costly repairs and replacements with this specialized coverage. Get peace of mind coverage and minimize the burden of maintaining your district's technology program. Plus, improve the efficiency of your 1:1 initiative or BYOD program by safeguarding devices.

Endorsement

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PROPERTY & CASUALTY



WORKERS COMPENSATION



Barnesville ISD #146
7/1/24 Renewal Premium Comparison



Coverages	7/1/23- 7/1/24		7/1/24- 7/1/25		7/1/24- 7/1/25	
	School Program		School Program		School Program	
	Limit/Exposure	Premium	Limit/Exposure	Premium	Limit/Exposure	Premium
Property Insurance	Liberty Mutual Ins.	\$58,647.00	Liberty Mutual Ins.	\$68,595.00	WSI	\$80,787.12
Blanket Limit - Buildings & Business Personal Property	\$74,099,816		\$76,318,014		\$76,099,616	
- See Attached Statement of Values						
-Deductible	\$10,000		\$10,000		\$25,000	
Wind/Hail 1% Total Location Valuation- Per Location	Not Applicable		\$100,000		Not Applicable	
Water Damage Deductible - Per Location	Not Applicable		\$50,000		Not Applicable	
Agreed Amount; Replacement Cost - Special Peril	Included		Included		Included	
Loss of Income	\$1,000,000		\$1,000,000		\$1,000,000	
Extra Expense	\$1,000,000		\$1,000,000		\$2,000,000	
Ordinance or Law						
-Coverage A - Loss to Undamaged Portion of Building	\$2,000,000		\$2,000,000		Building Limit	
-Coverage B - Demolition Costs	\$2,000,000		\$2,000,000		\$1,000,000	
-Coverage C - Increased Cost of Construction	\$2,000,000		\$2,000,000		Included Coverage B	
Equipment Breakdown Coverage	Included		Included		Included	
- Deductible	\$10,000		Shown Above		\$25,000	
Property Off Premises	Now as Scheduled		Now as Scheduled		Now as Scheduled	
Property In Transit	\$50,000		\$50,000		\$100,000	
School Property Enhancement Endorsement	Included		Included		Included	
General Liability Insurance	Liberty Mutual Ins.	\$14,653.00	Liberty Mutual Ins.	\$13,859.00	WSI	\$6,768.00
General Aggregate Limit	\$3,000,000		\$3,000,000		\$3,000,000	
Products-Completed Operations Aggregate Limit	\$3,000,000		\$3,000,000		\$3,000,000	
Personal & Advertising Injury Aggregate Limit	\$1,000,000		\$1,000,000		\$1,000,000	
Each Occurrence Limit	\$1,000,000		\$1,000,000		\$1,000,000	
Damages to Premises Rented to You	\$500,000		\$500,000		\$1,000,000	
Medical Expenses	\$15,000		\$15,000		\$10,000	
Student Medical Expense	Excluded		Excluded		Excluded	
Sexual Misconduct (WSI Abuse Molestation) Liability per form	\$1,000,000		\$1,000,000		\$1,000,000	
Aggregate Limit	\$1,000,000		\$1,000,000		\$2,000,000	
-Deductible	\$5,000		\$5,000		Not Applicable	
Employee Benefits Liability - Claims Made	\$1,000,000		\$1,000,000		\$1,000,000	
Employee Benefits Liability Aggregate	\$3,000,000		\$3,000,000		\$2,000,000	
-Deductible	\$1,000		\$1,000		Not Applicable	
Employee Benefit Retroactive Date	7/1/2012		7/1/2012		7/1/2012	
Adverse/Violent Event Response Coverage - Aggregate	\$300,000		\$300,000		\$300,000	

Coverages	7/1/23- 7/1/24		7/1/24- 7/1/25		7/1/24- 7/1/25	
	School Program		School Program		School Program	
	Limit/Exposure	Premium	Limit/Exposure	Premium	Limit/Exposure	Premium
School Leaders (WSI -Educators Legal) Liability	Liberty Mutual Ins.	\$8,184.00	Liberty Mutual Ins.	\$8,606.00	WSI	\$8,493.00
School Leaders Errors & Omissions Retroactive Date	7/1/2002		7/1/2002		7/1/2002	
Each Wrongful Act Limit	\$1,000,000		\$1,000,000		\$1,000,000	
Aggregate Limit	\$1,000,000		\$1,000,000		\$3,000,000	
-Deductible	\$2,500		\$2,500		\$10,000	

Inland Marine Insurance	Liberty Mutual Ins.	Included In Property	Liberty Mutual Ins.	Included In Property	WSI	
Maintenance Equipment (Tractors/Equipmt-Snowblowr)	\$129,362		\$94,362		\$94,362	
Computer Equipment - Included Software	\$100,000		\$100,000		\$100,000	
Audio Visual Equipment	\$50,000		\$50,000		\$50,000	
Athletic Equipment/Uniforms	\$100,000		\$100,000		\$100,000	
Band Uniforms/Musical Instruments	\$100,000		\$100,000		\$100,000	
Baldwin Grand Piano	\$66,000		\$66,000		\$66,000	
-Deductible (All Above listed items)	\$1,000		\$1,000		\$1,000	

Crime Insurance Coverages	Liberty Mutual Ins.	\$537.00	Liberty Mutual Ins.	\$537.00	WSI	\$761.00
Employee Dishonesty (WSI per Loss)	\$200,000		\$200,000		\$250,000	
-Deductible	\$500		\$500		\$500	
Forgery & Alteration	\$25,000		\$25,000		\$250,000	
-Deductible	\$500		\$500		\$500	
Money & Securities- Inside & Outside Premises	\$10,000		\$10,000		\$250,000	
-Deductible	\$500		\$500		\$500	
Computer Fraud	\$100,000		\$100,000		\$250,000	
-Deductible	\$500		\$500		\$500	
Funds Transfer Fraud	Included above		Included above		Included above	

Auto Insurance Coverages	Liberty Mutual Ins.	\$11,833.00	Liberty Mutual Ins.	\$13,069.00	WSI	\$9,999.00
Combined Liability Limit - Bodily Injury / Property Damage	\$1,000,000		\$1,000,000		\$1,000,000	
Personal Injury Protection	Statutory		Statutory		Statutory	
Uninsured & Underinsured Motorist Coverage	\$1,000,000		\$1,000,000		\$1,000,000	
Hired & Non-Owned Liability Insurance	Included		Included		Included	
Comprehensive & Collision Physical Damage Deductibles	\$1,000/\$1,000		\$2,500/\$2,500		\$1,000/\$1,000	
Glass Coverage	Repair Only		Repair Only		Full Glass	
Replacement Cost Buses	Not Applicable		Not Applicable		Not Applicable	
Garagekeepers Liability - No Exposure	\$45,000		\$45,000		Not Applicable	

Umbrella (WSI-Excess) Liability	Liberty Mutual Ins.	\$2,127.00	Liberty Mutual Ins.	\$2,383.00	WSI	\$3,642.00
Per Occurrence Limit	\$1,000,000		\$1,000,000		\$1,000,000	
Aggregate Limit	\$1,000,000		\$1,000,000		\$1,000,000	
Retention - Each Occurrence	\$10,000		\$10,000		Not applicable	
Underlying Primary Coverage included below:						
General Liability, Educators Legal Liability, Auto Liability & Employers Liability						

Coverages	7/1/23- 7/1/24		7/1/24- 7/1/25		7/1/24- 7/1/25	
	School Program		School Program		School Program	
	Limit/Exposure	Premium	Limit/Exposure	Premium	Limit/Exposure	Premium
Volunteer Accident (Limited) Medical Insurance	Philadelphia Indemnity	\$300.00	Philadelphia Indemnity	\$300.00	Philadelphia Indemnity	\$300.00
Accident Medical Expense / Maximum Benefit - Zero Deductible	\$100,000		\$100,000		\$100,000	
Accidental Death-Dismemberment-Paralysis	\$25K/\$50K/\$50K		\$25K/\$50K/\$50K		\$25K/\$50K/\$50K	
Cyber Liability Insurance	Lloyds of London	\$8,567.78	Lloyds of London	\$9,195.29	Lloyds of London	\$9,195.29
Cyber Liability Insurance*	\$1,000,000		\$1,000,000		\$1,000,000	
-Deductible	\$5,000		\$10,000		\$10,000	
*Specific Sublimits may apply						
Workers Compensation Insurance	Employers Assurance	\$22,104.00	Employers Assurance	\$21,147.00	Employers Assurance	\$21,147.00
Experience Modification Factor	0.68		0.69		0.69	
Employers Liability	\$1,000,000		\$1,000,000		\$1,000,000	
Payroll - 8868 - School Professional Employees	\$5,541,284		\$5,800,000		\$5,800,000	
Payroll - 9101 - School All Other Employees	\$681,612		\$700,000		\$700,000	
Payroll - 7380 - Bus Drivers	\$43,359		\$50,000		\$50,000	
TOTAL ANNUAL PREMIUM		\$126,952.78		\$137,691.29		\$142,249.41
Optional Quotes						
Umbrella Limit (Higher limit available upon request)						
\$2 Million Cyber Limit (Estimated additional premium: \$3,330.25)						
Property Deductible @ \$10,000.; (Additional premium: \$6,855.27)						
Flood Coverage - \$100,000. Limit/\$50,000. Deductible (Additional premium: \$987.)						
Earthquake Coverage-\$100,000. Limit/\$50,000. Deductible (Additional premium: \$98)						
Workers Compensation - SFM Select Insurance Company - \$24,005.						
Further discussion - Possible need Builders Risk - Storage Facility with Custodial Shop; & Solar Panel Project						
Confirm if Daycare Exposure; if so, currently no coverage for Student Med. Pay						
WSI - stands for Wright Specialty Insurance - Quote offer through American Family Home Insurance Company						
Fully signed WSI supplement applications, Statement of Values & Motor Vehicle Driver Guidelines; TRIA included automatically						
Required to Bind or noted changes on renewal:						
Cyber premium - Revenue increase / new rating bracket; Resign Cyber app within 30 days of binding.						
Minnesota Law requires if Drivers Education program; Vehicles must be rated with Higher PIP limits; Please review and advise what vehicles, if so.						
Bus Contractor - review contract and Additional Insured requirement; Updated Certificate of Insurance						

SCHEDULED EQUIPMENT FLOATER

DESCRIPTION OF ITEM	SERIAL NUMBER	ACV
Audio/Visual Equipment (Coml Articles)		50,000
EDP Equipment		100,000
Athletic Uniforms & Equipment		100,000
Band Uniforms & Musical Instruments		100,000
ToolKat 5600 (Maint equip)	AHG820068	36,500
Baldwin Grand Piano		66,000
Case with Snow Blower	SEN000695	57,862

ACV = Actual Cash Value = is the cost to repair or replace damaged property, minus depreciation; or damaged property's fair market value.

RC = Replacement Cost = is the cost to repair or replace damaged property with like kind and quality without any deduction for depreciation.

