

**BRECKENRIDGE SCHOOL BOARD MEETING
INDEPENDENT SCHOOL DISTRICT #846
WEDNESDAY, OCTOBER 21, 2020
REGULAR MEETING - 4:00 PM
ELEMENTARY GYMNASIUM
810 BEEDE AVENUE
BRECKENRIDGE, MN 56520**

AGENDA

- 1. In accordance with Minnesota Statutes 13D.021, members of the public may attend this meeting in person or virtually. Physical distancing and face masks are required to attend in person. Due to the current health pandemic, persons may monitor this meeting from a remote location by conference call - Phone: 1-575-394-8564 PIN: 709 298 031#**
- 2. Call the Meeting to Order**
 - A. Pledge of Allegiance
 - B. School Happenings
- 3. Approval of Agenda**
- 4. Public Input**
 - A. Public comment for school board meetings may be submitted to affieldc@breckenridge.k12.mn.us by 2:00 p.m. the day before the meeting.
- 5. Approval of Consent Agenda**
 - A. Minutes

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The Regular Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota met Wednesday, September 16, 2020, at 4:00 PM in the Elementary School Gymnasium with a virtual component due to the COVID health pandemic.

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

Members Present: Arnhalt, Ernst, Hasbargen, E. Johnson, Mikkelson (virtually), Neppl and Superintendent Cordes

Member Absent: B. Johnson

Ex-officio Member Present: Finkral

Chairperson E. Johnson called the regular meeting to order virtually at 4:03 PM with the Pledge of Allegiance recited.

Superintendent Cordes thanked Vision Ford, in connection with Coffee with KFGO Radio, for donations of \$1,070 to Angel Funds. She also thanked Lisa and Mike Dupree for their donation of face brackets to be used under teacher face masks to make wearing a mask all day a bit easier.

Motion by Hasbargen to approve the agenda adding Resignation: Deborah Dusek, Title I Para-Educator Arnhalt seconded the motion. 6-0

Public input was received from a parent regarding his concern of students being required to wear masks in school.

CONSENT AGENDA:

Motion by Ernst, seconded by Neppl to approve the consent agenda. 6-0

Previous month's minutes – August 18, 2020

Financial reports as presented including:

Checks #123915 - #123986 in the amount of \$106,751.54

Wire disbursements of \$129,264.87 (8/14/20 through 9/10/20)

Hires: Jessica Dolechek, Special Ed Para-Educator; Julie Mikkelson, Cook's Helper; Paige Rudick, Special Ed Para-Educator; Katie Tschakert, Special Ed Para-Educator; Madelyn Anderson, *SACC Assistant; Sierra Hansey, *SACC Assistant; Ella Marts, *SACC Assistant; Mattea Vig, *SACC Assistant (*hired for this school year); Laura Holzworth, Early Childhood Coordinator (LCSC); Teresa Day, K-3 Literacy Tutor (MN Reading Corps); Kaitlyn Walsh, K-3 Literacy Tutor (MN Reading Corps)

Resignations: Ashley Berndt, Special Ed Para-Educator; Mindi Bruce, Para-Educator; Susie Espinoza-Hernandez, Special Ed Para-Educator; Tanner Nygaard, Student Support

Advocate/Native American Liaison; Steve Sampson, Technology Specialist; Judy Smith, Assistant Cook; Deborah Dusek, Title I Para-Educator; Heather Miller, Early Childhood Coordinator (LCSC)

Reviewed enrollment numbers.

COMMUNICATIONS:

Superintendent – Diane Cordes – reported

♦ enrollment numbers are down from last year ♦ school year started well ♦ MSHSL update - last year's cost \$2,090 / this year's cost \$8,243

Business Manager – Neil Kusler – reported

♦ COVID costs to date are over \$100,000

Elementary Principal – Corinna Erickson – reported

♦ back to school open house individual conferences – nearly 100% participation ♦ title I family and staff planning meeting

High School Principal – Craig Peterson – reported

♦ back to school reentry plan went well ♦ block schedule this year ♦ summer school was a success

Negotiations Committee – reported

- ◆ MSEA negotiations

OLD BUSINESS:

Second reading of Policy 422 Policies Incorporated by Reference; Policy 496 Political Campaigns and Activities; Policy 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process; Policy 523 Policies Incorporated by Reference

Neppl left the meeting at 4:45 PM.

NEW BUSINESS:

Motion by Arnhalt to adopt the RESOLUTION ACCEPTING DONATIONS for the following:

August donations received: \$10,535.00 – \$10,410.00 Anonymous (football uniforms); \$100.00 Touchdown Club (teambuildr); \$25.00 Lisa Kunkel (speed and strength)

Ernst seconded the motion. 5-0 (copy on file)

Motion by Hasbargen to appoint junior, Riley Finkral as ex-officio student representative to the Board of Education. Arnhalt seconded the motion. 5-0

Motion by Hasbargen, seconded by Mikkelson to approve the online submission of the Assurance of Compliance Report to MDE. The report assures the Federal and State Departments of Education that ISD#846 is not knowingly participating in any discrimination acts. 5-0

Motion by Arnhalt, seconded by Ernst to authorize Superintendent Diane Cordes as the Identified Official with Authority (IOwA) to assign job duties and authorize user access to the Minnesota Department of Education secure websites for the Breckenridge School District #0846-01. 5-0 (Resolution on file)

Motion by Hasbargen, seconded by Ernst to approve the contract with Wilkin County Public Health to provide services in regard to hearing, vision and scoliosis screening along with assisting early childhood screening for 2020/2021 at a cost of \$30 per hour. 5-0

Motion by Ernst to schedule the Truth and Taxation meeting for Wednesday, December 16th along with the regularly scheduled board meeting. Arnhalt seconded the motion. 5-0

Motion by Arnhalt, seconded by Hasbargen to approve the Preliminary Levy Certification to levy the maximum amount for 2020 payable 2021. 5-0

Motion by Ernst, seconded by Arnhalt to approve the 2020/2021 Student Fundraising requests. 5-0 (copy on file)

Motion by Hasbargen, seconded by Arnhalt to approve Memorandums of Understanding for 2020/2021 with the Teacher's Union Local 1299 and Stan Goldade for a zero hour math class and Derek Grahn for a zero hour business class to be taught at the high school and Nadine Kramer to increase her to a full time classroom teacher for elementary class size reduction due to COVID. 5-0 (copy on file)

Motion by Ernst, seconded by Hasbargen to adjourn at 5:03 PM. 5-0

Next regular meeting date Wednesday, October 21, 2020 at 4:00 PM.

Chair

Clerk

B. Financials

1. Financial Report & Bills

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Breckenridge Public School

Payment Register

Check #	Vendor #	Vendor Name	Date	Amount	Description	Fund
	39	MN DEPT OF REVENUE (EFT)	9/15/2020	5,129.53	MN State Withholding Payable	General
		MN DEPT OF REVENUE (EFT) Total		5,129.53		
	599	P.E.R.A.	9/15/2020	5,428.06	PERA Payable	General
		P.E.R.A. Total		5,428.06		
	600	TEACHERS RETIREMENT ASSN.	9/15/2020	21,916.61	TRA Payable	General
		TEACHERS RETIREMENT ASSN. Total		21,916.61		
	1052	AMERICAN FAM. LIFE ASSURANCE	9/15/2020	343.55	AFLAC Payable	General
		AMERICAN FAM. LIFE ASSURANCE Total		343.55		
	1233	EFPTS	9/15/2020	26,217.84	FICA Payable	General
	1233	EFPTS	9/15/2020	14,032.58	Federal Withholding Payable	General
		EFPTS Total		40,250.42		
	1753	MN STATE RETIREMENT SYSTEM	9/15/2020	134.93	HCSP Payable	General
		MN STATE RETIREMENT SYSTEM Total		134.93		
	2251	FURTHER (FSA/ HSA)	9/15/2020	5,453.25	HSA Deductions	General
		FURTHER (FSA/ HSA) Total		5,453.25		
	2277	EDUCATORS BENEFIT ACH	9/15/2020	1,837.63	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	9/15/2020	1,152.04	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	9/15/2020	744.17	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	9/15/2020	713.36	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	9/15/2020	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	9/15/2020	7,439.82	Tax Shelter Payable	General
		EDUCATORS BENEFIT ACH Total		12,544.94		
	172	CASH-WA DISTRIBUTING	9/15/2020	2,946.90	Food	Food Service
	172	CASH-WA DISTRIBUTING	9/15/2020	-23.14	Food	Food Service
	172	CASH-WA DISTRIBUTING	9/15/2020	-40.94	Food	Food Service
	172	CASH-WA DISTRIBUTING	9/16/2020	2,104.92	Food	Food Service
	172	CASH-WA DISTRIBUTING	9/18/2020	-34.11	Food	Food Service
	172	CASH-WA DISTRIBUTING	9/18/2020	-47.99	Food	Food Service
	172	CASH-WA DISTRIBUTING	9/18/2020	2,016.85	Food	Food Service
	172	CASH-WA DISTRIBUTING	9/18/2020	2,273.65	Food	Food Service
		CASH-WA DISTRIBUTING Total		9,196.14		
	3538	SCHOOL ADMINISTRATIVE SPECIALTY SERVI	9/18/2020	11,273.33	S.A.S.S. Contract	General
		SCHOOL ADMINISTRATIVE SPECIALTY SERVICES Total		11,273.33		
	172	CASH-WA DISTRIBUTING	9/23/2020	5 44.52	Food	Food Service
	172	CASH-WA DISTRIBUTING	9/25/2020	2,521.43	Food	Food Service
	172	CASH-WA DISTRIBUTING	9/25/2020	2,050.41	Food	Food Service

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		CASH-WA DISTRIBUTING Total		4,616.36		
2251	FURTHER (FSA/ HSA)	9/30/2020	1,796.00	Flex Deductions 9/1/20-8/31/21	General	
	FURTHER (FSA/ HSA) Total		1,796.00			
39	MN DEPT OF REVENUE (EFT)	9/30/2020	5,321.79	MN State Withholding Payable	General	
	MN DEPT OF REVENUE (EFT) Total		5,321.79			
599	P.E.R.A.	9/30/2020	9,414.88	PERA Payable	General	
	P.E.R.A. Total		9,414.88			
600	TEACHERS RETIREMENT ASSN.	9/30/2020	21,436.79	TRA Payable	General	
	TEACHERS RETIREMENT ASSN. Total		21,436.79			
1233	EFPTS	9/30/2020	30,056.76	FICA Payable	General	
1233	EFPTS	9/30/2020	14,513.70	Federal Withholding Payable	General	
	EFPTS Total		44,570.46			
1753	MN STATE RETIREMENT SYSTEM	9/30/2020	130.87	HCSP Payable	General	
	MN STATE RETIREMENT SYSTEM Total		130.87			
2251	FURTHER (FSA/ HSA)	9/30/2020	6,068.25	HSA Deductions	General	
	FURTHER (FSA/ HSA) Total		6,068.25			
2277	EDUCATORS BENEFIT ACH	9/30/2020	1,877.63	Tax Shelter Payable	General	
2277	EDUCATORS BENEFIT ACH	9/30/2020	1,152.04	Tax Shelter Payable	General	
2277	EDUCATORS BENEFIT ACH	9/30/2020	744.17	Tax Shelter Payable	General	
2277	EDUCATORS BENEFIT ACH	9/30/2020	395.86	Tax Shelter Payable	General	
2277	EDUCATORS BENEFIT ACH	9/30/2020	657.92	Tax Shelter Payable	General	
2277	EDUCATORS BENEFIT ACH	9/30/2020	6,980.68	Tax Shelter Payable	General	
	EDUCATORS BENEFIT ACH Total		11,808.30			
3459	AMERITAS LIFE INSURANCE	10/2/2020	193.64	Vision Insurance	General	
	AMERITAS LIFE INSURANCE Total		193.64			
14	ND STATE TAX COMMISSIONER	10/2/2020	1,694.56	Nd State Withholding Payable	General	
	ND STATE TAX COMMISSIONER Total		1,694.56			
172	CASH-WA DISTRIBUTING	10/2/2020	2,281.62	Food	Food Service	
172	CASH-WA DISTRIBUTING	10/2/2020	3,128.41	Food	Food Service	
	CASH-WA DISTRIBUTING Total		5,410.03			
2267	WASTE MANAGEMENT OF ND	10/2/2020	336.42	Garbage	General	
2267	WASTE MANAGEMENT OF ND	10/2/2020	344.21	Garbage	General	
2267	WASTE MANAGEMENT OF ND	10/2/2020	107.97	Garbage	General	
	WASTE MANAGEMENT OF ND Total		788.60			
1129	AMAZON.COM	10/2/2020	6	127.18	Amazon Prime Membership	General
	AMAZON.COM Total			127.18		
1454	702 COMMUNICATIONS	10/2/2020	30.58	Telephone	General	