VEHICLE SCHEDULE

VEH #	YEAR	MAKE/MODEL	VIN NUMBER	GARAGED LOCATION	COMP DED	COLL DED
1	1992	GMC Suburban	1GKEC16K1NJ720778	Barnesville, MN	\$1,000	\$1,000
2	2001	Bluebird Activity	1GBHG31F311208148	Barnesville, MN	\$1,000	\$1,000
3	2009	Mazda 3	JM1BK32FX91196879	Barnesville, MN	\$1,000	\$1,000
4	2010	Dodge Grand SXT	2D4RN5D11AR210982	Barnesville, MN	\$1,000	\$1,000
5	2012	Chevrolet Pickup 2500	1GCDKVCG5CF104257	Barnesville, MN	\$1,000	\$1,000
6	2014	Chrysler Town/Ctry	2C4RC1BG7ER292211	Barnesville, MN	\$1,000	\$1,000
7	2014	Chrysler Town/Ctry	2C4RC1BGXER399883	Barnesville, MN	\$1,000	\$1,000
8	2015	Dodge Grand Caravan	2C4RDGCG2FR535875	Barnesville, MN	\$1,000	\$1,000
9	2017	Dodge Grand Caravan	2C4RDGCG0HR717383	Barnesville, MN	\$1,000	\$1,000
10	2017	Dodge Grand Caravan	2C4RDGCG0HR672235	Barnesville, MN	\$1,000	\$1,000
11	2020	Ford Transit	1FMZK1Y88LKB07559	Barnesville, MN	\$1,000	\$1,000
12	2019	Dodge Grand Caravan	2C4RDGCG2KR750991	Barnesville, MN	\$1,000	\$1,000

Deductible Showing on schedule WSI Wright Specialty Optional Quote

AM Best Rating

COVERAGE	CARRIER	AM BEST RATING
Package, Auto, Crime, Umbrella	Liberty Mutual Insurance Co	A (Excellent)
Same as Above	American Family Home Insurance Co	A (Excellent)
Workers Compensation	Employers Preferred Ins. Co	A- (Excellent)
Volunteer Accident	Philadelphia Indemnity Ins. Co	A++ (Superior)
Cyber Liability	Lloyds of London (CFC)	A (Excellent)
Workers Comp (Option)	SFM Mutual Insurance Co	A (Excellent)

(A Best's Financial Strength Rating (FSR) is an independent opinion of the insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations)

GUIDE TO AM BEST'S FINANCIAL STRENGTH RATINGS – (FSR)

A Best's Financial Strength Rating (FSR) is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. An FSR is not assigned to the specific insurance policies or contracts and does not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. An FSR is not a recommendation to purchase, hold, or terminate any insurance policy, contract, or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In addition, an FSR may be displayed with a rating identifier, modifier, or affiliation code that denotes a unique aspect of the opinion.

AM Best's Financial Strength Rating (FSR) Scale

Rating Categories	Rating Symbols	Rating Notches*	Category Definitions
Superior	A+	A++	Assigned to insurance companies that have, in AM Best's opinion, a superior ability to meet their ongoing insurance obligations.
Excellent	A	A-	Assigned to insurance companies that have, in AM Best's opinion, an excellent ability to meet their ongoing insurance obligations.
Good	B+	B++	Assigned to insurance companies that have, in AM Best's opinion, a good ability to meet their ongoing insurance obligations.
Fair	B	B-	Assigned to insurance companies that have, in AM Best's opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Marginal	C+	C++	Assigned to insurance companies that have, in AM Best's opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Weak	C	C-	Assigned to insurance companies that have, in AM Best's opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Poor	D	D-	Assigned to insurance companies that have, in AM Best's opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.

* Each Best's Financial Strength Rating Category from "A+" to "C" includes a Rating Notch to reflect a gradation of financial strength within the category. A Rating Notch is expressed with either a second plus "+" or a minus "-".

Financial Strength Non-Rating Designations

Designation Symbols	Designation Definitions
E	Status assigned to insurers that are publicly placed via court order into conservation or rehabilitation, or the international equivalent, or in the absence of a court order, clear regulatory action has been taken to delay or otherwise limit policyholder payments.
F	Status assigned to insurers that are publicly placed via court order into liquidation after a finding of insolvency, or the international equivalent.
S	Status assigned to rated insurance companies to suspend the outstanding FSR when sudden and significant events impact operations and rating implications cannot be evaluated due to a lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.
NR	Status assigned to insurance companies that are not rated; may include previously rated insurance companies or insurance companies that have never been rated by AM Best.

Rating Disclosure – Use & Limitations

A Best's Credit Rating (BCR) is a forward-looking independent and objective opinion regarding an insurer's, issuer's, or financial obligation's relative creditworthiness. The opinion represents a comprehensive analysis consisting of a quantitative and qualitative evaluation of balance sheet strength, operating performance, business profile, and enterprise risk management or, where appropriate, the specific nature and details of a security. Because a BCR is a forward-looking opinion as of the date it is released, it cannot be considered as a fact or guarantee of future credit quality and therefore cannot be described as accurate or inaccurate. A BCR is a relative measure of risk that implies credit quality and is assigned using a scale with a defined population of categories and notches. Entities or obligations assigned the same BCR symbol developed using the same scale, should not be viewed as completely identical in terms of credit quality. Alternatively, they are alike in category (or notches within a category), but given there is a prescribed progression of categories (and notches) used in assigning the ratings of a much larger population of entities or obligations, the categories (notches) cannot mirror the precise subtleties of risk that are inherent within similarly rated entities or obligations. While a BCR reflects the opinion of AM Best Rating Services, Inc. (AM Best) of relative creditworthiness, it is not an indicator or predictor of defined impairment or default probability with respect to any specific insurer, issuer, or financial obligation. A BCR is not investment advice, nor should it be construed as a consulting or advisory service, as such; it is not intended to be utilized as a recommendation to purchase, hold, or terminate any insurance policy, contract, security, or any other financial obligation, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. Users of a BCR should not rely on it in making any investment decision; however, if used, the BCR must be considered as only one factor. Users must make their own evaluation of each investment decision. A BCR opinion is provided on an "as is" basis without any expressed or implied warranty. In addition, the BCR may be changed, suspended, or withdrawn at any time for any reason at the sole discretion of AM Best.

For the most current version, visit [Guide to Best's Credit Ratings](#). BCRs are distributed via the AM Best website at www.ambest.com. For additional information regarding the development of a BCR and other rating-related information and definitions, including outlooks, modifiers, identifiers and affiliation codes, please refer to the report titled "Guide to Best's Credit Ratings" available at no charge on the AM Best website. BCRs are proprietary to AM Best Company, Inc. and may not be reproduced without permission.

[Based on information contained in Version 121719 of the AM Best Company, Inc.'s Guide to Best's Financial Strength Ratings \(FSR\).](#)

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DISCLAIMER

GENERAL OUTLINE—NOT AN INSURANCE POLICY

This document is **NOT** a policy of insurance. You must refer to the actual policies for any specific terms, conditions, limitations, and exclusions that will govern in the event of a loss. If there are any conflicts between this document and the insurance policy, the provisions contained in the policy will govern.

The contents of this document reflect a general outline of coverage proposed by Vaaler Insurance, a Marsh & McLennan Agency LLC Company. It is not a legal contract. All coverage is subject to the terms, conditions, exclusions, and limitations in the policies themselves. *Not all exclusions are shown.* It is necessary to refer to your policies for a full understanding of all terms, conditions, coverages, and exclusions. Specimen copies of these policies are available for your view prior to the binding of coverage—Please request any policy form you are interested in reviewing prior to binding.

Remember: To bind coverage, you must speak directly to a licensed employee of Vaaler Insurance.

EXPOSURE EVALUATION

In evaluating your exposures to loss as well as the rates included, we have depended upon information provided by you. If there are other areas that need to be evaluated prior to binding coverage, please bring these to our attention. Should any of your exposures change after your coverage is bound, such as new operations, hiring employees in additional states, buying more property, etc., please let us know so proper coverage can be discussed.

HIGHER LIMITS & VALUATION

Higher limits may be available upon request—please let us know if you would like a quote for higher limits. Let us know if you would like assistance with your determination of values you decide to insure. However, it is ultimately your responsibility to decide on your limits of insurance and the values we use are provided by you—you should carefully review the values used and/or obtain appraisals to ensure they are adequate.

LEASE & CONTRACT REVIEWS

In the course of your business you may sign leases, contracts, and other agreements which transfer financial obligations to you. If you have provided our agency with a contract, lease, or other agreement, we can review and comment on only the insurance-related portions. It is suggested that you have an attorney review these so that you can let us know what changes are necessary in your insurance program in order to properly treat these exposures.

CLAIMS

Claims or potential claims need to be reported to Vaaler Insurance by the next business day. Failure to report claims in a timely manner may, in some cases, jeopardize coverage.

If you experience a claim after business hours, please call or text 218.779.2542 or email nsporbert@vaaler.com.

MMA Compensation Disclosure & Limitation of Liability

Marsh & McLennan Agency LLC (“MMA”) prides itself on being an industry leader in the area of transparency and compensation disclosure. We believe you should understand how we are paid for the services we are providing to you. We are committed to compensation transparency and to disclosing to you information that will assist you in evaluating potential conflicts of interest.

As a professional insurance producer, MMA and its subsidiaries facilitate the placement of insurance coverage on behalf of our clients. As an independent insurance agent, MMA may have authority to obligate an insurance company on behalf of our clients and as a result, we may be required to act within the scope of the authority granted to us under our contract with the insurer. In accordance with industry custom, we are compensated either through commissions that are calculated as a percentage of the insurance premiums charged by insurers, or fees agreed to with our clients.

MMA engages with clients on behalf of itself and in some cases as agent on behalf of its non-US affiliates with respect to the services we may provide. For a list of our non-US affiliates, please visit: <https://mma.marshmma.com/non-us-affiliates>. In those instances, MMA will bill and collect on behalf of the non-US Affiliates amounts payable to them for placements made by them on your behalf and remit to them any such amounts collected on their behalf;

MMA receives compensation through one or a combination of the following methods:

- **Retail Commissions** – A retail commission is paid to MMA by the insurer (or wholesale broker) as a percentage of the premium charged to the insured for the policy. The amount of commission may vary depending on several factors, including the type of insurance product sold and the insurer selected by the client.
- **Client Fees** – Some clients may negotiate a fee for MMA’s services in lieu of, or in addition to, retail commissions paid by insurance companies. Fee agreements are in writing, typically pursuant to a Client Service Agreement, which sets forth the services to be provided by MMA, the compensation to be paid to MMA, and the terms of MMA’s engagement. The fee may be collected in whole, or in part, through the crediting of retail commissions collected by MMA for the client’s placements.
- **Contingent Commissions** – Many insurers agree to pay contingent commissions to insurance producers who meet set goals for all or some of the policies the insurance producers place with the insurer during the current year. The set goals may include volume, profitability, retention and/or growth thresholds. Because the amount of contingent commission earned may vary depending on factors relating to an entire book of business over the course of a year, the amount of contingent commission attributable to any given policy typically will not be known at the time of placement.
- **Supplemental Commissions** – Certain insurers and wholesalers agree to pay supplemental commissions, which are based on an insurance producer’s performance during the prior year. Supplemental commissions are paid as a percentage of premium that is set at the beginning of the calendar year. This percentage remains fixed for all eligible policies written by the insurer during the ensuing year. Unlike contingent commissions, the amount of supplemental commission is known at the time of insurance placement. Like contingent commissions, they may be based on volume, profitability, retention and/or growth.
- **Wholesale Broking Commissions** – Sometimes MMA acts as a wholesale insurance broker. In these placements, MMA is engaged by a retail agent that has the direct relationship with the insured. As the wholesaler, MMA may have specialized expertise, access to surplus lines markets, or access to specialized insurance facilities that the retail agent does not have. In these transactions, the insurer typically pays a commission that is divided between the retail and wholesale broker pursuant to arrangements made between them.