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	1454	702 COMMUNICATIONS	10/2/2020	35.99	Telephone	General
	1454	702 COMMUNICATIONS	10/2/2020	354.60	Telephone	General
	1454	702 COMMUNICATIONS	10/2/2020	354.59	Telephone	General
		702 COMMUNICATIONS Total		775.76		
	2727	AMERICAN EXPRESS	10/2/2020	115.00	Miscellaneous	General
	2727	AMERICAN EXPRESS	10/2/2020	537.80	General Supply	General
	2727	AMERICAN EXPRESS	10/2/2020	-537.80	General Supply	General
	2727	AMERICAN EXPRESS	10/2/2020	537.80	General Supply	General
	2727	AMERICAN EXPRESS	10/2/2020	-34.60	General Supply	General
	2727	AMERICAN EXPRESS	10/2/2020	34.60	General Supply	General
	2727	AMERICAN EXPRESS	10/2/2020	-34.60	General Supply	General
	2727	AMERICAN EXPRESS	10/2/2020	-89.97	General Supply	General
	2727	AMERICAN EXPRESS	10/2/2020	89.97	General Supply	General
	2727	AMERICAN EXPRESS	10/2/2020	-89.97	General Supply	General
	2727	AMERICAN EXPRESS	10/5/2020	10.68	Letterclub Supplies	Student Activities
		AMERICAN EXPRESS Total		538.91		
	193	GREAT PLAINS NATURAL GAS	10/7/2020	30.89	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	10/7/2020	38.74	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	10/7/2020	99.71	Gas	General
	193	GREAT PLAINS NATURAL GAS	10/7/2020	1,100.40	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	10/7/2020	251.46	Heating Fuel	General
		GREAT PLAINS NATURAL GAS Total		1,521.20		
	172	CASH-WA DISTRIBUTING	10/9/2020	2,457.89	Food	Food Service
	172	CASH-WA DISTRIBUTING	10/9/2020	2,001.63	Food	Food Service
		CASH-WA DISTRIBUTING Total		4,459.52		
	1129	AMAZON.COM	10/9/2020	29.99	B07NDNHXNM OontZ Angle 3 Coca-Cola Edition - Enhanced Stereo IPX5 Splashproof Bluetooth Speaker with AMP 10 Watts Power, Bass Radiator, 100' Wireless	General
	1129	AMAZON.COM	10/9/2020	7 21.20	B00A45VF2S Cardinal Economy 3-Ring Binders, 1", Round Rings, Holds 225 Sheets, ClearVue Presentation View, Non-Stick, White, Carton of 12 (90621)	General

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	1129	AMAZON.COM	10/9/2020	34.89	B07MJLZGS6 ARTEZA Black Steel Display Easel, 63" Tall, Pack of 3, Portable, Easy Assembly, Sturdy, Ideal for Trade Shows, Presentations, Posters, Art	General
	1129	AMAZON.COM	10/9/2020	9.88	B07CJN1VTM Dual Tip Art Marker Pens Fine Point Journal Pens & Colored Brush Markers for Kid Adult Coloring Books Drawing Planner Calendar Art Projects	General
	1129	AMAZON.COM	10/9/2020	2.66	B003ULCZ7M Elmer's Disappearing Purple School Glue, Washable, 12 Pack	General
	1129	AMAZON.COM	10/9/2020	22.87	B075KP5JLH SimpleHouseware Metal Desk Monitor Stand Riser with Organizer Drawer	General
	1129	AMAZON.COM	10/9/2020	19.96	B07C425X2N Better Office Sheet Protectors, 50 Pack	General
	1129	AMAZON.COM	10/9/2020	55.99	B078GDYXLB Blue Summit Supplies 30 Pack Dry Erase Lapboard Classroom Set, Includes 30 Whiteboards 9 x 12 Inch, 30 Markers, 30 Erasers, Ideal for Teach	General
	1129	AMAZON.COM	10/9/2020	9.99	B07VRB1FPS Yoklili Punch Cards Circle Hand Punch Kit, 3.5" x 2", Incentive Loyalty Reward Card for Classroom Business Kids Behavior Students Teachers,	General
	1129	AMAZON.COM	10/9/2020	11.99	B00QSR9KFU AmazonBasics Legal/Wide Ruled 8-1/2 by 11-3/4 Legal Pad - Canary (50 Sheet Paper Pads, 12 pack)	General
	1129	AMAZON.COM	10/9/2020	17.99	B07FF3MJB2 AmazonBasics Hardboard Office Clipboard - 12-Pack	General

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	1129	AMAZON.COM	10/9/2020	14.99	B07P5R84YP Electric Pencil Sharpener, Jelly Comb Battery Operated Pencil Sharpener(No Cord) Ideal for No.2 and Colored Pencils, Safety Design for Clas	General
	1129	AMAZON.COM	10/9/2020	9.17	B07QM2XSKW Pete The Cat Engineering Design Process Chart	General
	1129	AMAZON.COM	10/9/2020	11.38	1338606484 Read, Sort & Write: Phonics: Fun, Reproducible Activities With Writing Pages That Build Essential Skills	General
	1129	AMAZON.COM	10/9/2020	12.99	1338228285 Little Learner Packets: Phonics: 10 Playful Units That Teach Short- & Long-Vowel Sounds	General
	1129	AMAZON.COM	10/9/2020	12.52	B07L6DP2WK Trend Enterprises Kid Zone Stinky Stickers Variety Pack, 78 Designs, 8 Scents, Pack of 339	General
	1129	AMAZON.COM	10/9/2020	3.49	1604187859 Carson Dellosa Phonics for First Grade Workbook, 64pgs (Home Workbooks)	General
	1129	AMAZON.COM	10/9/2020	13.99	B0015ZZKY0 Trend T580 Stinky Stickers Variety Pack, Seasons/Holidays (Pack of 435)	General
	1129	AMAZON.COM	10/9/2020	29.99	1557999686 Evan-Moor Basic Phonics Skills for Grades 1-2, Level C, Teacher Reproducible Pages; Teaching Supplemental Workbook	General
	1129	AMAZON.COM	10/9/2020	10.29	B007PZZQ6G Trend Enterprises Scratch n Sniff Stinky Stickers - Set of 480 - Sweet Scents	General
	1129	AMAZON.COM	10/9/2020	0.00	Amazon Shipping Charge	General
	1129	AMAZON.COM	10/9/2020	120.00	B01IRUKWDY 100% Plactic made with Stylish Rocker Sets and Scoop Rocker in Assorted Colors (Pack of 6)	General
	1129	AMAZON.COM	10/9/2020	9 8.99	Amazon Shipping Charge	General

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	1129	AMAZON.COM	10/9/2020	16.99	B00DIL06UM T POWER 12V Ac Dc Adapter Charger Compatible with Casio Privia Digital Piano Keyboard Power Supply (Check Model List in Description) AD-A12	General
	1129	AMAZON.COM	10/9/2020	234.06	B006C3O8DE AMMEX Medical Clear Vinyl Gloves, Case of 1000, 4 mil, Size Large, Latex Free, Powder Free, Disposable, Non-Sterile, VPF66100	General
	1129	AMAZON.COM	10/9/2020	290.68	B008CGX4YS Scott Shop Towels Original (75130), Blue Shop Towels, 1 Roll / Pack, 30 Packs / Case	General
	1129	AMAZON.COM	10/9/2020	0.00	Amazon Shipping Charge	General
	1129	AMAZON.COM	10/9/2020	10.99	0999670182 Jolie Canoli Phonics The Vowels: Every Sound They Say	General
	1129	AMAZON.COM	10/9/2020	34.99	B08BL5T49X Webcam with Microphone for Desktop, 1080P HD USB Computer Cameras with Privacy Shutter&Webcam Tripod, Streaming Webcam with Flexible Rotabl	General
	1129	AMAZON.COM	10/9/2020	0.00	Amazon Shipping Charge	General
	1129	AMAZON.COM	10/9/2020	11.39	0399186298 Made by Maxine	General
	1129	AMAZON.COM	10/9/2020	15.98	B06Y581FXW 1" Round Color Coding Circle Dot Sticker Labels - 10 Assorted Colors, Pack of 1200	General
	1129	AMAZON.COM	10/9/2020	9.88	B002OB49JG Oxford Blank Index Cards, 3" x 5", White, 1,000 Cards (10 Packs of 100) (30)	General
	1129	AMAZON.COM	10/9/2020	0.00	Amazon Shipping Charge	General
	1129	AMAZON.COM	10/9/2020	20.99	B07KGJYG YQ Carpet Spot Sit Markers x 30 Classroom Circles for Teachers (6 Colors)	General
	1129	AMAZON.COM	10/9/2020	0.00	Amazon Shipping Charge	General

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	1129	AMAZON.COM	10/9/2020	14.99	B075JFKP71 HDMI to VGA, 2 Pack, Moread Gold-Plated HDMI to VGA Adapter (Male to Female) for Computer, Desktop, Laptop, PC, Monitor, Projector, HDTV, C	General
	1129	AMAZON.COM	10/9/2020	5.99	Freight	General
	1129	AMAZON.COM	10/9/2020	6.99	B07G56YZV6 200 PCS Colorful Craft Sticks Natural Wooden 4-1/2" Length Treat Sticks Great for DIY Craft Creative Designs	General
	1129	AMAZON.COM	10/9/2020	19.99	B07XXRRR1C 1600 Pieces Pipe Cleaners in 32 Colors Chenille Stems for Home and School DIY Art Crafts (0.23 x 11.8 Inches)	General
	1129	AMAZON.COM	10/9/2020	9.99	B075FS6CW5 500Pcs Pipe Cleaners Craft Set,Including 100 Pcs Chenille Stems 200 Pcs Pom Poms Craft 200 Pcs Wiggle Googly Eyes Self Adhesive,Assorted Co	General
	1129	AMAZON.COM	10/9/2020	0.00	Amazon Shipping Charge	General
	1129	AMAZON.COM	10/9/2020	32.99	B06XWG12QS Mpow 071 USB Headset/ 3.5mm Computer Headset with Microphone Noise Cancelling, Lightweight PC Headset Wired Headphones, Business Headset fo	General
	1129	AMAZON.COM	10/9/2020	0.00	Amazon Shipping Charge	General
	1129	AMAZON.COM	10/9/2020	21.42	B00046RLIK Sharpie Permanent Markers, Fine Point, Red, 36-Pack (1920937)	General
	1129	AMAZON.COM	10/9/2020	24.99	B001B09AHW Expo Dry Erase Whiteboard Cleaning Spray, 1 gal	General
	1129	AMAZON.COM	10/9/2020	19.98	B00G4CJ8GK Sharpie Permanent Markers, Fine Point, Black, 36 Count	General
	1129	AMAZON.COM	10/9/2020	44.97	B00WQFFZ9I BEBONCOOL RF 2.4GHz Wireless Presenter Remote Presentation USB Control PowerPoint PPT Clicker	General

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	1129	AMAZON.COM	10/9/2020	38.98	B07JJMYQ8G CAXXA 3-Tier Rolling Metal Storage Organizer - Mobile Utility Cart with Caster Wheels, White	General
	1129	AMAZON.COM	10/9/2020	0.00	Amazon Shipping Charge	General
	1129	AMAZON.COM	10/9/2020	9.99	B07TCRWZCW Sweetzer & Orange Reward Stickers for Teachers. 1008 Stickers for Kids in 9 Designs. 1 Inch School Stickers on Sheets. Teacher Supplies for	General
	1129	AMAZON.COM	10/9/2020	11.00	B00SAIBPGM Dixon Ticonderoga Company Golf Pencil, Ticonderoga, 3.5", 72/Box, Yellow (DIX13472)	General
	1129	AMAZON.COM	10/9/2020	14.95	B077T2GPNC Creative Kids Flakes - 600 Piece Interlocking Plastic Disc Set for Fun, Creative Building - Educational STEM Construction Toy for Boys & Gi	General
	1129	AMAZON.COM	10/9/2020	43.80	B07FDG1JHD Washable Dot Markers for Kids with Free Activity Book Large 10 Colors Set Water-Based Non Toxic Paint Daubers Dab Marker Kit for Todd	General
	1129	AMAZON.COM	10/9/2020	49.99	B00EUBD14C Playmags 3D Magnetic Blocks for Kids Set of 100 Blocks to Learn Shapes, Colors, & Alphabet STEM Magnetic Toys Develop Motor Skills&Creativi	General
	1129	AMAZON.COM	10/9/2020	14.99	B07GCKRRBC 30 Pack Magnetic Whiteboard Eraser for School Classroom, Office, Home - Buytra Dry Erase Erasers Cleaner for Dry-Erase White Board, 1.97 x	General