- **Medallion Program and Sponsorships** – Pursuant to MMA’s Medallion Program, participating carriers sponsor educational programs, MMA events and other initiatives. Depending on their sponsorship levels, participating carriers are invited to attend meetings and events with MMA executives, have the opportunity to provide education and training to MMA colleagues and receive data reports from MMA. Insurers may also sponsor other national and regional programs and events.
- **Other Compensation & Sponsorships** – From time to time, MMA may be compensated by insurers for providing administrative services to clients on behalf of those insurers. Such amounts are typically calculated as a percentage of premium or are based on the number of insureds. Additionally, insurers may sponsor MMA training programs and events.

We will be pleased to provide you additional information about our compensation and information about alternative quotes upon your request. For more detailed information about the forms of compensation we receive please refer to our Marsh & McLennan Agency Compensation Guide at <https://www.marshmma.com/us/compensation-guide.html>.

MMA’s aggregate liability arising out of or relating to any services on your account shall not exceed ten million dollars (\$10,000,000), and in no event shall we be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits or other economic loss arising out of or relating to such services. In addition, you agree to waive your right to a jury trial in any action or legal proceeding arising out of or relating to such services. The foregoing limitation of liability and jury waiver shall apply to the fullest extent permitted by law.

May 22, 2024

Jon Ellerbusch
Superintendent
Barnesville ISD 146
302-324 Third St SE
PO Box 189
Barnesville, MN 56514-0189

RE: Insurance Renewal for Barnesville ISD 146, Group # 016527
Dental, Delta Dental
Carrier Policy # 535330, NIS Policy # 15581

Dear Dr. Ellerbusch:

The Dental Insurance renews July 1, 2024. I am pleased to inform you that Delta Dental has determined that a rate adjustment is not needed. Your renewal rates are as follows:

Dental

Class #	Class Title	Current Rate Per Person Per Month	Renewal Rate Per Person Per Month	Impact
04	EMPLOYEE	\$34.16	\$34.16	Pass
05	EMPLOYEE AND SPOUSE	\$68.33	\$68.33	Pass
06	EMPLOYEE AND CHILD(REN)	\$85.11	\$85.11	Pass
07	FAMILY - EMPLOYEE, SPOUSE AND CHILD(REN)	\$115.10	\$115.10	Pass

These rates are guaranteed for 1 Year until July 1, 2025, assuming no changes to the current benefit structure.

We believe our level of commitment to you is most evident in our ongoing efforts to secure both competitive pricing and extended rate guarantees. We truly appreciate your business and the opportunity to continue negotiating on your behalf.

In return for your commitment to National Insurance Services (NIS), NIS agrees to provide the following:

- Annual Best Practices Service Visit or Call
- Dedicated Account Representative
- Dedicated Client Relations Representative
- Free Gap Analysis (when requested)
- Compliance with State Bid Laws
- Monitoring Market Conditions

By signing the below, you are acknowledging your reciprocal 1 Year commitment to NIS. In pricing the renewal, the claims risk and administrative expenses are spread over the rate guarantee. In exchange for our rate guarantee, you must remain directly contracted with NIS for the duration of the rate guarantee. In the event you cancel prior to the end of the rate guarantee a risk charge in the amount of 1% of annual premium will be assessed for each month remaining on the rate guarantee.

Please complete the bottom portion and return a copy to National Insurance Services as indication of your acceptance of the renewal. Thank you for your continued business. Please do not hesitate to call me if you have any questions.

Sincerely,

Jordynn Finer
Account Executive - EB

cc: LCSC

The July 1, 2024 renewal of Group Dental Insurance as outlined above is accepted.

Dr. Jon Ellarbusch Superintendent 6/17/2024

Signature & Title Date

Renewal eForm # 17409

Insurance Renewal for Barnesville ISD 146, Group # 016527
Dental, Delta Dental
Carrier Policy # 535330, NIS Policy # 15581



Voice For Greater Minnesota Education

June 7, 2024

Jon Ellerbusch
Barnesville School District
PO Box 189 302 3rd St SE
Barnesville MN 56514

Hi, Jon,

On behalf of MREA’s 237 public school district members, thank you for your district’s membership that helps us proactively engage with legislators and state officials to address Greater Minnesota P-12 education funding and policy issues. With the 2023-24 school year behind us, Barnesville School District’s renewed membership for the 2024-25 school year is fundamental to MREA’s advocacy targeting student learning and funding gaps.

Advocacy Focused on Greater Minnesota Education

MREA is your district’s voice at the Capitol, and we advocate with education officials and with legislators representing Barnesville School District to inform them of potential impacts of their decisions. Our recent successes for rural education include:

- READ Act funding improvements for students and teachers
- Postponement of high school civics education requirements
- Additional VPK slots
- Student Teacher Stipend Pilot program funding
- Student Attendance Pilot project sites funded
- *Check out all our recent Accomplishments on the enclosed flyer.*

Count on MREA to work for your district outside the Capitol, too, with:

- Professional development and networking at our Greater Education Summit
- Truth-in-Taxation (TNT) training and templates
- Educator and school program awards celebrating rural education

Looking Ahead to a Successful 2025

Looking ahead to the 2025 legislative session, we know that when we work together, we succeed together. The Voice for Greater Minnesota Education has never been stronger, and we sincerely appreciate Barnesville School District’s renewed membership. Please send your membership dues and updated contact information by July 15 to ensure our rural voice remains impactful.

Best wishes for a summer of well-being,

Michelle Rinke Koch, MREA Board President
Principal, Menahga Schools

Bob Indihar, MREA Executive Director



MAIL

2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL

(320) 208-6574
Toll-Free (833)-MNVOICE

LEARN

MREAvoice.org
MreaSummit.org

MEMBERSHIP RENEWAL INVOICE

Invoice Number: 2425-5000-1551-01

Invoice Date: June 7, 2024

Payment Due: July 15, 2024

Amount Due: \$2040.00

Bill to
Barnesville School District
Jon Ellerbusch
PO Box 189 302 3rd St SE
Barnesville MN 56514

Items	Quantity	Price	Amount
2024-25 ISD 146 Membership July 1 - June 30			
• Base Fee*	1	\$1100	\$1100.00
• Legislative Fee \$1/APU (maximum of \$1400)	940 APU	\$940	\$940.00
Total			\$2040.00
Amount Due			\$2040.00

*Districts sharing superintendents must each join MREA to receive discounted Base Fee of \$825. Contact MREA if Shared District has changed.

CONTACT INFORMATION (Please review and update)

District Name: Barnesville School District
Primary Contact: Jon Ellerbusch
Contact Position Title: Superintendent
Contact Email: jellerbusch@barnesville.k12.mn.us
District Phone: 218 - 354-2217
***Shared District:** NA

Superintendent Cell Phone: NEEDED
Principal Place of Business: PO Box 189 302 3rd St SE
City, State, Zip: Barnesville, MN 56514
Website Address: www.barnesville.k12.mn.us
County: Clay

SIGNATURE _____ **Date** _____

Signature is consent to membership and to receive member notices at primary contact's email address.

QUESTIONS? Contact Diane Vosen, Operations Director, at (320) 762-6574.

Minnesota Rural Education Association is a nonprofit 501(c)(4) membership association, and dues are not tax deductible as charitable contributions. We estimate 41.8% of FY25 dues will be attributable to non-deductible lobbying activity and are not deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Notify your accountant.

Thank you for your continued membership! Please remit check, payable to MREA, to address below.



MAIL

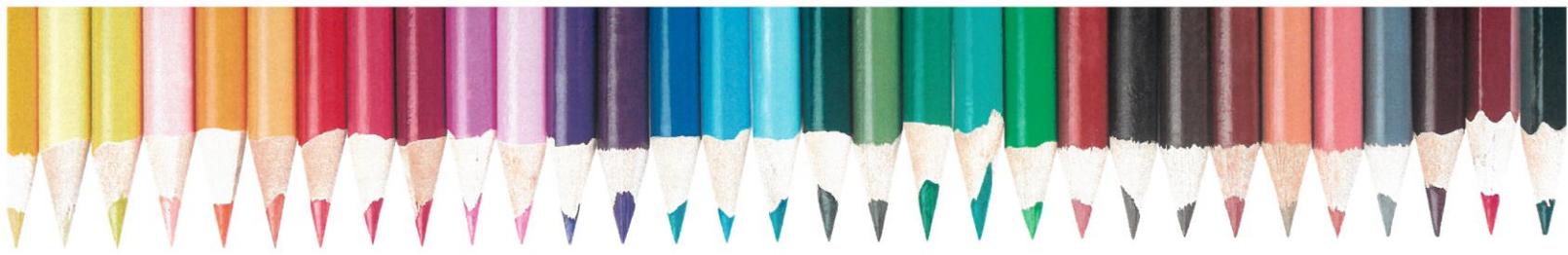
2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL

(320) 762-6574
Toll-Free (833)-MNVOICE

LEARN

MREAvoice.org
MreaSummit.org



Leading Advocacy for Greater Minnesota Students Led by school board members, administrators, teachers and other education-focused partners, MREA elevates Greater Minnesota schools through advocacy, education and recognition.

2024 LEGISLATIVE ACCOMPLISHMENTS

BUILDING FOR 2025 AND RESOLVING ISSUES FROM 2023

MREA Successfully Advocated for Greater Minnesota Students Through:

- READ Act Improvements
 - \$40/pupil for District costs related to Reading to Ensure Academic Development (READ) Act
 - \$36/pupil for Teacher Stipends for READ Act training and extended deadline
 - Cooperative educational programs included in READ Act funding
- Other Policy Improvements from 2023 Session
 - District budget reserve established for Student Support Personnel Aid
 - Expanded Medical Assistance (MA) billing for School Social Workers
 - 5,200 additional Voluntary Prekindergarten (VPK) slots
 - Cooperatives included in Alternative Learning Center (ALC) Transportation Aid
- Addressing Staffing Needs
 - Student Teacher Stipend pilot program funded at \$6.5M
 - Para Flexibility for federal highly qualified requirements to be met next school year
- Special Education
 - Expanding special education pipeline grant program to Tier 1 and Tier 2 teachers
- Addressing Student Issues
 - Absenteeism - Student Attendance Pilot project sites funded at \$4.7M
- Elections Bill
 - School Board Vacancy flexibility when less than 2 years remaining in term