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	1129	AMAZON.COM	10/9/2020	11.59	B07WKL6GWP Wireless Doorbell, Bo Ying Waterproof Door Bell with 38 Melodies and Led Flash, Easy Install, 1000-Foot Range,1 Push Button & 1 Receiver, W	General
	1129	AMAZON.COM	10/9/2020	19.78	B005NF3RUM Crayola Classic Colors Fine Line 10 Markers Per Pack (Pack of 6) 60 Markers In Total	General
	1129	AMAZON.COM	10/9/2020	24.99	B07C6PTXHG Marble Run Set 105 Pcs - Construction Building Blocks Toys Game for 4 5 6 7 Year Old Boys Girls Kids	General
	1129	AMAZON.COM	10/9/2020	17.90	B07DXPTCXP Fidget Toys Set, 24 Pack Sensory Tools Bundle for Stress Relief Hand Toys for Kids and Adults, Stretchy String/Liquid Motion/Cube/Twist Puz	General
	1129	AMAZON.COM	10/9/2020	4.99	B01BTXS1ES Eureka Color My World Vertical Classroom Banner, Lets Celebrate Your Birthday, Measures 45 x 12"	General
	1129	AMAZON.COM	10/9/2020	7.85	B07Q87FFDR Mr. Pen- Pencil Grips for Kids Handwriting, Pencil Grips, Pack of 10, Pencil Grip, Kids Pencils Grip, School Supplies, Grip Pencils for Kid	General
	1129	AMAZON.COM	10/9/2020	13.99	B07QPS5CFL GEMEM 155 Pcs Wooden Pattern Blocks Set Geometric Shape Puzzle Kindergarten Classic Educational Montessori Tangram Toys for Kids Ages 4-8 w	General
	1129	AMAZON.COM	10/9/2020	13 21.98	B07F7XYG1Y FASTPRO 18-Pack, 9-LED Mini Flashlight Set, 54-Pieces AAA Batteries are Included and Pre-Installed, Perfect For Class Teaching, Camping, We	General

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					B01N2PGF4B Clipboard Dry Erase Surface 9" x 12.5" Letter Size Low Profile Clip Whiteboard (Pack of 30)	General
1129	AMAZON.COM	10/9/2020	39.95			
1129	AMAZON.COM	10/9/2020	10.99		B00LO1XXQW Arm & Hammer Baking Soda - 64 oz	General
1129	AMAZON.COM	10/9/2020	0.00		Amazon Shipping Charge	General
	AMAZON.COM Total		1,691.17			
55	BRECKENRIDGE PUBLIC UTILITIES	10/9/2020	509.85		Water-Sewer	General
55	BRECKENRIDGE PUBLIC UTILITIES	10/9/2020	6,087.65		Electricity	General
55	BRECKENRIDGE PUBLIC UTILITIES	10/9/2020	65.08		Water-Sewer	General
55	BRECKENRIDGE PUBLIC UTILITIES	10/9/2020	125.33		Electricity	General
55	BRECKENRIDGE PUBLIC UTILITIES	10/9/2020	347.80		Water-Sewer	General
55	BRECKENRIDGE PUBLIC UTILITIES	10/9/2020	7,985.64		Electricity	General
55	BRECKENRIDGE PUBLIC UTILITIES	10/9/2020	44.00		Water-Sewer	General
55	BRECKENRIDGE PUBLIC UTILITIES	10/9/2020	25.00		Electricity	General
	BRECKENRIDGE PUBLIC UTILITIES Total		15,190.35			
2251	FURTHER (FSA/ HSA)	10/12/2020	2,279.16		Flex Deductions 9/1/20-8/31/21	General
	FURTHER (FSA/ HSA) Total		2,279.16			
3538	SCHOOL ADMINISTRATIVE SPECIALTY SERVI	10/14/2020	11,273.33		S.A.S.S. Contract	General
	SCHOOL ADMINISTRATIVE SPECIALTY SERVICES Total		11,273.33			
39	MN DEPT OF REVENUE (EFT)	10/15/2020	5,791.44		MN State Withholding Payable	General
	MN DEPT OF REVENUE (EFT) Total		5,791.44			
599	P.E.R.A.	10/15/2020	11,535.56		PERA Payable	General
	P.E.R.A. Total		11,535.56			
600	TEACHERS RETIREMENT ASSN.	10/15/2020	21,455.99		TRA Payable	General
	TEACHERS RETIREMENT ASSN. Total		21,455.99			
1052	AMERICAN FAM. LIFE ASSURANCE	10/15/2020	165.71		AFLAC Payable	General
	AMERICAN FAM. LIFE ASSURANCE Total		165.71			
1233	EFPTS	10/15/2020	32,651.20		FICA Payable	General
1233	EFPTS	10/15/2020	15,786.80		Federal Withholding Payable	General
	EFPTS Total		48,438.00			
1753	MN STATE RETIREMENT SYSTEM	10/15/2020	129.97		HCSP Payable	General
	MN STATE RETIREMENT SYSTEM Total		129.97			
2251	FURTHER (FSA/ HSA)	10/15/2020	6,282.09		HSA Deductions	General
	FURTHER (FSA/ HSA) Total		14 6,282.09			
2277	EDUCATORS BENEFIT ACH	10/15/2020	1,877.63		Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	10/15/2020	1,152.04		Tax Shelter Payable	General

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	2277	EDUCATORS BENEFIT ACH	10/15/2020	744.17	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	10/15/2020	395.86	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	10/15/2020	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	10/15/2020	7,439.02	Tax Shelter Payable	General
		EDUCATORS BENEFIT ACH Total		12,266.64		
123987	2635	BRECKENRIDGE SCHOOL FOOD SERVICE	9/18/2020	180.00	ANGEL FUND	Food Service
		BRECKENRIDGE SCHOOL FOOD SERVICE Total		180.00		
123988	2349	FARGO FREIGHTLINER	9/18/2020	10.39	Repair/Equipment	General
		FARGO FREIGHTLINER Total		10.39		
123989	2919	FASTBRIDGE LEARNING	9/18/2020	2,310.00	FAST-SUB1-R FAST Subscription - Renewal	General
		FASTBRIDGE LEARNING Total		2,310.00		
123990	3435	HEALTH PARTNERS	9/18/2020	41,281.83	Group Health Payable	General
		HEALTH PARTNERS Total		41,281.83		
123991	3549	MOORETON HEATING & AC	9/21/2020	2,300.00	Repair/Building	General
		MOORETON HEATING & AC Total		2,300.00		
123992	3550	RESOURCES FOR EDUCATORS	9/21/2020	239.00	Sup/Mat Indiv Instr	General
		RESOURCES FOR EDUCATORS Total		239.00		
123993	3359	WALMART STORE	9/21/2020	143.20	Supply	Community Service
123993	3359	WALMART STORE	9/21/2020	155.73	Food	Community Service
123993	3359	WALMART STORE	9/21/2020	90.63	Supply	General
123993	3359	WALMART STORE	9/21/2020	56.62	General Supply	General
123993	3359	WALMART STORE	9/21/2020	-56.62	General Supply	General
123993	3359	WALMART STORE	9/21/2020	56.62	General Supply	General
123993	3359	WALMART STORE	9/21/2020	15.94	General Supply	General
123993	3359	WALMART STORE	9/21/2020	10.52	General Supply	General
123993	3359	WALMART STORE	9/21/2020	32.62	Supply	General
123993	3359	WALMART STORE	9/21/2020	23.11	Supply	General
123993	3359	WALMART STORE	9/21/2020	22.81	Supply	General
123993	3359	WALMART STORE	9/21/2020	21.61	Supply	General
123993	3359	WALMART STORE	9/21/2020	20.71	Supply	General
123993	3359	WALMART STORE	9/21/2020	117.48	Supply	Community Service
123993	3359	WALMART STORE	9/21/2020	35.95	Supply	General
123993	3359	WALMART STORE	9/21/2020	5.06	General Supply	General
123993	3359	WALMART STORE	9/21/2020	15	-5.06	General Supply
123993	3359	WALMART STORE	9/21/2020	5.06	General Supply	General
		WALMART STORE Total		751.99		

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123994	604	AFSCME COUNCIL 65	9/30/2020	116.51	Custodial Dues Payable	General
		AFSCME COUNCIL 65 Total		116.51		
123995	1545	CREATIVE STITCHES	9/30/2020	1,008.00	STADIUM CHAIRS	Student Activities
		CREATIVE STITCHES Total		1,008.00		
123996	1432	GRIPPERS SPORTS TROPHYS	9/30/2020	490.00	TSHIRTS	Student Activities
123996	1432	GRIPPERS SPORTS TROPHYS	9/30/2020	13.00	TSHIRT	Student Activities
		GRIPPERS SPORTS TROPHYS Total		503.00		
123997	3481	ISD # 846	9/30/2020	100.00	Septembe Loan Payment	Student Activities
123997	3481	ISD # 846	9/30/2020	100.00	October Loan Payment	Student Activities
		ISD # 846 Total		200.00		
123998	1872	MN CHILD SUPPORT PAYMENT CTR	9/30/2020	411.00	Child Support Payable	General
		MN CHILD SUPPORT PAYMENT CTR Total		411.00		
123999	1779	NCPERS GROUP LIFE INS	9/30/2020	96.00	PERA Life Insurance Payable	General
		NCPERS GROUP LIFE INS Total		96.00		
124000	604	AFSCME COUNCIL 65	10/13/2020	124.41	Custodial Dues Payable	General
		AFSCME COUNCIL 65 Total		124.41		
124001	603	BRECKENRIDGE ED LOCAL 1299	10/13/2020	2,353.52	Breck Federation of Teachers Payable	General
		BRECKENRIDGE ED LOCAL 1299 Total		2,353.52		
124002	2635	BRECKENRIDGE SCHOOL FOOD SERVICE	10/13/2020	357.00	ANGEL FUND	Food Service
		BRECKENRIDGE SCHOOL FOOD SERVICE Total		357.00		
124003	3528	DIVERSIFIED	10/13/2020	237.78	V13H010L60 Replacement lamps for Epson 93+	General
124003	3528	DIVERSIFIED	10/13/2020	8.00	Est. Freight	General
		DIVERSIFIED Total		245.78		
124004	1872	MN CHILD SUPPORT PAYMENT CTR	10/13/2020	411.00	Child Support Payable	General
		MN CHILD SUPPORT PAYMENT CTR Total		411.00		
124005	1981	ALBERTSON'S PARTS CITY AUTO PA	10/15/2020	31.62	Repair/Equipment	General
124005	1981	ALBERTSON'S PARTS CITY AUTO PA	10/15/2020	5.75	Repair/Equipment	General
		ALBERTSON'S PARTS CITY AUTO PA Total		37.37		
124006	1295	AMERIPRIDE LINEN SUPPLY CO.	10/15/2020	37.98	Miscellaneous	General
124006	1295	AMERIPRIDE LINEN SUPPLY CO.	10/15/2020	65.23	Miscellaneous	General
		AMERIPRIDE LINEN SUPPLY CO. Total		103.21		
124007	3246	AUTO CREATION & SIGNS	10/15/2020	80.00	General Supply	General
		AUTO CREATION & SIGNS Total		80.00		
124008	2000	BELSETH, MICHAEL	10/15/2020	16 350.00	Travel	General
124008	2000	BELSETH, MICHAEL	10/15/2020	306.00	Personal Services	Community Service
		BELSETH, MICHAEL Total		656.00		