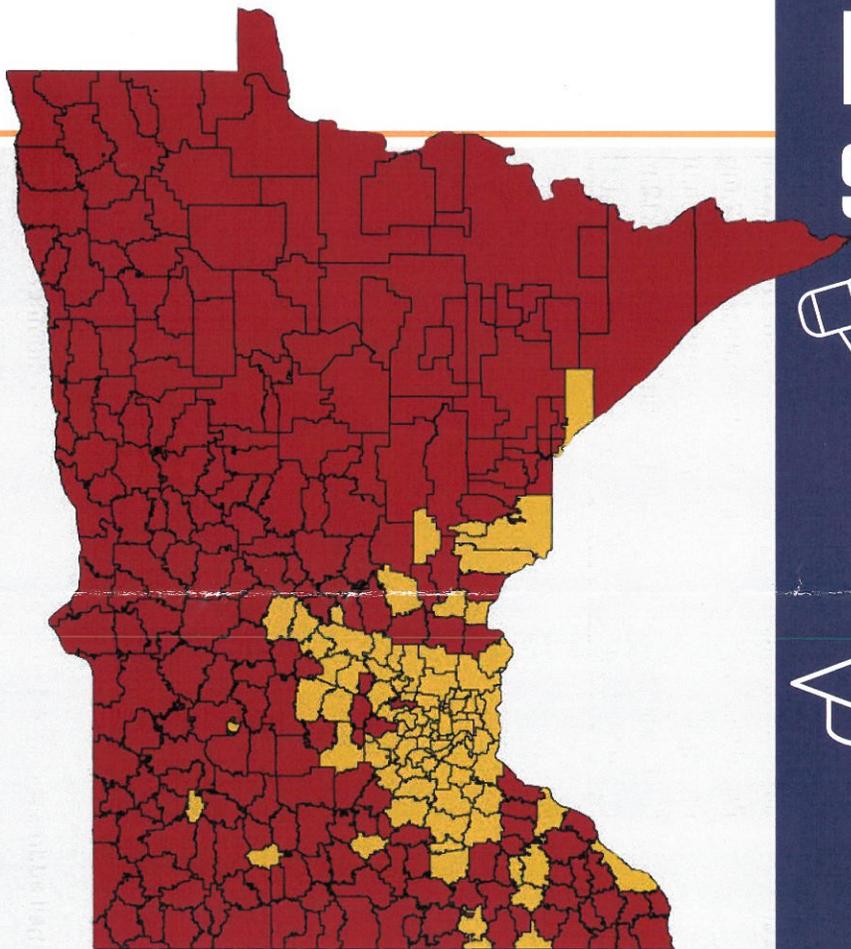
MREA PRIORITIES IN DEVELOPMENT FOR 2025 BUDGET SESSION: CLOSING GAPS

ADVANCING ROOF REPAIR & REPLACEMENT AS PART OF LONG-TERM FACILITIES MAINTENANCE: HF 3558/SF 4305

Allowing school boards to levy "above the line" costs for roof repair and replacement as part of the LTFM program.

ADVANCING SEASONAL TAX BASE REPLACEMENT AID: HF 4986/SF 4995

Creating state funding to reduce the local taxpayer cost of an operating referendum by having the State recognize the local loss of Seasonal & Recreational tax base value.



 MREA Member School District

How MREA serves YOU



ADVOCATE

- Lobbyists at the Capitol every day advocating for students
- Weekly Advocacy Briefings during legislative session
- Interactive maps and analysis showing impacts of major changes
- Action alerts to help encourage engagement



EDUCATE

- Professional development and networking at Annual Conference
- Regional meetings and trainings to provide input and stay informed
- Member benefits providing learning opportunities
- Discounts on partner programs



COMMUNICATE & CELEBRATE

- Weekly Insider Briefs with education updates relevant to rural districts
- Website with resources, news, and updates
- Celebration and sharing of accomplishments and best practices
- Awards for teachers and innovative school programs
- In-person visits to keep a pulse on district accomplishments & needs



"MREA is a strong force for advocating for rural students and schools. MREA's communications are effective and timely, the staff is incredible, the website is a valuable resource, and their advocacy at the State Capitol is exemplary."

KARLA BECK, DIRECTOR OF TEACHING & LEARNING
REDWOOD AREA SCHOOL DISTRICT



0524.1000



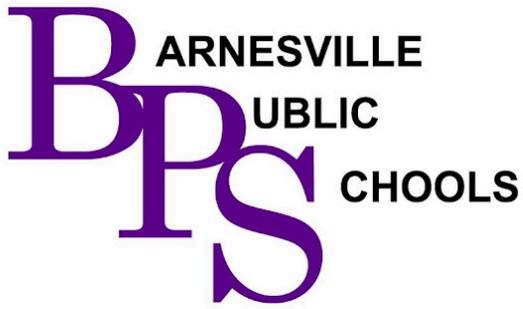
Voice For Greater Minnesota Education

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INDEPENDENT SCHOOL DISTRICT #146

District Office 302-324 3rd Street South
PO Box 189 - Barnesville, MN 56514
Phone 218 354-2217 - Fax 218 354-7260
www.barnesville.k12.mn.us

“Commitment
To
Excellence”

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties, and will revoke that user’s access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Barnesville ISD146

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0146-01

Superintendent or Exec. Director Name: Jon Ellerbusch

Will act as the IOWA? Yes No

If no, identify below the individual who will act as the IOWA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: Jon Ellerbusch

Title: Superintendent

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us



June 13, 2024

The Board of Education
Independent School District No. 146
Barnesville, Minnesota 56514-0189

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. 146 (“the District”) as of June 30, 2024, and for the year then ended, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements.

In addition, we will audit the entity’s compliance over major federal award programs for the period ended June 30, 2024. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity’s major federal award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards*, and the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65 will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and Government Auditing Standards, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB), require that the Management's Discussion and Analysis, Schedule of Changes in the District's Total OPEB Liability and Related Ratios, Schedule of Employer's Share of Net Pension Liability and Schedule of Employer's Contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Changes in the District's Total OPEB Liability and Related Ratios
3. Schedule of Employer's Share of Net Pension Liability
4. Schedule of Employer's Contributions

Supplementary information other than RSI will accompany the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1. Combining and individual fund schedules
2. Uniform financial accounting and reporting standards compliance table

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

1. School board and administration

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audits in accordance with GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America, the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65. As part of an audit of financial statements in accordance with GAAS and in accordance with Government Auditing Standards, Uniform Guidance and/or any state or regulatory audit requirements we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America and the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the District's basic financial statements. Our report will be addressed to the governing body of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report on *Minnesota Legal Compliance* upon completion of our audit.

Audit of Major Program Compliance

Our audit of the District's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS and in accordance with *Government Auditing Standards*, and the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
6. For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
7. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;

8. For disclosing accurately, currently, and completely, the financial results of each federal award in accordance with the requirements of the award;
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
10. For taking prompt action when instances of noncompliance are identified;
11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
13. For submitting the reporting package and data collection form to the appropriate parties;
14. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
15. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including disclosures, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence.
16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
17. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on compliance;
20. For the accuracy and completeness of all information provided;
21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

With respect to any nonattest services we perform, we agree to perform the following:

- Prepare or assist with preparing financial statements and the schedule of expenditures of federal awards in conformity with U.S. generally accepted accounting principles based on information provided by you.
- Propose certain cash to accrual conversion entries and fund to government wide entries to be reviewed and approved by management.
- Reconciliation of pension activity and related journal entries in accordance with GASB Statement No. 68 to be reviewed and approved by management.
- Submission of the uniform financial accounting and reporting standards compliance table
- Completion of the auditee's portion of the Data Collection Form

We will not assume management responsibilities on behalf of the District. The District's management understands and agrees that any advice or recommendation we may provide in connection with our audit engagement are solely to assist management in performing its responsibilities.

The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities.

Fees and Timing

Derek Flanagan is the engagement partner for the audit services specified in this letter. Responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses, including administrative charges. Invoices are payable upon presentation. We estimate that our fee for the audit will be \$24,900. Additionally, our fees are subject to an additional 5% technology fee to support and enhance the quality work we provide by investing in technology and data security. The technology fee for the audit of the financial statements will be \$1,245.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the District's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

As noted above actual out-of-pocket expenses will be billed if onsite services are requested, plus the travel time of the professional(s) coming onsite at 50% of their standard hourly rates.

Other circumstances may arise under which Eide Bailly must perform additional audit work and may require additional billings for these services. Examples of such circumstances include, but are not limited to:

- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- New or unusual transactions
- Failure of District staff to prepare and provide information in a timely manner
- Lack of availability of appropriate personnel during the audit fieldwork
- Significant capital projects
- New long-term debt issuances
- Refunding bond transactions
- Changes at the District such as software conversions, software updates, and/or staffing transitions.

If the District's federal expenditures exceed \$750,000 and an audit over those funds is required, the fee will be \$5,800 assuming one major program to be tested. If additional programs are required to be tested, it will be an additional \$4,300 per program. Single audit fees are also subject to an additional 5% technology fee to support and enhance the quality work we provide by investing in technology and data security. The technology fee related to the single audit will be \$290 for the first major program, and \$215 per additional major program.

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with a Prepared-by-Client (PBC) request that identifies the information required to perform our engagement, as well as a planned timeline for the engagement. A failure to provide this information in an accurate and timely manner may result in an increase in our fees and/or a delay in the completion of our engagement.

We may be requested to make certain audit documentation available to outside parties, including regulators, pursuant to authority provided by law or regulation or applicable professional standards. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the outside party, who may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in making such audit documentation available or in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Other Matters

During the course of the engagement, we will only provide confidential engagement documentation to you via Eide Bailly's secure portal or other secure methods, and request that you use the same or similar tools in providing information to us. Should you choose not to utilize secure communication applications, you acknowledge that such communication contains a risk of the information being made available to unintended third parties. Similarly, we may communicate with you or your personnel via e-mail or other electronic methods, and you acknowledge that communication in those mediums contains a risk of misdirected or intercepted communications.

Should you provide us with remote access to your information technology environment, including but not limited to your financial reporting system, you agree to (1) assign unique usernames and passwords for use by our personnel in accessing the system and to provide this information in a secure manner; (2) limit access to "read only" to prevent any unintentional deletion or alteration of your data; (3) limit access to the areas of your technology environment necessary to perform the procedures agreed upon; and (4) disable all usernames and passwords provided to us upon the completion of procedures for which access was provided. We agree to only access your technology environment to the extent necessary to perform the identified procedures.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your website or elsewhere, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider. You acknowledge that your information may be disclosed to such service providers, including those outside the United States.

Neither of us may use or disclose the other's confidential information for any purpose except as permitted under this engagement letter or as otherwise necessary for Eide Bailly to provide the services. Your confidential information is defined as any information you provide to us that is not available to the public. Eide Bailly's confidential information includes our audit documentation for this engagement. Our audit documentation shall at all times remain the property of Eide Bailly LLP. The confidentiality obligations described in this paragraph shall supersede and replace any and all prior confidentiality and/or nondisclosure agreements (NDAs) between us.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

You agree to share all facts that may affect your financial statements, even if you first become aware of those facts after the date of the auditor's report but before the date your financial statements are issued.

At the conclusion of our audit engagement, we will communicate to management and the board of education the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Government Auditing Standards require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

Eide Bailly LLP is a member of HLB International, a worldwide organization of accounting firms and business advisors, ("HLB"). Each member firm of HLB, including Eide Bailly LLP is a separate and independent legal entity and is not owned or controlled by any other member of HLB. Each member firm of HLB is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of HLB or any other member firm of HLB and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of HLB.

Eide Bailly LLP formed The Eide Bailly Alliance Network, a network for small to mid-sized CPA firms across the nation. Each member firm of The Eide Bailly Alliance, including Eide Bailly LLP, is a separate and independent legal entity and is not owned or controlled by any other member of The Eide Bailly Alliance. Each member firm of The Eide Bailly Alliance is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of The Eide Bailly Alliance or any other member firm of The Eide Bailly Alliance and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of The Eide Bailly Alliance.

MEDIATION

Any disagreement, controversy or claim arising out of or related to any aspect of our services or relationship with you (hereafter a "Dispute") shall, as a precondition to litigation in court, first be submitted to mediation. In mediation, the parties attempt to reach an amicable resolution of the Dispute with the aid of an impartial mediator. Mediation shall begin by service of a written demand. The mediator will be selected by mutual agreement. If we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA"). Mediation shall be conducted with the parties in person in Fargo, North Dakota. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Neither party may commence a lawsuit until the mediator declares an impasse.