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124009	1697	BIG WOODS ELECTRIC MOTOR	10/15/2020	2,783.20	Repair/Building	General
		BIG WOODS ELECTRIC MOTOR Total		2,783.20		
124010	2020	BLICK ART MATERIALS	10/15/2020	30.73	30531-1008 Magic Mud Wire Cutter	General
124010	2020	BLICK ART MATERIALS	10/15/2020	185.60	14941-0912 Ampersand Hardbord Panel - 9" x 12", 1/8" Flat Panl	General
124010	2020	BLICK ART MATERIALS	10/15/2020	84.30	62948-1005 Mosaic Tile Adhesive - 8 oz	General
		BLICK ART MATERIALS Total		300.63		
124011	2494	BSN SPORTS	10/15/2020	4,680.00	NIKE GBB SHORTS/JERSEYS	Capital Outlay
124011	2494	BSN SPORTS	10/15/2020	77.48	SHIPPING/HANDLING	Capital Outlay
		BSN SPORTS Total		4,757.48		
124012	2482	BUILDERS FIRST SOURCE	10/15/2020	159.95	General Supply	General
124012	2482	BUILDERS FIRST SOURCE	10/15/2020	21.76	General Supply	General
124012	2482	BUILDERS FIRST SOURCE	10/15/2020	25.57	General Supply	General
124012	2482	BUILDERS FIRST SOURCE	10/15/2020	12.34	General Supply	General
124012	2482	BUILDERS FIRST SOURCE	10/15/2020	32.99	General Supply	General
		BUILDERS FIRST SOURCE Total		252.61		
124013	2235	CENGAGE LEARNING	10/15/2020	30.25	978-1-133-10368-4 Working Papers, Chapters 1-14 for Gilbertson /Lehman /Passalacqua's Century 21 Accounting: Advanced, 10th	Capital Outlay
124013	2235	CENGAGE LEARNING	10/15/2020	3.03	Shipping	Capital Outlay
		CENGAGE LEARNING Total		33.28		
124014	545	CONTINGENT FUND	10/15/2020	60.00	Miscellaneous	General
124014	545	CONTINGENT FUND	10/15/2020	125.00	Travel	General
124014	545	CONTINGENT FUND	10/15/2020	13.81	General Supply	General
124014	545	CONTINGENT FUND	10/15/2020	125.00	Travel	General
124014	545	CONTINGENT FUND	10/15/2020	95.88	Supply	General
124014	545	CONTINGENT FUND	10/15/2020	232.56	Textbook/ Curriculum	Capital Outlay
124014	545	CONTINGENT FUND	10/15/2020	571.60	Student Lunch Sales	Food Service
124014	545	CONTINGENT FUND	10/15/2020	92.00	Tuition from Patron	Community Service
		CONTINGENT FUND Total		1,315.85		
124015	1545	CREATIVE STITCHES	10/15/2020	210.00	General Supply	Community Service
124015	1545	CREATIVE STITCHES	10/15/2020	421.50	Miscellaneous	General
124015	1545	CREATIVE STITCHES	10/15/2020	17 421.50	Miscellaneous	General
		CREATIVE STITCHES Total		1,053.00		
124016	111	CULINEX	10/15/2020	83.76	General Supply	General

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124016	111	CULINEX	10/15/2020	178.32	General Supply	General
		CULINEX Total		262.08		
124017	482	DAILY NEWS	10/15/2020	74.00	Advertising	General
124017	482	DAILY NEWS	10/15/2020	52.20	Advertising	General
		DAILY NEWS Total		126.20		
124018	3211	DRUG TESTING SOLUTIONS	10/15/2020	30.00	Miscellaneous	General
		DRUG TESTING SOLUTIONS Total		30.00		
124019	1433	EARTHGRAINS COMPANY	10/15/2020	36.85	Food	Food Service
124019	1433	EARTHGRAINS COMPANY	10/15/2020	14.70	Food	Food Service
124019	1433	EARTHGRAINS COMPANY	10/15/2020	45.90	Food	Food Service
124019	1433	EARTHGRAINS COMPANY	10/15/2020	20.70	Food	Food Service
124019	1433	EARTHGRAINS COMPANY	10/15/2020	39.82	Food	Food Service
124019	1433	EARTHGRAINS COMPANY	10/15/2020	9.45	Food	Food Service
124019	1433	EARTHGRAINS COMPANY	10/15/2020	31.50	Food	Food Service
124019	1433	EARTHGRAINS COMPANY	10/15/2020	25.20	Food	Food Service
124019	1433	EARTHGRAINS COMPANY	10/15/2020	22.05	Food	Food Service
124019	1433	EARTHGRAINS COMPANY	10/15/2020	31.50	Food	Food Service
124019	1433	EARTHGRAINS COMPANY	10/15/2020	4.97	Food	Food Service
		EARTHGRAINS COMPANY Total		282.64		
124020	2077	ECKROTH MUSIC	10/15/2020	262.50	Bell Cover 3" clarinet, oboe, bassoon	General
124020	2077	ECKROTH MUSIC	10/15/2020	546.00	Bell Cover 5" trumpet, alto saxophone, bass clarinet	General
124020	2077	ECKROTH MUSIC	10/15/2020	52.50	Bell Cover 6" tenor saxophone	General
124020	2077	ECKROTH MUSIC	10/15/2020	31.50	Bell Cover "6 Tenor Saxophone	General
124020	2077	ECKROTH MUSIC	10/15/2020	32.97	Essential Elements Book 1 - flute	General
124020	2077	ECKROTH MUSIC	10/15/2020	9.99	Essential Technique for Band oboe book 3	General
124020	2077	ECKROTH MUSIC	10/15/2020	76.93	Essential Elements Book 1 alto saxophone	General
124020	2077	ECKROTH MUSIC	10/15/2020	21.98	Essential Elements Book 1 - Tenor Saxophone	General
124020	2077	ECKROTH MUSIC	10/15/2020	32.97	Essential Elements Book 1 - trumpet	General
124020	2077	ECKROTH MUSIC	10/15/2020	21.98	Essential Elements Book 1 - baritone bc	General
124020	2077	ECKROTH MUSIC	10/15/2020	18 10.99	Essential Elements Book 1 - oboe	General
124020	2077	ECKROTH MUSIC	10/15/2020	41.40	Neotech Saxophone Neck Strap	General
124020	2077	ECKROTH MUSIC	10/15/2020	51.54	Rico Royal Clarinet Reeds 2.5	General

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124020	2077	ECKROTH MUSIC	10/15/2020	32.97	Essential Elements Book - trumpet	General	
124020	2077	ECKROTH MUSIC	10/15/2020	157.50	Bell Cover 5"	General	
124020	2077	ECKROTH MUSIC	10/15/2020	42.00	Bell Cover 8"	General	
124020	2077	ECKROTH MUSIC	10/15/2020	42.00	Bell Cover 10"	General	
124020	2077	ECKROTH MUSIC	10/15/2020	58.80	Tuba Bell Cover 21"	General	
124020	2077	ECKROTH MUSIC	10/15/2020	21.00	6" Bell Cover	General	
124020	2077	ECKROTH MUSIC	10/15/2020	105.00	3" Bell Cover	General	
124020	2077	ECKROTH MUSIC	10/15/2020	35.98	Essential Elements Book 1 - Percussion	General	
124020	2077	ECKROTH MUSIC	10/15/2020	21.98	Essential Elements Book 1 Baritone BC	General	
124020	2077	ECKROTH MUSIC	10/15/2020	156.16	Flute - Gemeinhardt MN 252081	General	
124020	2077	ECKROTH MUSIC	10/15/2020	86.00	Trumpet Conn M55924	General	
124020	2077	ECKROTH MUSIC	10/15/2020	117.00	Euphonium Bach 06416DS	General	
124020	2077	ECKROTH MUSIC	10/15/2020	144.34	Hawk Tenor Saxophone 902338	General	
124020	2077	ECKROTH MUSIC	10/15/2020	125.00	Trombone Bach F66350	General	
		ECKROTH MUSIC Total		2,338.98			
124021	3303	ECOLAB	10/15/2020	82.80	Repair	Food Service	
		ECOLAB Total		82.80			
124022	2265	EDUCATORS BENEFIT CONSULTANTS-AVIBE	10/15/2020	115.41	Consulting Fees	General	
		EDUCATORS BENEFIT CONSULTANTS-AVIBEN Total		115.41			
124023	1259	ESSENTIA HEALTH	10/15/2020	80.00	Miscellaneous	General	
		ESSENTIA HEALTH Total		80.00			
124024	1994	FARM CITY SUPPLY	10/15/2020	11.99	General Supply	General	
124024	1994	FARM CITY SUPPLY	10/15/2020	59.99	General Supply	General	
124024	1994	FARM CITY SUPPLY	10/15/2020	19.95	General Supply	General	
124024	1994	FARM CITY SUPPLY	10/15/2020	90.60	General Supply	General	
124024	1994	FARM CITY SUPPLY	10/15/2020	5.98	General Supply	General	
124024	1994	FARM CITY SUPPLY	10/15/2020	22.58	General Supply	General	
124024	1994	FARM CITY SUPPLY	10/15/2020	22.32	General Supply	General	
124024	1994	FARM CITY SUPPLY	10/15/2020	40.57	General Supply	General	
124024	1994	FARM CITY SUPPLY	10/15/2020	127.68	General Supply	General	
124024	1994	FARM CITY SUPPLY	10/15/2020	14.55	General Supply	General	
124024	1994	FARM CITY SUPPLY	10/15/2020	31.08	General Supply	General	
124024	1994	FARM CITY SUPPLY	10/15/2020	19	5.99	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	29.99	General Supply	General	
124024	1994	FARM CITY SUPPLY	10/15/2020	303.84	General Supply	General	

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124024	1994	FARM CITY SUPPLY	10/15/2020	6.99	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	5.98	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	5.16	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	34.13	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	9.98	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	8.97	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	1.99	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	7.99	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	56.97	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	9.99	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	38.16	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	1.29	General Supply	Community Service
124024	1994	FARM CITY SUPPLY	10/15/2020	28.49	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	23.94	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	9.59	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	9.88	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	15.98	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	68.94	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	89.70	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	7.99	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	164.45	General Supply	General
124024	1994	FARM CITY SUPPLY	10/15/2020	74.03	General Supply	General
		FARM CITY SUPPLY Total		1,467.70		
124025	153	FARMERS UNION OIL CO	10/15/2020	21.97	General Supply	General
124025	153	FARMERS UNION OIL CO	10/15/2020	10.97	General Supply	General
124025	153	FARMERS UNION OIL CO	10/15/2020	361.62	Gasoline & Oil	General
124025	153	FARMERS UNION OIL CO	10/15/2020	20.48	Gasoline & Oil	General
124025	153	FARMERS UNION OIL CO	10/15/2020	2,508.44	Gasoline & Oil	General
		FARMERS UNION OIL CO Total		2,923.48		
124026	3547	FERGUSON ENTERPRISES	10/15/2020	2,213.45	Repair/Building	General
		FERGUSON ENTERPRISES Total		2,213.45		
124027	2238	FURTHER	10/15/2020	72.35	Consulting Fees	General
		FURTHER Total		72.35		
124028	1499	GOPHER STATE ONE-CALL	10/15/2020	2.70	Miscellaneous	General
		GOPHER STATE ONE-CALL Total		20 2.70		
124029	1432	GRIPPERS SPORTS TROPHYS	10/15/2020	228.00	General Supply	Community Service
		GRIPPERS SPORTS TROPHYS Total		228.00		

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124030	3435	HEALTH PARTNERS	10/15/2020	45,610.56	Group Health Payable	General
		HEALTH PARTNERS Total		45,610.56		
124031	2570	HEART O'LAKES CONFERENCE	10/15/2020	850.00	Miscellaneous	General
		HEART O'LAKES CONFERENCE Total		850.00		
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	52.64	General Supply	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	480.40	Sanitizer Spray Bottles	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	236.96	QT Plus	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	236.96	QT Plus	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	322.81	General Supply	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	110.07	General Supply	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	880.56	General Supply	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	236.96	General Supply	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	160.14	Sanitizer	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	83.16	Micofiber Cloths	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	129.54	Pot & Pan Sanitizer	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	22.98	shipping	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	105.40	Garbage Can Liners	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	132.88	Toilet Paper	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	134.82	Towels	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	82.76	General Supply	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	650.00	General Supply	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	986.63	General Supply	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	39.14	Garbage Can Liners	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	87.24	Garbage Can Liner	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	134.82	Towels	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	179.16	Paper Towels	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	1,300.00	General Supply	General
124032	1529	HILLYARD /HUTCHINSON	10/15/2020	116.78	General Supply	General
		HILLYARD /HUTCHINSON Total		6,902.81		
124033	3548	HOPKINS MEDICAL PRODUCTS	10/15/2020	44.00	#579340 Digital Mercury Free Thermometer	General
124033	3548	HOPKINS MEDICAL PRODUCTS	10/15/2020	9.60	Shipping/Handline	General
124033	3548	HOPKINS MEDICAL PRODUCTS	10/15/2020	11.00	#579340 Digital Mercury Free Thermometer	General
124033	3548	HOPKINS MEDICAL PRODUCTS	10/15/2020	21	2.40 Shipping & Handling	General
		HOPKINS MEDICAL PRODUCTS Total		67.00		
124034	2655	IND. SCHOOL DIST. NO. 318	10/15/2020	276.36	Tuition to Oth Distr	General

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		IND. SCHOOL DIST. NO. 318 Total			276.36	
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	163.80	HUBSA98 BOOK,STUDNT ASSGNMNT,40WK	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	1.16	UNV43663 ERASER, DRY ERASE, BK	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	37.15	MMM8453 TAPE,BOOK,TRANS,3X15YDS	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	36.26	CYO542128034 PAINT,WSHBL,128OZ,YL	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	18.13	CYO542128007 PAINT,WSHBL,128OZ,BR	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	54.39	CYO542128053 PAINT,WSHBL,128OZ,WHT	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	72.50	PAC9207 PAPER,CNST,12X18,50PK,WE	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	69.00	PAC9203 PAPER,CNST,9X12,50PK,WE	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	142.00	PAC6307 PAPER,CNST,12X18,50PK,BK	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	44.00	PAC6103 PAPER,CNST,9X12,50PK,RD	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	117.00	PAC7407 PAPER,CNST,12X18,50PK,BE	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	72.50	PAC6507 PAPER,CNST,12X18,50PK,AST	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	65.50	PAC7207 PAPER,CNST,12X18,50PK,VL	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	67.50	PAC6503 PAPER,CNST,9X12,50PK,AST	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	65.50	PAC8007 PAPER,CNST,12X18,50PK,EVG	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	59.94	PAC5636 PAPER,KRAFTRL40#,36X1K,WE	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	35.30	CYO542128038 PAINT,WSHBL,128OZ,RD	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	17.65	CYO542128044 PAINT,WSHBL,128OZ,GN	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	17.65	CYO542128042 PAINT,WSHBL,128OZ,BE	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	14.06	UNV80107 LABEL,DT,2X4,1000,WH	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	5.22	UNV11201 PAPER,XERO/DUP,20#,LTR,CA	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	22	15.66 UNV11201 PAPER, X	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	3.06	BICWOC12WE FLUID,CORRECTION,20ML,WHT	General

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124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	39.62	MMM65418CP NOTE,POST-IT,18PD/PK,YW	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	4.78	UNV43118 STAPLER,ECON,FULL	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	25.41	UNV33100 TAPE,SEAL,2"X55YD,6/PK,CR	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	8.95	LOC1270884 ADHESIVE,FUN TAK,BE	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	32.68	EPIE1322 GLUE,ALL,WHT,4OZ	General
124035	1505	INNOVATIVE OFFICE SOLUTIONS	10/15/2020	37.48	SAN1829201 MARKER,SHARPIE,FNMET6,AST	General
		INNOVATIVE OFFICE SOLUTIONS Total		1,343.85		
124036	1900	INTERQUEST DETECTION CANINES	10/15/2020	320.00	Consulting Fees	General
		INTERQUEST DETECTION CANINES Total		320.00		
124037	2732	IXL LEARNING	10/15/2020	2,000.00	IXL Site license K - 8	Community Service
		IXL LEARNING Total		2,000.00		
124038	3428	JAWASKI GLASS & REPAIR, INC.	10/15/2020	130.00	Repair/Equipment	General
		JAWASKI GLASS & REPAIR, INC. Total		130.00		
124039	1086	KBMW 1450	10/15/2020	90.00	Advertising	General
		KBMW 1450 Total		90.00		
124040	3100	KEMPS LLIC	10/15/2020	92.96	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	371.54	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	212.87	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	56.55	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	113.30	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	314.79	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	115.12	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	235.98	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	90.79	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	34.14	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	393.70	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	202.89	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	13.80	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	246.66	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	135.21	Milk	Food Service
124040	3100	KEMPS LLIC	10/15/2020	134.46	Milk	Food Service
		KEMPS LLIC Total		23 2,764.76		
124041	3551	KIMOCHIS	10/15/2020	550.00	2130 ELEMENTARY TOOLKIT (GRADES 1-5)	General

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124041	3551	KIMOCHIS	10/15/2020	28.38	SHIPPING	General
		KIMOCHIS Total		578.38		
124042	518	LAKES COUNTRY SERVICE COOP	10/15/2020	420.00	Travel	Food Service
124042	518	LAKES COUNTRY SERVICE COOP	10/15/2020	19,264.59	Consulting Fees	Community Service
124042	518	LAKES COUNTRY SERVICE COOP	10/15/2020	21,675.62	Consulting Fees	Community Service
124042	518	LAKES COUNTRY SERVICE COOP	10/15/2020	21,675.61	Consulting Fees	Community Service
		LAKES COUNTRY SERVICE COOP Total		63,035.82		
124043	3149	MARCO TECHNOLOGIES LLC NW 7128	10/15/2020	97.52	Copier/Printer Maintenance	General
		MARCO TECHNOLOGIES LLC NW 7128 Total		97.52		
124044	3328	MARCO TECHNOLOGIES, LLC	10/15/2020	1,620.92	Copier/Printer Maintenance	General
		MARCO TECHNOLOGIES, LLC Total		1,620.92		
124045	3018	MARTINSON, RICK S	10/15/2020	66.00	Officials/ Contracted Services	General
		MARTINSON, RICK S Total		66.00		
124046	3552	MCNALLY, REGAN	10/15/2020	48.00	Officials/ Contracted Services	General
		MCNALLY, REGAN Total		48.00		
124047	1171	MEDCO	10/15/2020	18.13	QUOTE# ESTMD3009236	General
124047	1171	MEDCO	10/15/2020	-0.01	Rounding Adjustment	General
124047	1171	MEDCO	10/15/2020	19.20	7102874 TB HIGH RESIST BND MED 25 LBS	Community Service
124047	1171	MEDCO	10/15/2020	48.68	269044 Superbands, ½"	Community Service
124047	1171	MEDCO	10/15/2020	85.28	269045 Superbands, 1"	Community Service
124047	1171	MEDCO	10/15/2020	16.95	Shipping	Community Service
124047	1171	MEDCO	10/15/2020	699.98	72014846 HYDRATER, HYDRATION TRANSPORT CART,	Community Service
124047	1171	MEDCO	10/15/2020	84.00	SHIPPING	Community Service
124047	1171	MEDCO	10/15/2020	75.03	QUOTE# ESTMD3009236	General
124047	1171	MEDCO	10/15/2020	-0.03	Rounding Adjustment	General
		MEDCO Total		1,047.21		
124048	1002	MINITEX	10/15/2020	1,766.00	SIRS Researcher online renewal	General
		MINITEX Total		1,766.00		
124049	3350	MINNKOTA ENVIRO SERVICES	10/15/2020	30.00	Garbage	General
		MINNKOTA ENVIRO SERVICES Total		30.00		
124050	2718	MN STATE COMMUNITY AND TECHNICAL C	10/15/2020	1,139.25	Textbook/ Curriculum	Capital Outlay
		MN STATE COMMUNITY AND TECHNICAL COLLEGE Total		1,139.25		
124051	3437	NARDINI FIRE EQUIPMENT	10/15/2020	24 42.67	Consulting Fees	Capital Outlay
		NARDINI FIRE EQUIPMENT Total		42.67		

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124052	337	NASCO	10/15/2020	47.88	9736441 Xiem Precision Applicator Set - 3-oz. Bulb	General
124052	337	NASCO	10/15/2020	167.44	9729352 AMACO Canvas Covered Board	General
124052	337	NASCO	10/15/2020	21.36	9732036(W) Mayco Foundations Glaze - Pint - Glade Green	General
124052	337	NASCO	10/15/2020	23.88	9724421(G) Speedball Low-Fire Earthenware Glaze - Pint - Grass Green	General
124052	337	NASCO	10/15/2020	167.44	9729352 AMACO Canvas Covered Board	General
		NASCO Total		428.00		
124053	360	NDSCS	10/15/2020	394.40	Textbook/ Curriculum	Capital Outlay
		NDSCS Total		394.40		
124054	3474	NEW TECH NETWORK	10/15/2020	63,905.00	New Tech Network	General
124054	3474	NEW TECH NETWORK	10/15/2020	-9,150.00	New Tech Network	General
		NEW TECH NETWORK Total		54,755.00		
124055	1243	NORTH CENTRAL TRUCK EQUIPMENT	10/15/2020	84.95	Repair/Equipment	General
124055	1243	NORTH CENTRAL TRUCK EQUIPMENT	10/15/2020	195.81	Repair/Equipment	General
124055	1243	NORTH CENTRAL TRUCK EQUIPMENT	10/15/2020	204.09	Repair/Equipment	General
		NORTH CENTRAL TRUCK EQUIPMENT Total		484.85		
124056	364	NORTHWEST IRON FIREMAN INC	10/15/2020	929.66	Repair/Building	General
124056	364	NORTHWEST IRON FIREMAN INC	10/15/2020	6,077.00	Repair/Building	General
124056	364	NORTHWEST IRON FIREMAN INC	10/15/2020	1,762.49	Repair/Building	General
		NORTHWEST IRON FIREMAN INC Total		8,769.15		
124057	927	NW LINKS	10/15/2020	2,307.43	Internet	General
		NW LINKS Total		2,307.43		
124058	2104	OK TIRE STORES	10/15/2020	951.31	Repair/Equipment	General
		OK TIRE STORES Total		951.31		
124059	2193	PEMBERTON, SORLIE, RUFER &	10/15/2020	735.50	Consulting Fees	General
124059	2193	PEMBERTON, SORLIE, RUFER &	10/15/2020	184.00	Consulting Fees	General
		PEMBERTON, SORLIE, RUFER & Total		919.50		
124060	385	PERMA BOUND	10/15/2020	1,059.04	Library Book	Capital Outlay
124060	385	PERMA BOUND	10/15/2020	29.49	Online cart for MS / HS Books	Capital Outlay
124060	385	PERMA BOUND	10/15/2020	25	-0.01 rounding adjustment	Capital Outlay
124060	385	PERMA BOUND	10/15/2020	982.50	Books in cart	Capital Outlay
124060	385	PERMA BOUND	10/15/2020	-0.07	Rounding Adjustment	Capital Outlay

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124060	385	PERMA BOUND	10/15/2020	1,400.00	Books in cart	Capital Outlay
124060	385	PERMA BOUND	10/15/2020	0.10	Rounding Adjustment	Capital Outlay
		PERMA BOUND Total		3,471.05		
124061	2818	PETERSON, RICHARD	10/15/2020	66.00	Officials/ Contracted Services	General
		PETERSON, RICHARD Total		66.00		
124062	2662	PIONEER ATHLETICS	10/15/2020	992.00	General Supply	General
		PIONEER ATHLETICS Total		992.00		
124063	682	POPPLER'S MUSIC STORE	10/15/2020	70.50	Supply	General
		POPPLER'S MUSIC STORE Total		70.50		
124064	2131	PROTECTION SYSTEMS, INC	10/15/2020	70.00	General Supply	General
		PROTECTION SYSTEMS, INC Total		70.00		
124065	3419	QUADIENT LEASING USA, INC.	10/15/2020	183.09	Rent/Lease	General
124065	3419	QUADIENT LEASING USA, INC.	10/15/2020	183.09	Rent/Lease	General
		QUADIENT LEASING USA, INC. Total		366.18		
124066	411	REGION I COMPUTER SERVICES	10/15/2020	2,740.00	Report Card Modifications	General
124066	411	REGION I COMPUTER SERVICES	10/15/2020	1,758.21	Dues	General
124066	411	REGION I COMPUTER SERVICES	10/15/2020	2,637.31	Data Processing Svcs	Capital Outlay
		REGION I COMPUTER SERVICES Total		7,135.52		
124067	3161	SANFORD HEALTH	10/15/2020	3,300.00	Athletic Trainer	General
		SANFORD HEALTH Total		3,300.00		
124068	2459	SCHOLASTIC BOOK FAIRS	10/15/2020	841.87	Fees	General
		SCHOLASTIC BOOK FAIRS Total		841.87		
124069	426	SCHOLASTIC MAGAZINES, INC.	10/15/2020	285.60	Let's Find Out-Kindergarten	Capital Outlay
124069	426	SCHOLASTIC MAGAZINES, INC.	10/15/2020	47.52	Science Spin Kindergarten	Capital Outlay
124069	426	SCHOLASTIC MAGAZINES, INC.	10/15/2020	33.31	Freight	Capital Outlay
124069	426	SCHOLASTIC MAGAZINES, INC.	10/15/2020	90.75	Supply	Community Service
124069	426	SCHOLASTIC MAGAZINES, INC.	10/15/2020	181.50	Supply	Community Service
		SCHOLASTIC MAGAZINES, INC. Total		638.68		
124070	1126	SCHOOL SPECIALTY	10/15/2020	93.04	404979 Mosaic Mercantile Non-Flammable Waterproof Grout Sealer, 1 qt Bucket, Clear	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	62.35	411943 Mosaic Mercantile Authentic Glass Mosaic Tiles, 3/8 Inch, Assorted Colors, 1 Pound	General
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124070	1126	SCHOOL SPECIALTY	10/15/2020	24.60	434147 School Specialty Polyester General Duty Large Sponge, 6 X 4-1/4 X 1-1/2 in	General