LIMITED INDEMNITY

Eide Bailly LLP and its partners, affiliates, officers and employees (collectively "Eide Bailly") shall not be responsible for any misstatements in your financial statements that we may fail to detect as a result of misrepresentations or concealment of information by any of your owners, directors, officers or employees. You shall indemnify and hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees arising from any such misstatement or concealment of information.

If through no fault of Eide Bailly we are named as a party to a dispute between you and a third party, you shall indemnify and hold Eide Bailly harmless against any losses, damages, settlements, judgments, awards, and the costs of litigation (including attorneys' fees) we incur in connection with the dispute.

Eide Bailly shall not be entitled to indemnification under this agreement unless the services were performed in accordance with professional standards in all material respects.

LIMITATION OF LIABILITY

The exclusive remedy available to you for any alleged loss or damages arising from or related to Eide Bailly's services or relationship with you shall be the right to pursue claims for actual damages that are directly caused by Eide Bailly's breach of this agreement or Eide Bailly's violation of applicable professional standards. In no event shall Eide Bailly's aggregate liability to you exceed two times fees paid under this agreement, nor shall Eide Bailly ever be liable to you for incidental, consequential, punitive or exemplary damages, or attorneys' fees.

TIME LIMITATION

You may not bring any legal proceeding against Eide Bailly unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we delivered our report, return, or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the audit. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of a possible Dispute.

GOVERNING LAW AND VENUE

Any Dispute between us, including any Dispute related to the engagement contemplated by this agreement, shall be governed by Minnesota law. Any unresolved Dispute shall be submitted to a federal or state court located in Minneapolis, Minnesota.

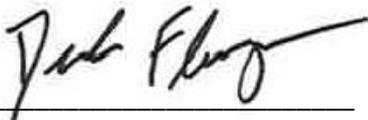
ASSIGNMENTS PROHIBITED

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,



Derek Flanagan, CPA
Partner

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Independent School District No. 146 by:

Name: _____

Title: _____

Date: _____

Approved Ideas for Remaining Voter Approved Authority - June 17, 2024

	Qty	Price	Total
Kaivac 1750 Cleaning System for Bathrooms	1	\$4,740.05	<u>\$4,740.05</u>
			\$4,740.05

13. Discussion/Information
A. First Reading of Policies

230

Adopted: _____

MSBA/MASA Model Policy 608

Orig. 1995

Revised: _____

Rev. 2009

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

[Note: The provisions of this policy substantially reflect statutory and regulatory requirements.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITIES

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

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

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 608

Orig. 1995

Revised: _____

Rev. 202209

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

[Note: The provisions of this policy substantially reflect statutory and regulatory requirements.]

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- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References:

Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (~~Definition of~~ Child with a Disability Defined)
Minn. Stat. §§ 125A.027, (~~Rulemaking~~)
Minn. Stat. § 125A.03 (Special Instruction for Children with a Disability),
Minn. Stat. § 125A.08, (Individualized Education Programs)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility), ~~and~~
Minn. Stat. § 125A.29 (Responsibilities of County Boards and School
Boards)District Obligations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education ~~Improvement~~
~~Act of 2004~~)

Cross References:

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 611

Orig. 1996

Revised: _____

Rev. 2019

611 HOME SCHOOLING

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

III. CONDITIONS FOR HOME SCHOOLING

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

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental

cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

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

[Note: The provisions of Article VIII. - Shared Time Programs do not make a determination as to whether Shared Time Programs should be offered to any pupil. However, home-schooled children are required to be treated the same as all other nonpublic school children.]

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

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

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative

sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

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

B. Transportation Services

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

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (School Boards May Require Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material,

Standard Tests)

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)

Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)

Minn. Stat. § 123B.86 (Equal Treatment - Transportation)

Minn. Stat. § 123B.92 (Transportation Aid Entitlement)

Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials,
Standardized Tests)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

Adopted: _____

MSBA/MASA Model Policy 611

Orig. 1996

Revised: _____

Rev. 202219

611 HOME SCHOOLING

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (~~Minn. Stat. §~~[Minnesota Statutes section 120A.22](#)) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (~~Minn. Stat. § 120A.22, Subd. 1~~)

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in [Minnesota Statutes section](#)~~Minn. Stat. §~~ 120A.22.

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The parent or guardian of a home-schooled child shall submit statements as required by ~~Minn. Stat. §~~[Minnesota Statutes section 121A.15](#), Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year. (~~Minn. Stat. § 121A.15, Subd. 8~~)

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Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided ~~in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540 under state law.~~ The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to ~~Minn. Stat. §§ 123B.40-123B.48 state law~~ for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

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Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. ~~(Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)~~

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Enrollment in class offerings of the school district.

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

[Note: The provisions of Article VIII. - Shared Time Programs do not ~~make a determination as to determine~~ whether Shared Time Programs should be offered to any pupil. However, home-schooled children are required to be treated the same as all other nonpublic school children.]

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

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

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League ~~Bylaw 403.00~~bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
- b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
- c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.

2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

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

B. Transportation Services

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

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
 Minn. Stat. § 120A.24 (Reporting)
 Minn. Stat. § 120A.26 (Enforcement and Prosecution)
 Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
 Minn. Stat. § 123B.36 (~~School Boards May Require~~ Authorized Fees)
 Minn. Stat. § 123B.41 (Definitions)
 Minn. Stat. § 123B.42 (Textbooks;~~L7~~ Individual Instruction or Cooperative Learning Material;~~L7~~ Standard Tests)
 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 Minn. Stat. § 123B.49 (~~Cocurricular and~~ Extracurricular Activities; Insurance)
 Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Rules Ch. 3540 (~~Textbooks, Individualized Instruction Materials, Standardized Tests~~)Nonpublic Schools)

Cross References:

MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
 MSBA/MASA Model Policy 510 (School Activities)

Adopted: _____

MSBA/MASA Model Policy 613

Orig. 1997

Revised: _____

Rev. 2019

613 GRADUATION REQUIREMENTS

[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. “Academic standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- C. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.
- E. “English language learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

IV. DISTRICT ASSESSMENT COORDINATOR

(_____ *Position Title* _____) shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minn. Stat. § 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an

assessment to graduate from high school.

- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students beginning 8th grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
- C. An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- D. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
- F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
- G. A minimum of seven elective credits.
- H. Credit equivalencies
 - 1. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
 - 2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or

physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.

3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and

- 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for

Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: _____

MSBA/MASA Model Policy 613

Orig. 1997

Revised: _____

Rev. 2023

613 GRADUATION REQUIREMENTS

[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- C. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- D. "Required standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.
- E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

(_____ *Position Title* _____) shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as

measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and

- B. Consistent with this paragraph and Minnesota Statutes section 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students beginning 8th grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
- C. An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- D. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. Three and one-half credits of social studies, encompassing at least United States history,

geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

- F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
- G. A minimum of seven elective credits.
- H. Credit equivalencies
 - 1. A one-half credit of economics taught in a school's agriculture-agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
 - 2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.
 - 3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
 - 4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
 - 5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.
 - 6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

[Note: Starting in the 2026-27 school year, a high school must offer an ethnic studies course; in elementary and middle schools by the 2027-28 school year.]

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 - 1. School District Standards, Health (K-12);
 - 2. School District Standards, Career and Technical Education (K-12); and
 - 3. School District Standards, World Languages (K-12).

- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
 - * Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 - 1. Minnesota Academic Standards, English Language Arts K-12;
 - 2. Minnesota Academic Standards, Mathematics K-12;
 - 3. Minnesota Academic Standards, Science K-12;
 - 4. Minnesota Academic Standards, Social Studies K-12; and
 - 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal’s decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.018 (Definitions)
 Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
 Minn. Stat. § 120B.021 (Required Academic Standards)
 Minn. Stat. § 120B.023 (Benchmarks)
 Minn. Stat. § 120B.024 (Credits)
 Minn. Stat. § 120B.07 (Early Graduation)
 Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)
 Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Part 3501.0820 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: _____

MSBA/MASA Model Policy 614

Orig. 1997

Revised: _____

Rev. 2017

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the particular school district.]

A. Superintendent

1. Responsibilities before testing.

- a. Designate a district assessment coordinator and district technology coordinator.
- b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c. Annually review and recertify staff who have access to MDE secure systems.
- d. Read and complete the *Assurance of Test Security and Non-Disclosure*.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- e. Establish a culture of academic integrity.

- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.

- i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - c. Return secure test materials as outlined in applicable manuals and resources.

- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

- 1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
 - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
- 2. Responsibilities on testing day(s).

- a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Responsibilities after testing.
- a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
- a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.

- f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment coordinator.
 - (5) Provide MTAS student data collection forms if necessary.
 - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
 - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.

- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.
- 3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- 4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 5. Attend district training and any service provider technology training.

6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.

(7) Record extra test materials.

b. During test.

(1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.

(2) Follow all directions and scripts exactly.

(3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.

(4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]

(5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.

(6) Do not review, discuss, capture, email, post, or share test content in any format.

(7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.

(8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

(9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

(10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.

(11) Report any possible security breaches as soon as possible.

c. After test.

- (1) Follow directions and scripts exactly.
- (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
- (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
 - a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

- (4) Document and report and unusual circumstances to district or school assessment coordinator.
- c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

- 1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
- 2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.
 - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
 - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

[Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference Manual.]

B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

V. **REQUIRED DOCUMENTATION FOR PROGRAM AUDIT**

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:

Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: _____

MSBA/MASA Model Policy 614

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614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

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The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the particular school district.]

A. Superintendent

1. Responsibilities before testing.
 - a. Designate a district assessment coordinator and district technology coordinator.
 - b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
 - c. Annually review and recertify staff who have access to MDE secure systems.
 - d. Read and complete the *Assurance of Test Security and Non-Disclosure*.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address included in the 614 Form file of the Policy Reference Manual.]

- e. Establish a culture of academic integrity.
- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present

in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.

- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
 - h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
 - i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

- b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- c. Return secure test materials as outlined in applicable manuals and resources.
- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

- 1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
 - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
- 2. Responsibilities on testing day(s).
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

3. Responsibilities after testing.
 - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
 - f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
 - g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment coordinator.

- (5) Provide MTAS student data collection forms if necessary.
- (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
- (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address. Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

1. Ensure that district is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identifications and passwords.
3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.
 - (7) Record extra test materials.

- b. During test.
 - (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.
 - (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
 - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]
 - (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - (6) Do not review, discuss, capture, email, post, or share test content in any format.
 - (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
 - (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
 - (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
 - (11) Report any possible security breaches as soon as possible.
- c. After test.
 - (1) Follow directions and scripts exactly.
 - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

- 1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.

- c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
- a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report and unusual circumstances to district or school assessment coordinator.
 - c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

- 1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
- 2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.

- b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address. Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference Manual.]

- B. Students will be informed of the following:

- 1. The importance of test security;
- 2. Expectation that students will keep test content secure;
- 3. Expectation that students will act with honesty and integrity during test administration;
- 4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

- 5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

- C. Staff will be informed of the following:

- 1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- 2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

- 1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
- 2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:

Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process [for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World’s Best Workforce](#))
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 ([School Accountability](#)) ~~Adequate Yearly Progress~~
~~Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)~~
~~Minn. Rules Parts 3501.0200-2501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)~~
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.082 ~~00-3501.0815~~ (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
~~Minn. Rules Parts 3501.1000 – 3501.1190 (graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)~~
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
[Minnesota PearsonAccess Next Resources and Forms:](#)

| <http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

Adopted: _____

MSBA/MASA Model Policy 617

Orig. 1998

Revised: _____

Rev. 2003

617 SCHOOL DISTRICT ENSURANCE OF PREPARATORY AND HIGH SCHOOL STANDARDS

[Note: With the repeal of the Profile of Learning, school districts no longer are required to comply with the procedures set forth in this policy. School districts which retain any portion of the Profile of Learning graduation requirements, however, may choose to retain all or a portion of this policy and may implement and manage the Profile of Learning content standards in whatever manner they deem appropriate.]

I. PURPOSE

The purpose of this policy is to ensure that all locally adopted preparatory and high school content standards of the Profile of Learning are addressed directly in both curriculum and assessment for all students, including those with special needs.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement the Minnesota Graduation Standards, including local adoption of the former Profile of Learning content standards, during the transition to the implementation of the required Minnesota Academic Standards.
- B. This policy ensures that all students who qualify and elect to satisfy their graduation requirements through the Profile of Learning content standards will continue to receive instruction, curriculum and assessment which address the preparatory and high school content standards of the Profile of Learning. This policy also defines how technology will be integrated across student learning areas. *[Note: With the repeal of the Profile of Learning, school districts are not required to integrate technology across learning areas and may, in their discretion, delete this provision.]* In implementing the preparatory and high school content standards, the school district will work to improve the scope and sequences of curriculum, research-based instructional skills of teachers and other district staff who work with students, and alternative assessments of student achievement while making the transition to the required Minnesota Academic Standards.

III. ESTABLISHMENT OF CURRICULUM AND INSTRUCTION

A. Preparatory Content Standards

[To the extent school districts retain preparatory content standards as part of their locally adopted academic standards, school districts should insert in this section how their curriculum and instructional opportunities for all students will

address the preparatory content standards, including the primary, intermediate and middle level standards. This section should contain an outline of each learning area's sequence in a manner which provides notice as to when various achievements are expected.]

B. High School Content Standards

The school district will follow Policy 613, Graduation Requirements, as it implements the graduation standards. This policy ensures that all students will receive instruction, curriculum and assessment which addresses the high school content standards of the Profile of Learning in all learning areas and that the uses of technology are integrated across student learning areas. ***[Note: With the repeal of the Profile of Learning, school districts are not required to integrate technology across learning areas and may, in their discretion, delete this provision.]***

[Note: School districts should examine existing graduation requirements and align them to the new requirements.]

C. Assessment of Content Standards

[School districts should insert their procedure for determining where student achievement of preparatory and high school content standards will be assessed.]

D. Additional Requirements

[School districts may wish to consider including additional graduation requirements beyond those required by the Minnesota Academic Standards.]

E. Special Needs Students

[School districts should insert their procedure for addressing preparatory and high school content standards for students with special needs.]

F. Integration of Technology

[School districts may insert their procedure for addressing how technology will be integrated across the learning areas. With the repeal of the Profile of Learning, school districts are not required to integrate technology across learning areas and may, in their discretion, delete this provision.]

G. Evaluation and Remediation of Student Difficulties and Achievement

[School districts should insert their procedure for addressing how diagnosis of student difficulties and remediation will be accomplished as well as how diagnosis of student achievement and acceleration or continuous progress will be accomplished.]

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

Adopted: _____

MSBA/MASA Model Policy 617

Orig. 1998

Revised: _____

Rev. 2023~~2~~

617 SCHOOL DISTRICT ENSURANCE OF PREPARATORY AND HIGH SCHOOL STANDARDS

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I. PURPOSE

The purpose of this policy is to ensure that all locally adopted preparatory and high school content standards of the Profile of Learning are addressed directly in both curriculum and assessment for all students, including those with special needs.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement the Minnesota Graduation Standards, including local adoption of the former Profile of Learning content standards, during the transition to the implementation of the required Minnesota Academic Standards.
- B. This policy ensures that all students who qualify and elect to satisfy their graduation requirements ~~through the Profile of Learning content standards~~ will continue to receive instruction, curriculum and assessment which address the preparatory and high school content standards ~~of the Profile of Learning.~~—This policy also defines how technology will be integrated across student learning areas. ***[Note: With ~~the~~ repeal of the Profile of Learning, school districts are not required to integrate technology across learning areas and may, in their discretion, delete this provision.]*** In implementing the preparatory and high school content standards, the school district will work to improve the scope and sequences of curriculum, research-based instructional skills of teachers and other district staff who work with students, and alternative assessments of student achievement while making the transition to the required Minnesota Academic Standards.

III. ESTABLISHMENT OF CURRICULUM AND INSTRUCTION

A. Preparatory Content Standards

[To the extent school districts retain preparatory content standards as part of their locally adopted academic standards, school districts should insert in this section how their curriculum and instructional opportunities for all students will address the preparatory content standards, including the primary, intermediate and middle level standards. This section should contain an outline of each learning area's sequence in a manner which provides notice as to when various achievements are expected.]

B. High School Content Standards

The school district will follow Policy 613, Graduation Requirements, as it implements the graduation standards. This policy ensures that all students will receive instruction,

curriculum and assessment which addresses the high school content standards of the Profile of Learning in all learning areas and that the uses of technology are integrated across student learning areas. **[Note: With the repeal of the Profile of Learning, school districts are not required to integrate technology across learning areas and may, in their discretion, delete this provision.]**

[Note: School districts should examine existing graduation requirements and align them to the new requirements.]

C. Assessment of Content Standards

[School districts should insert their procedure for determining where student achievement of preparatory and high school content standards will be assessed.]

D. Additional Requirements

[School districts may wish to consider including additional graduation requirements beyond those required by the Minnesota Academic Standards.]

E. Special Needs Students

[School districts should insert their procedure for addressing preparatory and high school content standards for students with special needs.]

F. Integration of Technology

[School districts may insert their procedure for addressing how technology will be integrated across the learning areas. With the repeal of the Profile of Learning, school districts are not required to integrate technology across learning areas and may, in their discretion, delete this provision.]

G. Evaluation and Remediation of Student Difficulties and Achievement

[School districts should insert their procedure for addressing how diagnosis of student difficulties and remediation will be accomplished as well as how diagnosis of student achievement and acceleration or continuous progress will be accomplished.]

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

Adopted: _____

MSBA/MASA Model Policy 618

Orig. 1998

Revised: _____

Rev. 2019

618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

III. DEFINITIONS

- A. “Above-grade level” test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student’s grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- B. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- C. “Below-grade level” test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student’s current grade level. Notwithstanding the student’s grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- D. “Benchmark” means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

- E. “Career and college ready,” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- F. “Computer-adaptive assessments” means fully adaptive assessments.
- G. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.
- H. “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.
- I. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- J. “Fully adaptive assessments” include on-grade level test items and items that may be above or below a student’s grade level. *[Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.]*
- K. “On-grade level” test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.
- L. “Required standard” means a statewide adopted expectation for student learning in the content areas of English language arts, mathematics, science, social studies, physical education, and the arts, or a locally adopted expectation for student learning in health or the arts.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The *[school board/superintendent/director of instruction]* shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the

extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

[School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in health, world languages, and career and technical education.]

B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
 - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's

final grade in a course, or place a student's assessment score on the student's transcript.

5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The Commissioner of Education must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minn. Stat. § 120B.301(a) and (c); and
 - f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

VI. RIGOROUS COURSE OF STUDY WAIVER

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 - 1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 - 2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 - 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the

students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.

- C. All students, except those eligible for alternative assessments, will be encouraged to participate on a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: _____

MSBA/MASA Model Policy 618

Orig. 1998

Revised: _____

Rev. 2023

618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

III. DEFINITIONS

~~A. "Above-grade level" test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student's grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.~~

A. "Academic standard" means a summary description of student learning in a required content area or elective content area.

~~"Below-grade level" test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student's current grade level. Notwithstanding the student's grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.~~

B. "Benchmark" means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

C. "Career and college ready," for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.

~~"Computer-adaptive assessments" means fully adaptive assessments.~~

D. "Cultural competence," for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.

E. "Elective standards" means a locally adopted expectation for student learning in career

and technical education and world languages.

- F. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- J. ~~"Fully adaptive assessments" include on-grade level test items and items that may be above or below a student's grade level. [Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.]~~
- K. ~~"On-grade level" test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.~~
- GL. "Required standard" means (1) a statewide adopted expectation for student learning in the content areas of ~~English~~ language arts, mathematics, science, social studies, physical education, and the arts, ~~and/or~~ (2) a locally adopted expectation for student learning in health ~~or the arts~~.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The **[school board/superintendent/director of instruction]** shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

[School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in health, world languages, and career and technical education.]

B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:

- a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
 4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
 5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
 6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The [Minnesota](#) Commissioner of Education must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minnesota Statutes section 120B.301(a) and (c); and

- f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

VI. RIGOROUS COURSE OF STUDY WAIVER

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for

postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.

- C. All students, except those eligible for alternative assessments, will be encouraged to participate in a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.3520 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 194 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: _____

MSBA/MASA Model Policy 619

Orig. 1998

Revised: _____

Rev. 2017

619 STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Graduation Assessment Requirements implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Assessment Requirements at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality,

vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

- B. Teachers/Administrators. The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: _____

MSBA/MASA Model Policy 619

Orig. 1998

Revised: _____

Rev. 2017

619 STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Graduation Assessment Requirements implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Assessment Requirements at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality,

vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

B. Teachers/Administrators

The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0640-3501.0655 ~~-(Academic Standards for Language Arts)~~
Minn. Rules Parts 3501.0700-3501.0745 ~~-(Academic Standards for Mathematics)~~
Minn. Rules ~~Parts~~ ~~3501.0800-3501.0820~~15 ~~-(Academic Standards for the Arts)~~
Minn. Rules Parts 3501.0900-3501.0960~~55~~ (Academic Standards in Science)
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. ~~Rules~~ ~~Parts~~ ~~3501.1400-3501.1410~~ ~~-(Academic Standards for Physical Education)~~
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: _____

MSBA/MASA Model Policy 624

Orig. 2003

Revised: _____

Rev. 2019

624 ONLINE LEARNING OPTIONS

[Note: The provisions of this policy substantially reflect the statutory requirements of Minn. Stat. § 124D.095, the Online Learning Option Act.]

I. PURPOSE

The purpose of this policy is to recognize and govern online learning options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- C. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district. An online learning provider must assist an online learning student whose family qualifies for education tax credit to acquire computer hardware and educational software for online learning purposes.
- D. The school district shall continue to provide non-academic services to online learning students.
- E. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

[Note: The school district may itself offer digital learning to its enrolled students. Such digital learning does not generate online learning funds. To the extent digital learning is offered by the school district only to its enrolled students, it is not subject to the Minnesota Department of Education (MDE) reporting or review requirements unless the school district is a full-time online learning provider. See Minn. Stat. § 124D.095, Subd. 4(d) and (e).]

To the extent the school district provides to resident students curriculum that has both physical and electronic components, the school district must make the electronic component accessible to a resident student in a home school at the request of the home-schooled student or student's parent or guardian, provided that the school

district does not incur more than an incidental cost as a result of providing access electronically. See Minn. Stat. § 123B.42.]