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124070	1126	SCHOOL SPECIALTY	10/15/2020	45.49	1500335 School Smart Dry-Erase Student Board, Unruled, 9 x 12 Inches, White, Pack of 30	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	23.28	086340 School Smart Blunt Tip Student Scissors, 6 Inches	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	25.46	2009988 Business Source Clipboard, Flat Clip Hardboard, Brown, Pack of 6	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	85.78	1595333 Bostitch QuietSharp Executive Electric Pencil Sharpener	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	12.86	404801 Sakura Cray-Pas Expressionist Non-Toxic Jumbo Oil Pastel, 7/16 X 2-3/4 in, Blue, Pack of 12	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	79.90	1592171 Cubelets Battery Cubelet	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	43.12	078289 CERTIFICATES 8 1/2X11 STUDENT OF THE MONTH SET OF 30	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	63.21	2004805 Elmer's CraftBond Full Size Hot Glue Gun, Dual Temp	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	24.16	2004806 Elmer's Less Mess Full Size Hot Glue Sticks, All-Temp, 8 Inches, Pack of 20	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	16.89	084808 PENCIL #2 PACK OF 144 - SCHOOL SMART	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	11.17	1496294 PEN PROFILE RT ASSORTED SET OF 12	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	3.89	089941 ERASERS CAP MULTICOLOR SET OF 100 - SCHOOL SMART	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	9.87	2025700 VELCRO STICKY BACK 5FT VEK90086	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	27.29	2007786 STRIPS - PICTURE HANGING - MMM1720928ES - PACK OF 28	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	4.54	1353957 GLUE STICK .74OZ WHT SCHOOL SMART PK/12	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	7.79	1603036 BAGS - SANDWICH BAGS ZIPLOC - PACK OF 90 - SJN664545	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	6.30	1325459 BAGS ZIPPER SEAL 10.5X11 BOX OF 19	General
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124070	1126	SCHOOL SPECIALTY	10/15/2020	15.40	077432 COLORED CARDSTOCK 8.5X11 PACK OF 250 ASSORTED HAPPY COLORS	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	15.40	077431 COLORED CARDSTOCK 8.5X11 PACK OF 250 ASSORTED VINTAGE COLORS	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	1.55	000066 BUTTERFLY CLIPS 2-3/8 IN LARGE PACK OF 12	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	2.59	000069 BUTTERFLY CLIPS 1-5/8 IN SMALL PACK OF 50	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	10.72	085475 PAPER GRAPH 9X12 1/2 RULED WHITE SCHOOL SMART REAM	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	8.64	2019832 CALENDAR DESK PAD SCHOOL SMART 17 MONTHS AUGUST-DECEMBER 22 X 17	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	18.19	1396389 STAPLER BLACK DESKTOP EPIC EXECUTIVE	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	6.49	069364 TAPE HOOK LOOP VELCRO 3/4 X 5 FT ROLL WHITE	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	25.99	1065483 PEN PRECISE V5 X-FINE GN PACK OF 12	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	9.35	067115 MARKER PERMANENT FINE ASSORTED SAN30072 SET OF 12	General
124070	1126	SCHOOL SPECIALTY	10/15/2020	15.40	077432 COLORED CARDSTOCK 8.5X11 PACK OF 250 ASSORTED HAPPY COLORS	General
		SCHOOL SPECIALTY Total		800.71		
124071	2412	SHI	10/15/2020	2,208.00	G Suite Enterprise for Educaion All Faculty license Google - Part#: GAPPS-ENT-FTE- 12MO-EDU Note: 700 Student Licenses	General
124071	2412	SHI	10/15/2020	28 2,718.00	MAXCases - Protective sleeve for tablet - neoprene - black Max Interactive - Part#: MC-NSV-11-BLK	General
		SHI Total		4,926.00		
124072	647	SMITH MOTORS INC	10/15/2020	426.00	Repair/Equipment	General

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		SMITH MOTORS INC Total		426.00		
124073	3524	SOLUTIONS	10/15/2020	1,000.00	Consulting Fees	General
		SOLUTIONS Total		1,000.00		
124074	3269	SOUTHERN VALLEY MECHANICAL	10/15/2020	370.91	Repair	Food Service
124074	3269	SOUTHERN VALLEY MECHANICAL	10/15/2020	131.92	Repair	Food Service
		SOUTHERN VALLEY MECHANICAL Total		502.83		
124075	2949	STORHAUG, CYNTHIA JEAN	10/15/2020	2,340.00	Fed Sub Award SubCont <\$25000	General
		STORHAUG, CYNTHIA JEAN Total		2,340.00		
124076	461	STURDEVANT'S AUTO PARTS	10/15/2020	7.85	Repair/Equipment	General
		STURDEVANT'S AUTO PARTS Total		7.85		
124077	1553	SUMMERVILLE ELECTRIC, INC.	10/15/2020	920.00	Repair/Building	General
124077	1553	SUMMERVILLE ELECTRIC, INC.	10/15/2020	132.00	Repair/Building	General
		SUMMERVILLE ELECTRIC, INC. Total		1,052.00		
124078	1850	TAG UP	10/15/2020	378.95	Supply	General
		TAG UP Total		378.95		
124079	1516	TELIN TRANSPORTATION GROUP	10/15/2020	67.33	Repair/Equipment	General
		TELIN TRANSPORTATION GROUP Total		67.33		
124080	2911	THIELEN, THOMAS ANDREW	10/15/2020	66.00	Officials/ Contracted Services	General
		THIELEN, THOMAS ANDREW Total		66.00		
124081	2288	TIERNEY BROTHERS	10/15/2020	6,000.00	INFO-FR8-TMP Protect98 8" Temperature Sensor w/ Facial Recognition	General
124081	2288	TIERNEY BROTHERS	10/15/2020	1,196.00	Floor Stand for Protect98-WM	General
124081	2288	TIERNEY BROTHERS	10/15/2020	780.00	INFO-PB8 Protect98 Battery Pack	General
124081	2288	TIERNEY BROTHERS	10/15/2020	50.00	Freight	General
		TIERNEY BROTHERS Total		8,026.00		
124082	3117	U.S. AWARDS, INC.	10/15/2020	17.50	MI095 DECA PINS	General
124082	3117	U.S. AWARDS, INC.	10/15/2020	3.25	Freight	General
		U.S. AWARDS, INC. Total		20.75		
124083	1409	US FOODS, INC	10/15/2020	168.69	Food	Food Service
124083	1409	US FOODS, INC	10/15/2020	172.62	General Supply	General
124083	1409	US FOODS, INC	10/15/2020	699.85	Food	Food Service
124083	1409	US FOODS, INC	10/15/2020	51.41	General Supply	General
124083	1409	US FOODS, INC	10/15/2020	552.82	Food	Food Service
124083	1409	US FOODS, INC	10/15/2020	29 96.46	General Supply	General
124083	1409	US FOODS, INC	10/15/2020	393.11	Food	Food Service
124083	1409	US FOODS, INC	10/15/2020	136.19	General Supply	General

Breckenridge Public School

Payment Register

124083	1409	US FOODS, INC	10/15/2020	270.79	Food	Food Service
124083	1409	US FOODS, INC	10/15/2020	150.70	General Supply	General
124083	1409	US FOODS, INC	10/15/2020	151.84	Food	Food Service
124083	1409	US FOODS, INC	10/15/2020	115.28	General Supply	General
124083	1409	US FOODS, INC	10/15/2020	77.78	General Supply	General
		US FOODS, INC Total		3,037.54		
124084	1945	WAHPETON ACE HARDWARE	10/15/2020	37.99	General Supply	General
124084	1945	WAHPETON ACE HARDWARE	10/15/2020	20.54	Wheels for Temp Scanners	General
124084	1945	WAHPETON ACE HARDWARE	10/15/2020	34.97	General Supply	General
124084	1945	WAHPETON ACE HARDWARE	10/15/2020	39.92	General Supply	General
124084	1945	WAHPETON ACE HARDWARE	10/15/2020	14.99	General Supply	General
124084	1945	WAHPETON ACE HARDWARE	10/15/2020	8.97	General Supply	General
124084	1945	WAHPETON ACE HARDWARE	10/15/2020	58.95	General Supply	General
124084	1945	WAHPETON ACE HARDWARE	10/15/2020	18.47	General Supply	General
124084	1945	WAHPETON ACE HARDWARE	10/15/2020	29.94	General Supply	General
124084	1945	WAHPETON ACE HARDWARE	10/15/2020	13.67	General Supply	General
124084	1945	WAHPETON ACE HARDWARE	10/15/2020	59.88	General Supply	General
124084	1945	WAHPETON ACE HARDWARE	10/15/2020	16.98	General Supply	General
124084	1945	WAHPETON ACE HARDWARE	10/15/2020	17.37	General Supply	General
		WAHPETON ACE HARDWARE Total		372.64		
124085	1569	WAHPETON AUTO VALUE	10/15/2020	43.98	Repair/Equipment	General
124085	1569	WAHPETON AUTO VALUE	10/15/2020	9.99	Repair/Equipment	General
124085	1569	WAHPETON AUTO VALUE	10/15/2020	31.99	Repair/Equipment	General
124085	1569	WAHPETON AUTO VALUE	10/15/2020	41.30	Repair/Equipment	General
		WAHPETON AUTO VALUE Total		127.26		
124086	1890	WRIGLEY MECHANICAL, INC.	10/15/2020	2,793.26	Repair/Building	General
		WRIGLEY MECHANICAL, INC. Total		2,793.26		
124087	536	ZANER-BLOSER EDUCATION PUB.	10/15/2020	526.05	Grade 3 Handwriting Workbook ISBN-978-1-4531-1798-9	Capital Outlay
124087	536	ZANER-BLOSER EDUCATION PUB.	10/15/2020	47.34	Shipping/ Handling	Capital Outlay
		ZANER-BLOSER EDUCATION PUB. Total		573.39		
	1719	ECONO FOODS	10/2/2020	24.62	Food	Food Service
	1719	ECONO FOODS	10/2/2020	51.88	Food	Food Service
		ECONO FOODS Total		76.50		
	2188	P-CARD, HARRIS BANK	10/2/2020	30 9.65	General Supply	General
	2188	P-CARD, HARRIS BANK	10/2/2020	-9.65	General Supply	General
	2188	P-CARD, HARRIS BANK	10/2/2020	9.65	General Supply	General

Payment Register

2188	P-CARD, HARRIS BANK	10/2/2020	17.97	Supply	General
	P-CARD, HARRIS BANK Total		27.62		
2901	DOLLAR TREE STORES INC.	10/2/2020	20.00	General Supply	General
2901	DOLLAR TREE STORES INC.	10/2/2020	-20.00	General Supply	General
2901	DOLLAR TREE STORES INC.	10/2/2020	20.00	General Supply	General
	DOLLAR TREE STORES INC. Total		20.00		
3146	MN STATE COMMUNITY & TECH COLLEGE--	10/2/2020	250.50	Textbook/ Curriculum	Capital Outlay
3146	MN STATE COMMUNITY & TECH COLLEGE--	10/2/2020	16.90	Textbook/ Curriculum	Capital Outlay
3146	MN STATE COMMUNITY & TECH COLLEGE--	10/2/2020	99.85	Textbook/ Curriculum	Capital Outlay
3146	MN STATE COMMUNITY & TECH COLLEGE--	10/2/2020	117.65	Textbook/ Curriculum	Capital Outlay
3146	MN STATE COMMUNITY & TECH COLLEGE--	10/2/2020	35.55	Textbook/ Curriculum	Capital Outlay
	MN STATE COMMUNITY & TECH COLLEGE--BOOKSTORE		520.45		
	Grand Total		686,292.75		
	Wire Disbursements		369,487.84		
	Check Disbursements		316,804.91		
	Fund Summary				
	General Fund		572,149.66		
	Food Service Fund		31,157.28		
	Community Service Fund		67,095.86		
	Capital Fund		14,168.27		
	Debt Service Fund		0.00		
	Trust Fund		0.00		
	Student Activities Fund		1,721.68		