III. DEFINITIONS

- A. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- B. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- C. “Enrolling district” means the school district or charter school in which a student is enrolled under Minn. Stat. § 120A.22, Subd. 4, for purposes of compulsory education.
- D. “Full-time online learning provider” means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- E. “Online learning course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online learning course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.
- F. “Online learning” is a form of digital learning delivered by an approved online learning provider under Paragraph III.H.
- G. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minn. Stat. §§ 120A.22 and 120A.24.
- J. “Supplemental online learning” means an online learning course taken in place of a course period at a local district school.

IV. PROCEDURES

A. Dissemination and Receipt of Information

1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
2. The school district will receive and maintain information provided to it by online learning providers.
3. The online learning provider must report or make available information on an individual student's progress and accumulated credit to the student, the student's parent, and the enrolling district in a manner specified by the Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.
4. The enrolling district must designate a contact person to help facilitate and monitor the student's academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. The student and the student's parents must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student's parent must notify the online learning provider of the student's intent to enroll in online learning within ten days of being accepted, at which time the student and the student's parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online learning course or program. An online learning provider must make available the supplemental online learning course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must

notify the online learning provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.

4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider's online learning course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online learning provider; and the online learning provider may make available a response to the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.
5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
6. An online learning student may complete course work at a grade level that is different from the student's current grade level.
7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.

2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online learning provider, other than a digital learning provider offering digital learning to its enrolled students only under Minn. Stat. § 124D.095, Subd. 4(d), must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online learning course syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.
6. Weighted grades will also be applicable if the school district has adopted a policy to offer weighted grades.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 123B.42, Subd. 1a (Curriculum; Electronic Components)
Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option Act)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: _____

MSBA/MASA Model Policy 624
Orig. 2023

Revised: _____

624 ONLINE INSTRUCTION

[Note: In 2023, the Minnesota Legislature repealed the Online Learning Option Act (Minnesota Statutes, section 124D.095) and replaced it with the Online Instruction Act (Minnesota Statutes, section 124D.094). This policy fully replaces the old Model Policy 624].

I. PURPOSE

The purpose of this policy is to recognize and govern online instruction options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online instruction site for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online instruction.
- B. The school district shall grant academic credit for completing the requirements of an online instruction course or program.

III. DEFINITIONS

- A. "Blended instruction" means a form of digital instruction that occurs when a student learns part time in a supervised physical setting and part time through online instruction under paragraph (E).
- B. "Digital instruction" means instruction facilitated by technology that offers students an element of control over the time, place, path, or pace of learning and includes blended and online instruction.
- C. "Enrolling district" means the school district in which a student is enrolled under Minnesota Statutes, section 120A.22, subdivision 4.
- D. "Online course syllabus" means a written document that identifies the state academic standards taught and assessed in a supplemental online course under paragraph (I); course content outline; required course assessments; instructional methods; communication procedures with students, guardians, and the enrolling district under paragraph (C); and supports available to the student.
- E. "Online instruction" means a form of digital instruction that occurs when a student learns primarily through digital technology away from a supervised physical setting.
- F. "Online instructional site" means a site that offers courses using online instruction under paragraph (E) and may enroll students receiving online instruction under paragraph (E).
- G. "Online teacher" means an employee of the enrolling district under paragraph (C) or the

supplemental online course provider under paragraph (J) who holds the appropriate licensure under Minnesota Rules, chapter 8710, and is trained to provide online instruction under paragraph (E).

- H. "Student" means a Minnesota resident enrolled in a school defined under Minnesota Statutes, section 120A.22, subdivision 4, in kindergarten through grade 12 up to the age of 21.
- I. "Supplemental online course" means an online learning course taken in place of a course provided by the student's enrolling district under paragraph (C).
- J. "Supplemental online course provider" means a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that is authorized by the Minnesota Department of Education (MDE) to provide supplemental online courses under paragraph (I).

IV. DIGITAL INSTRUCTION

- A. An enrolling district may provide digital instruction, including blended instruction and online instruction, to the district's own enrolled students. Enrolling districts may establish agreements to provide digital instruction, including blended instruction and online instruction, to students enrolled in the cooperating schools.
- B. When online instruction is provided, an online teacher shall perform all duties of teacher of record under Minnesota Rules, part 8710.0310. Unless the Commissioner of MDE grants a waiver, a teacher providing online instruction shall not instruct more than 40 students in any one online learning course or section.
- C. Students receiving online instruction full time shall be reported as enrolled in an online instructional site.
- D. Curriculum used for digital instruction shall be aligned with Minnesota's current academic standards and benchmarks.
- E. Digital instruction shall be accessible to students under section 504 of the federal Rehabilitation Act and Title II of the federal Americans with Disabilities Act.
- F. An enrolling district providing digital instruction and a supplemental online course provider shall assist an enrolled student whose family qualifies for the education tax credit under Minnesota Statutes, section 290.0674 to acquire computer hardware and educational software so they may participate in digital instruction. Funds provided to a family to support digital instruction or supplemental online courses may only be used for qualifying expenses as determined by the provider. Nonconsumable materials purchased with public education funds remain the property of the provider. Records for any funds provided must be available for review by the public or MDE.
- G. An enrolling district providing digital instruction shall establish and document procedures for determining attendance for membership and keep accurate records of daily attendance under Minnesota Statutes, section 120A.21.

V. SUPPLEMENTAL ONLINE COURSES

- A. Notwithstanding Minnesota Statutes, sections 124D.03 and 124D.08 and Minnesota

Statutes, chapter 124E, procedures for applying to take supplemental online courses other than those offered by the student's enrolling district are as provided in this subdivision.

- B. Any kindergarten through grade 12 student may apply to take a supplemental online course. The student, or the student's parent or guardian for a student under age 17, must submit an application for the proposed supplemental online course or courses. A student may:
 - 1. apply to take an online course from a supplemental online course provider that meets or exceeds the academic standards of the course in the enrolling district they are replacing;
 - 2. apply to take supplemental online courses for up to 50 percent of the student's scheduled course load; and
 - 3. apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun. An enrolling district may waive the 50 percent course enrollment limit or the 15-day time limit.
- C. A student taking a supplemental online course must have the same access to the computer hardware and education software available in a school as all other students in the enrolling district.
- D. A supplemental online course provider must have a current, approved application to be listed by MDE as an approved provider. The supplemental online course provider must:
 - 1. use an application form specified by MDE;
 - 2. notify the student, the student's guardian if they are age 17 or younger, and enrolling district of the accepted application to take a supplemental online course within ten days of receiving a completed application;
 - 3. notify the enrolling district of the course title, credits to be awarded, and the start date of the online course. A supplemental online course provider must make the online course syllabus available to the enrolling district;
 - 4. request applicable academic support information for the student, including a copy of the IEP, EL support plan, or 504 plan; and
 - 5. track student attendance and monitor academic progress and communicate with the student, the student's guardian if they are age 17 or younger, and the enrolling district's designated online learning liaison.
- E. A supplemental online course provider may limit enrollment if the provider's school board or board of directors adopts by resolution specific standards for accepting and rejecting students' applications. The provisions may not discriminate against any protected class or students with disabilities.
- F. A supplemental online course provider may request that MDE review an enrolling district's written decision to not accept a student's supplemental online course application. The student may participate in the supplemental online course while the application is under review. Decisions shall be final and binding for both the enrolling district and the supplemental online course provider.

- G. A supplemental online course provider must participate in continuous improvement cycles with MDE.

VI. ENROLLING DISTRICT

- A. An enrolling district may not restrict or prevent a student from applying to take supplemental online courses.
- B. An enrolling district may request an online course syllabus to review whether the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district.
- C. Within 15 days after receiving notice of a student applying to take a supplemental online course, the enrolling district must notify the supplemental online course provider whether the student, the student's guardian, and the enrolling district agree that academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district. If the enrolling district does not agree that the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district, then:
 - 1. the enrolling district must provide a written explanation of the district's decision to the student, the student's guardian, and the supplemental online course provider; and
 - 2. the online provider must provide a response to the enrolling district explaining how the course or program meets the graduation requirements of the enrolling district.
- D. An enrolling district may reduce the course schedule of a student taking supplemental online courses in proportion to the number of supplemental online learning courses the student takes.
- E. An enrolling district must appoint an online learning liaison who:
 - 1. provides information to students and families about supplemental online courses;
 - 2. provides academic support information including IEPs, EL support plans, and 504 plans to supplemental online providers; and
 - 3. monitors attendance and academic progress, and communicates with supplemental online learning providers, students, families, and enrolling district staff.
- F. An enrolling district must continue to provide support services to students taking supplemental online courses as they would for any other enrolled student including support for English learners, case management of an individualized education program, and meal and nutrition services for eligible students.
- G. An online learning student must receive academic credit for completing the requirements of a supplemental online learning course. If a student completes an online learning course that meets or exceeds a graduation standard or the grade progression requirement at the enrolling district, that standard or requirement is met.

- H. Secondary credits granted to a supplemental online learning student count toward the graduation and credit requirements of the enrolling district. The enrolling district must apply the same graduation requirements to all students, including students taking supplemental online courses.
- I. An enrolling district must provide access to extracurricular activities for students taking supplemental online courses on the same basis as any other enrolled student.

VII. REPORTING

Courses that include blended instruction and online instruction must be reported in the manner determined by the Commissioner of MDE.

LEGAL REFERENCES: Minn. Stat. § 120A.21 (Enrollment of a Student in Foster Care)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 124D.03 (Enrollment Options Act)
Minn. Stat. § 124D.08 (School Board’s Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Rules Ch. 8710 (Teacher and Other School Professional Licensing)

CROSS REFERENCES: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)

SCHOOL BOARD OFFICERS

BARNESVILLE PUBLIC SCHOOL
ISD 146
202 SCHOOL BOARD OFFICERS

POLICY 202
SERIES 200 SCHOOL BOARD

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair
 - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
 - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.
- B. Treasurer
 - 1. The treasurer shall deposit the funds of the school district in the official depository.
 - 2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
 - 3. In the event there are insufficient funds on hand to pay valid orders presented

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ISD 146**

**POLICY 202
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to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the Commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

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1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References:

Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District) MSBA/MASA Model Policy 201 (Legal Status of the School Board) MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

SCHOOL BOARD MEETING MINUTES

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 204
SERIES 200 SCHOOL BOARD

204 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

- A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- B. Recordings of Closed Meetings
 1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
 2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's

Adopted:

Revised: 3/15/2024

Effective: 7.15.2024

SCHOOL BOARD MEETING MINUTES

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Records Retention Schedule.

3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the

Adopted:

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SCHOOL BOARD MEETING MINUTES

BARNESVILLE PUBLIC SCHOOL
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subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Form of Public Notices)
Minn. Stat. § 331A.08, Subd. 3 (Computation of Time)
Op. Atty. Gen. 161-a-20 (Dec. 17, 1970)
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

OPEN MEETINGS AND CLOSED MEETINGS

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 205
SERIES 200 SCHOOL BOARD

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

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

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.
 - 2. Special Meetings
 - a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the bulletin board at

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the District Office. The school board's actions at the special meeting are limited to those topics included in the notice.

- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.

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- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under. Minnesota Statutes chapter 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes section 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

- B. Votes

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

- C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

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D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

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

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is

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reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

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

5. Attorney-Client Privilege Meeting

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

6. Dismissal Hearing

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

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a

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licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.

- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota Statutes section 13D.05 to discuss educational or certain other nonpublic data.
- e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

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

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

(2) active investigative data collected or created by a law enforcement agency;

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or

(4) an individual's personal medical records.

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

9. Purchase and Sale of Property

- a. The school board may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the school district;

(2) to review confidential or nonpublic appraisal data; and

(3) to develop or consider offers or counteroffers for the purchase

Adopted:

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or sale of real or personal property.

- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

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

11. Other Meetings

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

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting.

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A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

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

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin "C" (Minnesota's Open Meeting Law)

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**206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT
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I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used

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to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

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

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

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

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

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);

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

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

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

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), whether or not they live in the School District, and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives

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or spokespersons to speak on behalf of the group or organization.

5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

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

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

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meeting to address the board.

D. No Board Action at Same Meeting

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

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SERIES 200 SCHOOL BOARD**

MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 210
SERIES 200 SCHOOL BOARD

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price

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- at which the goods or services could be obtained elsewhere.
- b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (**Note:** *This section applies only when the school district has a population of 1,000 or less according to the last federal census.*)
6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that

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other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)
Minn. Stat. § 123B.195 (Board Member’s Right to Employment)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

EMPLOYEE BACKGROUND CHECKS

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POLICY 404
SERIES 400 EMPLOYEES/PERSONNEL

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history

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consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the individual executes a written consent form giving the school district access to the results of the check; and
 - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic

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coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.

- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

VETERAN'S PREFERENCE

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POLICY 405
SERIES 400 EMPLOYEES/PERSONNEL

405 VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

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- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

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POLICY 407
SERIES 400 EMPLOYEES/PERSONNEL

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Minnesota Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct

EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

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result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.

- F. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

**BARNESVILLE PUBLIC SCHOOL
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**POLICY 414
SERIES 400 EMPLOYEES/PERSONNEL**

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minnesota Statutes chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child's physical or mental health when reasonably able to do so;

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

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules chapter 9503.

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- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes section 125A.0942 or 245.825.

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

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

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes section 609.341, subdivision 15), or by a person in a current or recent position

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of authority (as defined in Minnesota Statutes section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes section 243.166, subdivision 1b(a) or (b).

- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise., The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any

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way that is habitual or excessive.

- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local

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welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

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Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

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415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. "Mandated reporter" means a professional or professional's delegate while engaged in education.
- G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.
- I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.

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- J. "School personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. "Vulnerable adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes section 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to provide adequately for the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

IV. REPORTING PROCEDURES

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

V. INVESTIGATION

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

VI. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 13.02 (Government Data Practices; Definitions)
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

DRUG, ALCOHOL, AND CANNABIS TESTING

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416 DRUG, ALCOHOL, AND CANNABIS TESTING

I. PURPOSE

- A. The school board recognizes the significant problems created by drug, alcohol, and cannabis use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug, alcohol, and cannabis use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug, alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver’s license will be required to undergo drug and alcohol testing and cannabis testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver’s license, submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs that are not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol or cannabis is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol or cannabis is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol or cannabis are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline that may include,

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but is not limited to, immediate suspension without pay and immediate discharge.

- F. The school district may discipline, discharge, or take other adverse personnel action against an employee for cannabis flower, cannabis product, lower-potency hemp edible, or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working, on school district premises, or operating a school district vehicle, machinery, or equipment as follows:
1. if, as the result of consuming cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product, the employee does not possess that clearness of intellect and control of self that the employee otherwise would have;
 2. if cannabis testing verifies the presence of cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product following a confirmatory test;
 3. as provided in the school district’s written work rules for cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products and cannabis testing, provided that the rules are in writing and in a written policy that contains the minimum information required by section 181.952; or
 4. as otherwise authorized or required under state or federal law or regulations, or if a failure to do so would cause the school district to lose a monetary or licensing-related benefit under federal law or regulations.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver’s license requirements shall be tested for alcohol, cannabis (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. “Actual Knowledge” means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee’s use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee’s admission, except when made in connection with a qualified employee self-admission program.
2. “Alcohol Screening Device” (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. “Breath Alcohol Technician” (BAT) means an individual who instructs and assists

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individuals in the alcohol testing process and who operates the EBT.

4. "Commercial Motor Vehicle" (CMV) includes a vehicle that is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receives test results and other communications for the school district.
6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. "Direct Observation" means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent, or occasional drivers, leased drivers, and independent owner-operator contractors.
9. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. "Licensed Medical Practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
12. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer's

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instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

13. "Safety-Sensitive Functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
14. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. "Stand Down" means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory report to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test before the MRO completes the verification process.
16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver's or a coworker's); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.

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4. The school district shall require each driver to sign a statement certifying that the driver received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

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8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of

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DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query (see Attachment C to this policy). The school district shall retain the consent for three (3) years from the date of the query.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours

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following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty, within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required

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observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.

- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
 - d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.
 6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
 7. Refusal to Submit and Attendant Consequences
 - a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
 - b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code, section 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
 - c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
 - d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate

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and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment D to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact

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the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the

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completion of the screening test.

- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be [***name, address, telephone number***], which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minnesota Statutes, chapter 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.
2. The required records shall be retained for the following minimum periods:

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Basic records 5 years

“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Alcohol and controlled substance collection procedures	2 years
Negative and cancelled controlled substance tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse (“Clearinghouse”) as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows
 - i. Any on-duty alcohol use;
 - ii. Any pre-duty alcohol use;
 - iii. Any alcohol use following an accident; and
 - iv. Any controlled substance use.
- f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;
- g. Any negative return-to-duty test; and
- h. Any employer’s report of completion of follow-up testing.

N. Training

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The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.
2. Referral, Evaluation, and Treatment
 - a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.
 - b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.
 - c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
 - d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.
3. Disciplinary Action
 - a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
 - b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
 - c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's

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other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to cannabis testing or drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo cannabis testing or drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations 382.701.

2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.

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3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. CANNABIS TESTING OR DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing or cannabis testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing or cannabis testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Definitions

1. "Cannabis testing" means the analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, as defined in Minnesota Statutes, section 342.01, subdivision 16, cannabis products, as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, hemp-derived consumer products as defined in section 342.01, subdivision 37, or cannabis metabolites in the sample tested. The definitions in this section apply to cannabis testing unless stated otherwise.
2. "Confirmatory test" and "confirmatory retest" mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
3. "Drug" means a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, but does not include marijuana, tetrahydrocannabinols, cannabis flower as defined in section 342.01, subdivision 16, cannabis products as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, and hemp-derived consumer products as defined in section 342.01, subdivision 37.
4. "Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.

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5. "Employee" means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for an employer.
 6. "Initial screening test" means a drug or alcohol test or cannabis test_which uses a method of analysis under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
 7. "Job Applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III).
 8. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
 9. "Positive Test Result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
 10. "Random Selection Basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
 11. "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
 12. "Safety-Sensitive Position" means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.
- B. Circumstances Under Which Cannabis Testing or Drug or Alcohol Testing May Be Requested or Required; Exceptions
1. General Limitations

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- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or cannabis testing, unless the testing is done pursuant to this policy; and is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing or cannabis testing on an arbitrary and capricious basis.

2. Cannabis Testing Exceptions

For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions in Minnesota Statutes, sections 181.950 to 181.957:

- a. a safety-sensitive position, as defined in Minnesota Statutes, section 181.950, subdivision 13;
- b. a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children;
- c. a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;
- d. a position of employment funded by a federal grant; or
- e. any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

3. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

- a. The school district must not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.

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- b. Unless otherwise required by state or federal law, the school district must not refuse to hire a job applicant solely because the job applicant submits to a cannabis test or a drug and alcohol test authorized by Minnesota law and the results of the test indicate the presence of cannabis.
- c. The school district must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.
- d. Cannabis testing authorized under paragraph (d) must comply with the safeguards for testing employees provided in Minnesota Statutes, sections 181.953 and 181.954.

4. Random Testing

The school district may request or require "other employees" to undergo cannabis testing or drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

5. Reasonable Suspicion Testing

The school district may request or require any employee to undergo cannabis testing or drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of cannabis, drugs, or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

6. Treatment Program Testing

The school district may request or require any employee to undergo cannabis testing and drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo cannabis testing and drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment

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program.

7. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

C. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV.D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or requesting cannabis testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing or cannabis testing policy.

2. Notice of Test Results

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Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing or cannabis testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test or cannabis test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information (see Attachment G to this policy).
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry or of enrollment in a Tribal medical cannabis program as part of the employee's explanation.
- d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.
- e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the

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original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, alcohol, or cannabis threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments F and G to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which may include, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test or cannabis test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug, alcohol, or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or

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rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.

4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the

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sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;

2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes, chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes, chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug, alcohol, and cannabis testing policy to all affected employees upon adoption of the policy, to a previously non-affected

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employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment H to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Part 382 (Controlled Substances and Alcohol Use and Testing)

Cross-References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

**STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER
COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

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**420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND
DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS
CONDITIONS**

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in

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consultation with the educational planning team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school nurse, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

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H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B

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vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 142 (Testing in School Clinics)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

OVERDOSE MEDICATION

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SERIES 500 STUDENTS

516.5 OVERDOSE MEDICATION

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)¹, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is the Nurse.
- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **"Standing Order"** means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:

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1. Administration type
2. Dosage
3. Date of issuance
4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. School District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a school district-wide collaborative planning and implementation team ("School District Planning Team") who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

1. The School District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
2. The School District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The School District Planning Team will develop school district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school district board, these guidelines and procedures will be attached and incorporated

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into this policy. At a minimum, these guidelines and procedures will:

- a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The School District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.
- E. Site Planning Teams
1. In consultation with the School District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
 2. The Site Planning Team will be responsible for the coordination and implementation of this policy, school district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and school district wide procedures and guidelines.
- F. School District Staff
- School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the

OVERDOSE MEDICATION

**BARNESVILLE PUBLIC SCHOOL
ISD 146**

**POLICY 516.5
SERIES 500 STUDENTS**

school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the School District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)

Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

Barnesville Public School
Student Enrollment
SY 2023-2024

	2022-23 Oct 1 Count	2022-23 End-of-Year	2023-24 Projection	Sep 8	Oct 1	Nov 1	Dec 1	Jan 1	Feb 1	Mar 1	Apr 1	May 1	May 25
Grade K	81	81	70	56	56	56	56	56	56	56	56	56	56
Grade 1	71	70	76	74	74	74	74	75	75	75	76	76	76
Grade 2	76	78	75	72	72	72	72	71	71	71	71	71	71
Grade 3	68	68	73	76	76	76	76	76	76	76	76	75	75
Grade 4	76	76	72	72	72	72	72	73	73	73	73	73	73
Grade 5	71	70	66	76	76	76	76	75	74	73	73	73	73
Grade 6	60	61	69	68	68	68	68	68	67	68	68	68	68
	503	504	502	494	494	494	494	494	492	492	493	492	492
Grade 7	75	75	71	59	59	59	59	59	60	60	59	59	59
Grade 8	64	63	69	74	74	74	74	74	74	74	73	73	73
Grade 9	64	61	66	60	60	60	60	60	59	59	59	60	60
Grade 10	65	62	68	58	58	58	58	57	56	56	57	57	57
Grade 11	74	72	67	59	59	60	60	60	60	60	60	60	60
Grade 12	64	62	58	68	68	68	68	68	67	67	67	67	67
	406	395	399	378	378	379	379	378	376	376	375	376	376
Grades K-12	909	899	901	872	872	873	873	872	868	868	868	868	868

15. Dates to Remember

A. Regular School Board Meeting

1) Monday, July 15, 2024, 7:00 PM, Barnesville High School

16. Adjournment