**Reconciliation of Ledger Balances with Bank Statement
Independent School District NO. 846
Breckenridge, Minnesota**

Date of Report: October 1, 2020

For the Month of September 2020

General Ledger Balances

FUNDS	Balance Beg. of Month	Debits	Credits	Balance End of Month
General Fund	(\$124,461.64)	806,966.71	796,967.98	(\$114,462.91)
Food Service	2,041.83	13,738.74	31,511.81	(\$15,731.24)
Comm. Serv.	130,293.43	4,628.52	16,115.64	\$118,806.31
Cap. Exp.	134,078.57	1,092.00	15,309.64	\$119,860.93
Debt. Redemption	314,485.25	49,172.62	0.00	\$363,657.87
Trust Fund	3,088.53	500.00	500.00	\$3,088.53
Student Activities	45,455.95	784.00	1,721.68	\$44,518.27
TOTALS:	\$504,981.92	\$876,882.59	\$862,126.75	\$519,737.76

Bank Balances

Description	Balance Per Bank	Outstanding Checks and Wires	Deposits in Transit	Balance
Bremer	\$541,399.92	30,112.16	0.00	\$511,287.76
The 'Barn" Cash Box		.		50.00
Bank of the West (Contingent)				8,000.00
Petty Cash				400.00
TOTALS:				\$519,737.76

Investments

Minn. School District Liquid Asset Fund	0.04%	\$19,419.64
Minn. School District "MAX" Fund	0.12%	\$2,493,916.42
Bremer Money Market	0.09%	\$103,511.82
MSDLAF Net Interest Rate 1.90%	Matures 10/23/2020	\$244,000.00
MSDLAF Net Interest Rate 1.80%	Matures 12/21/2020	\$245,000.00
TOTALS:		\$3,105,847.88

TOTAL CASH AND INVESTMENTS:	----- \$3,625,585.64 =====
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Breckenridge Public Schools

Student Activities Account

30-Sep-20

UFARS Crs #		09/01/2020 Balance	Deposits	Expenses	9/30/2020 Balance
921	Class of 2021	3,252.00			3,252.00
978	National Honor Society	1,837.68			1,837.68
979	HS Student Council	5,055.60			5,055.60
980	Letterclub	2,921.53		10.68	2,910.85
981	Mathletes	248.56			248.56
982	HS Band	11,892.38		503.00	11,389.38
983	Boys Golf	62.53			62.53
984	HS Choir	4,717.36			4,717.36
986	FFA	2.95			2.95
987	Close Up	1,324.49			1,324.49
988	Speech	4,294.32			4,294.32
989	Drama Club	2,125.55			2,125.55
990	DECA	4,432.62	784.00	1,208.00	4,008.62
991	Robotics	3,253.38			3,253.38
	Totals	45,420.95	784.00	1,721.68	44,483.27

Breckenridge Public School
Receipts for the Month of September 2020

Control #	Receipt #	Date	Received From	Amount	Description	Fund
8222	14519	9/4/2020	Life Insurance Payment	12.00	Life & Disability Payable	General
8222	14519	9/4/2020	Health Insurance Payment	582.33	Group Health Payable	General
8222	14520	9/4/2020	VOLLEYBALL BOOSTERS	1,145.00	RECORD BOARD	General
8222	14521	9/4/2020	Misc	27.81	MASKS	General
8222	14522	9/4/2020	Misc	600.00	IN MEMORY OF LINDA AZURE	General
8222	14523	9/4/2020	Misc	100.00	ANGEL FUND - C & S FARMS	Food Service
8222	14524	9/4/2020	Misc	20.00	LOST BOOK	Capital Outlay
8222	14525	9/4/2020	LAKES COUNTRY SERVICE COOP	59.54	REBATE	Food Service
8222	14526	9/4/2020	WEST CENTRAL INITIATIVE FUND	500.00	Gifts & Bequests	Trust
8222	14527	9/4/2020	WEST CENTRAL INITIATIVE FUND	423.59	BRECKENRIDGE 846 EDUCATION FOU	General
8222	14528	9/4/2020	SUMMERVILLE ELECTRIC	1,000.00		Capital Outlay
8222	14529	9/4/2020	Misc	220.00	ANGEL FUND	Food Service
8222	14530	9/4/2020	Misc	500.00	ANGEL FUND	Food Service
8222	14531	9/4/2020	GATE CITY BANK	140.00	MY SCHOOL SPIRIT CARDS	General
8222 Total				5,330.27		
8223	14532	9/15/2020	STATE OF MINNESOTA	13,348.95	2021 ENDOWMENT	General
8223	14532	9/15/2020	STATE OF MINNESOTA	169,711.94	2021 SPECIAL ED AID	General
8223 Total				183,060.89		
8224	14533	9/15/2020	MSDMAX	250,000.00	Minn. Sch. District "max" Fund	General
8224 Total				250,000.00		
8225	14534	9/16/2020	PREMIER REBATES	1.44	Food	Food Service
8225 Total				1.44		
8226	14535	9/16/2020	PREMIER REBATES	4.36	Food	Food Service
8226 Total				4.36		
8227	14536	9/18/2020	COMMUNITY EDUCATION	234.00	CE CLASSES	Community Service
8227	14536	9/18/2020	COMMUNITY EDUCATION	40.00	SACC FEES	Community Service
8227	14536	9/18/2020	COMMUNITY EDUCATION	20.00	BASEBALL	Community Service
8227	14536	9/18/2020	COMMUNITY EDUCATION	12.00	ELECTION FILING FEES	General
8227 Total				306.00		
8228	14537	9/18/2020	ELEM HOT LUNCH	963.00	Student Lunch Sales	Food Service
8228 Total				963.00		
8229	14538	9/18/2020	HS HOT LUNCH	865.00	Student Lunch Sales	Food Service
8229 Total				865.00		
8230	14539	9/18/2020	ELEM GENERAL FUND DEPOSITS	34 10.00	CINCH SACKS	General
8230	14539	9/18/2020	ELEM GENERAL FUND DEPOSITS	61.01	Library Book - FINE	Capital Outlay
8230	14539	9/18/2020	ELEM GENERAL FUND DEPOSITS	88.00	YEARBOOKS	General

Breckenridge Public School
Receipts for the Month of September 2020

8230	14539	9/18/2020	ELEM GENERAL FUND DEPOSITS	180.00	Tablet Protection Plan Fee	General
8230 Total				339.01		
8231	14540	9/18/2020	HS GENERAL FUND RECEIPTS	100.00	ART PROJECTS	General
8231	14540	9/18/2020	HS GENERAL FUND RECEIPTS	1,090.00	Tablet Protection Plan Fee	General
8231	14540	9/18/2020	HS GENERAL FUND RECEIPTS	275.00	Fees	General
8231	14540	9/18/2020	HS GENERAL FUND RECEIPTS	784.00	DECA Carwash	Student Activities
8231 Total				2,249.00		
8232	14541	9/18/2020	ISD 544 - FERGUS FALLS SCHOOL	6,359.19		General
8232	14542	9/18/2020	Misc	3,087.50	Federal Aid	General
8232	14543	9/18/2020	Misc	25.00	ANGEL FUND	Food Service
8232	14544	9/18/2020	Misc	250.00	ANGEL FUND	Food Service
8232	14545	9/18/2020	Misc	200.00	ANGEL FUND	Food Service
8232 Total				9,921.69		
8233	14546	9/18/2020	COMMUNITY EDUCATION	905.00	SCHOOL READINESS - PRESCHOOL	Community Service
8233 Total				905.00		
8234	14547	9/28/2020	STATE OF MINNESOTA	6,157.41	SUMMER FOOD	Food Service
8234 Total				6,157.41		
8235	14548	9/28/2020	MSDMAX	297,840.86	Minn. Sch. District "max" Fund	General
8235	14548	9/28/2020	MSDMAX	2,986.52	Minn. Sch. District "max" Fund	Community Service
8235	14548	9/28/2020	MSDMAX	49,172.62	Minn. Sch. District "MAX" Fund	Debt Service
8235 Total				350,000.00		
8236	14549	9/30/2020	ISD 152 - MOORHEAD SCHOOL DIST	3,150.95		General
8236	14550	9/30/2020	Life Insurance Payment	12.00	Life & Disability Payable	General
8236	14551	9/30/2020	CORDES, DIANE	-12.00		General
8236	14552	9/30/2020	Life Insurance Payment	12.00	Life & Disability Payable	General
8236	14552	9/30/2020	Health Insurance Payment	582.33	Group Health Payable	General
8236	14553	9/30/2020	Life Insurance Payment	2.10	Life & Disability Payable	General
8236	14554	9/30/2020	Life Insurance Payment	35.70	Life & Disability Payable	General
8236 Total				3,783.08		
8237	14555	9/30/2020	STATE OF MINNESOTA	234,748.79	2020 GEN ED AID	General
8237	14555	9/30/2020	STATE OF MINNESOTA	1,112.63	2020 NONPUB TRANSPORT	General
8237	14555	9/30/2020	STATE OF MINNESOTA	15,665.80	2020 SPECIAL ED AID	General
8237	14555	9/30/2020	STATE OF MINNESOTA	1,057.76	2020 INDIAN ED	General
8237	14555	9/30/2020	STATE OF MINNESOTA	806.63	2020 ECFE	Community Service
8237	14555	9/30/2020	STATE OF MINNESOTA	351,208.64	2020 SCHOOL READINESS	Community Service
8237	14555	9/30/2020	STATE OF MINNESOTA	50.40	2020 PRESCHOOL SCREENING	Community Service
8237	14555	9/30/2020	STATE OF MINNESOTA	940.13	2020 LTF FAC MAINT	Debt Service

Breckenridge Public School
Receipts for the Month of September 2020

8237	14555	9/30/2020	STATE OF MINNESOTA	1,252.51	2020 LITERACY INCENTIVE	General
8237	14555	9/30/2020	STATE OF MINNESOTA	5.99	2020 HOME VISITING	Community Service
8237	14555	9/30/2020	STATE OF MINNESOTA	914.86	2020 NONPUBLIC PUPIL AID	Community Service
8237	14555	9/30/2020	STATE OF MINNESOTA	164,595.95	2021 GEN ED AID	General
8237	14555	9/30/2020	STATE OF MINNESOTA	1,198.75	2021 AG HMSTD CREDIT	Debt Service
8237	14555	9/30/2020	STATE OF MINNESOTA	38,511.85	2021 SCH BLDG BOND	Debt Service
8237	14555	9/30/2020	STATE OF MINNESOTA	1,805.89	2021 DISPARITY	Debt Service
8237	14555	9/30/2020	STATE OF MINNESOTA	6,716.00	2021 LT FAC MAINT	Debt Service
8237 Total				470,592.58		
8238	14556	9/30/2020	MSDMAX	0.47	Interest Income	General
8238 Total				0.47		
8239	14557	9/30/2020	MSDMAX	241.03	Interest Income	General
8239 Total				241.03		
8240	14558	9/30/2020	BREMER BANK	9.27	Interest Income	General
8240 Total				9.27		
8241	14559	9/30/2020	CREDIT CARD DEPOSIT	1,370.00	Tablet Protection Plan Fee	General
8241	14559	9/30/2020	CREDIT CARD DEPOSIT	444.00	CALCULATORS RECEIVABLE	General
8241	14559	9/30/2020	CREDIT CARD DEPOSIT	90.00	MS MUSIC	General
8241	14559	9/30/2020	CREDIT CARD DEPOSIT	120.00	ART CLASS FEE	General
8241	14559	9/30/2020	CREDIT CARD DEPOSIT	520.00	HS MUSIC	General
8241	14559	9/30/2020	CREDIT CARD DEPOSIT	2,425.00	ACTIVITY USER FEE	General
8241	14559	9/30/2020	CREDIT CARD DEPOSIT	115.00	ACTIVITY TICKETS	General
8241	14559	9/30/2020	CREDIT CARD DEPOSIT	10,400.40	Student Lunch Sales	Food Service
8241	14559	9/30/2020	CREDIT CARD DEPOSIT	10.00	SHOP CLASS FEE	General
8241	14559	9/30/2020	CREDIT CARD DEPOSIT	66.00	Yearbook Sales	General
8241	14559	9/30/2020	CREDIT CARD DEPOSIT	10.99	Library Book	Capital Outlay
8241	14559	9/30/2020	CREDIT CARD DEPOSIT	150.00	ANGEL FUND	Food Service
8241 Total				15,721.39		
8242	14560	9/30/2020	CREDIT CARD DEPOSIT	178.00	Tuition from Patron	Community Service
8242	14560	9/30/2020	CREDIT CARD DEPOSIT	145.00	Tuition from Patron	Community Service
8242	14560	9/30/2020	CREDIT CARD DEPOSIT	120.00	Fees	Community Service
8242 Total				443.00		
8243	14561	9/30/2020	COMMUNITY EDUCATION	-255.00	Tuition Income - NSF Check	Community Service
8243 Total				-255.00		
Grand Total				1,360,638.89		

Breckenridge Public School
Receipts for the Month of September 2020

			Fund Summary		
			General Fund	1,172,661.46	
			Food Service Fund	19,896.15	
			Community Service Fund	7,360.04	
			Capital Fund	1,092.00	
			Debt Service Fund	98,345.24	
			Trust Fund	500.00	
			Student Activities Fund	784.00	

Breckenridge Public School-Contingent Account
Account Summary
September 2020

	Sep 20
Ordinary Income/Expense	
Expense	
01005010000899000 Sch Bd Misc	60.00
01100050000366000 ES Prin Travl	125.00
01201810000401999 COVID Supply	13.81
01300050000366000 HS Principal	125.00
01300258000430103 VocI Msc Sply	95.88
05300211302460000 Sr High Txtbk	232.56
R02005770701601000 Lunch Refund	571.60
R04005505321040000 Com Ed Refnd	92.00
Total Expense	1,315.85
Net Ordinary Income	-1,315.85
Net Income	-1,315.85

**Breckenridge Public School-Contingent Account
Transaction List by Date
September 2020**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Sep 20				
09/03/2020	26391	Minnesota BCA	Dolechek, Tschakert, Rudick	-45.00
09/03/2020	26392	Marjorie Lommel	Defensive Driving Refund	-18.00
09/03/2020	26393	James Severson	Defensive Driving Refund	-18.00
09/03/2020	26394	Jim Bogenreif	Defensive Driving Refund	-20.00
09/03/2020	26395	Susan Anderson	Defensive Driving Refund (2)	-36.00
09/03/2020	26396	Austin Imdieke	Supply	-232.56
09/16/2020			Deposit	1,248.46
09/16/2020	26397	MASSP	School Law Seminar 10/7/20	-125.00
09/16/2020	26398	MESPA	Law Seminar 10/6/20	-125.00
09/16/2020	26399	Kimberly Anderson	Lunch Account Refund	-23.10
09/16/2020	26400	Nicole Barry	Lunch Account Refund	-38.80
09/16/2020	26401	Jodi Beyer	Lunch Account Refund	-25.40
09/16/2020	26402	Laurie Gladback	Lunch Account Refund	-253.70
09/16/2020	26403	Dacia Johnson	Lunch Account Refund	-14.85
09/16/2020	26404	Hope Karlgaard	Lunch Account Refund	-39.00
09/16/2020	26405	Kari Kinneberg	Lunch Account Refund	-18.75
09/16/2020	26406	Chris Nelson	VOID: Lunch Account Refund	0.00
09/16/2020	26407	Jacob Purrier	Lunch Account Refund	-17.60
09/16/2020	26408	Savannah Vogelbacher	Lunch Account Refund	-50.00
09/16/2020	26409	Chris Kelsen	Supply	-13.81
09/16/2020	26410	Hayley Bouressa	Supply	-95.88
09/16/2020	26411	Chris Nelson	Lunch Account Refund	-90.40
09/16/2020	26412	Minnesota BCA	Torblaa	-15.00
Sep 20				

C. Hires

1. McKayla Neuman, SACC Assistant
2. Jenna Fabre, SACC Assistant
3. Ryanne Long, SACC Assistant
4. Kristi Berndt, Salad Bar Worker
5. Justin Stevens, Custodian
6. Evonne Vaughn, Custodian
7. Jeremiah Kramer, Full Time Substitute Teacher
8. Reeann Enderson, Technology Specialist
9. Chelsey Torblaa, Student Support Advocate/Native American Liaison
10. Ryan Madden, Part Time Custodian

D. Retirement

1. Pamela Dohman, Media Specialist

E. Resignation

1. Ella Marts, SACC Assistant

F. Enrollment

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6. Communications

A. Superintendent

B. Business Manager

C. Elementary Principal

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Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel



Elementary Board Report:

October 2020

#1 BOARD VALUE: To provide a world-class education for Breckenridge students.

#2 BOARD VALUE: The board values the need for individualized learning and will prioritize our resources to support student achievement through active and engaging learning.

Elementary Open House Conferences:

- <https://docs.google.com/spreadsheets/d/16q6texas3LIGStQL3qBkvpnE8QkPL4UjNjo8lrjBn7W4/edit?usp=sharing>
- Positives:
 - Pictures!
 - Passport
 - Organized
 - 1-1 with the teacher
- Improvements:
 - Offer evening hours
 - Separate AVMR and FAST assessment areas
 - Picture packets available before the evening
 - maybe send electronically so parents can have a plan?
 - Additional adult support at stations/doors for those unfamiliar with school layout

Title Grants:

- Three of 4 Title grants have been approved!
- **Awaiting Approval:** Native American Grant and Title I
- Shout out to Connie and Lisa - They have trained and been implementing distance Read Naturally programming!

ACT: October 6 - We had 20 students taking the exam that day

Open positions to fill:

- Title I Para - in the works

Breckenridge Virtual Academy Update:

- From 34 down to 21 elementary students currently enrolled. They are returning to in-person! Five students just returned Monday.
- Attendance letters were sent to those not meeting the criteria. A handful returned that were about to get warning letters.
- Challenge was they thought it would be more like this last spring. We have increased the rigor and expectations since then.

Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel

Conferences:

- Attendance Teacher Survey Results
https://docs.google.com/spreadsheets/d/1a2yKPtV6wszV-9_wHSe33V_2F4E3R6K0pa4jSNDGyGE/edit?usp=sharing

Elementary Principal Goal: Facilitate more meaningful feedback for teachers through the Educator Excellence Program, specifically both formal, informal and walk-through observations.

- MDE is offering a professional development opportunity this year called “Facilitating Meaningful Feedback.” The cohort meets monthly with principals across the state to improve the teacher evaluation process and discussions that follow observations.
- The training includes rubrics for “Differentiated Questioning” techniques that:
 - Asks factual questions.
 - Asks reflective questions to prompt explanation of thinking.
 - Asks questions to help create connections or brainstorm new strategies
 - Asks reflective questions to examine the feasibility of new strategies.
- The final portion of the training includes ideas for leading conversations into actions.

Safe Routes to School update:

- Still in the works is a sidewalk along Hall Ave to the corner of 11th Street next to the fence out there.
- Looking into the possibility of changing the grant a bit due to utilities, homeowner, and tree removal concerns about sidewalks on Hall and Beede going over to the high school. We discussed the possibility of creating new sidewalks thus narrowing the streets along those couple city blocks vs. other options and barriers to simply putting in a permanent walk/bike path due to regulations for rumble strips for the blind.
- Speed signs are part of the plan yet, but they won't be permanent...law enforcement will be able to move them around to different spots to help monitor speed.
- The circle drive barricade may be too expensive to make it automated. Depends on the changes to the grant and other items that may come up in the completion of other improvements.
- Street lighting at NW corner/parking lot would be removed and additional lighting would be added to the side of the school building.
- The committee was wondering when the tennis and pickleball courts, if at all, were transferred over to the city? I wasn't sure but I told them I would ask

Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel

about that historical information. Sidewalks are planned along there but either way city would be responsible to clear them as they are considered "city boulevard."

- This project must be completed by 2022. Money becomes available in Oct. 2021.

Add'l changes noted here:

https://docs.google.com/document/d/1KalxkMsMljWQqx5_46sxx4ypmW39Y36Q0yNehNw2FM/edit?usp=sharing

**Breckenridge High School
School Board Report
Wed. Oct. 21, 2020
Principal: Craig J. Peterson
4:00pm**

High School Goal #1: “How can we set the culture at Breckenridge?”

High School Goal #2: “How can we support students, staff and community growth at Breckenridge?”

Celebrations:

- Thank you to Kayla Mark and Angie Cleveland; Our 2 assistants in the office have been tremendous!
- Thank you to Deb Jacobs and Ashley Wiertzema at Wilkin Public Health. They have been available and have given us a solid foundation in how to handle COVID

Re-Entry Plan UPDATE and Feedback

- 6 weeks into school; Control what you can control
- Students’ absent and self-quartining
- Google Classroom and Google Meet
- ***Our staff is providing a GREAT education for all students

Old Business

1. New Tech network and training: Step 1 of a 4 year plan

-<https://newtechnetwork.org/>

Facilitator Teams:

Step 1: 2019-2020 (learning), 2020-2021 (Phase 1), 2021-2022 (Phase 2), 2022-2023 (Phase 3)

Gr. 7-8: Mary D., Jack H., Margaret W., Travis E., Emily M., Hayley B., Liz D, Missy J., Kelly Larson (9 teachers)

Step 2: 2020-2021 (investigate/learn), 2021-2022 (Phase 1), 2022-2023 (Phase 2)

Gr. 9-10: Jolynn W., Stacey D., Tina A., Al G., Austin I., Emily C., Linda H., Brenda R., Kelly Leiseth (9 teachers)

Step 3: 2020-2021 (investigate/learn), 2021-2022 (Capstone Project), 2022-2023 (Step 1)

Gr. 11-12: Stan G., Dennis S., Alissa H., Tony B. Derek G., Brad L., Kim Q., Chad F. (8 teachers)

2. Golden Path Solutions :<https://goldenpath.net/>

- Gr. 9-12 students st up their Compass profile and put information into our Golden Path system
- We have a 4 year contract with Golden Path
- Career readiness; Connect businesses with students and their interests.

3. Portrait of a Graduate: <https://sites.google.com/isd846.org/breck-grad/home>

- Presented to our HS staff our Portrait of a Graduate
- We did an activity on all of the projects/activities our students already do in the categories of **Inspired, Impassioned, Empowered and Engaged**

4. Breckenridge High School Master Schedule (2020-2021)

<https://docs.google.com/spreadsheets/d/10XACpDIeKyJLiEMTICgpoWvXlt9Mk-ViumRa8gH8O2M/edit?usp=sharing>

-We had to change some courses due to low enrollment or the class wasn't offered this semester (CNA, Trig, Woods, Welding).. We will look for 2nd semester to do these courses.

-Class #'s are looking great. We built class #'s on the idea of "Hybrid Schedule"

-50% capacity of the classroom OR 6 feet apart

- Classes over 20:

Total: 7 at 21 students; 3 at 22 students; 3 at 23 students; plus Band and Choir

Period 1: 1 at 21; 1 at 22

Period 2: 3 at 21; 1 at 22; 1 at 23

Period 3: 1 at 21; 1 at 22; 1 at 23

Period 4: 2 at 21; 1 at 23

5. AGENCY: (Attached) <https://newtechnetwork.org/resources/new-tech-network-agency-rubrics/>

-Agency Rubric is attached for your viewing

MY ADULT LEARNING AGENCY GOAL: Develop Growth Mindset

-SEEK CHALLENGES (Analyzes and overcomes personal barriers (mindsets, beliefs, circumstances) that inhibit taking risks.

-GROW FROM SETBACKS: Identifies challenges, failures, or setbacks and reflection (e.g. giving up or trying harder) affect the process, product, and learning

Agency Focus Areas:

Gr. 11-12: Seek Challenges

Gr. 9-10: Growing from Setbacks

Gr. 7-8: Tackle and Monitor Learning

New Business:

1. Educator Excellence Team:

-Set up Educator Excellence and growth goals on Google Classroom ; Goals DUE by Thurs. Oct. 15

2.Parent-Teacher Conferences: Virtual conferences

-We did Virtual conferences for our HS Parent/teacher conferences

3. Oct. 12, 13, 14 Virtual Classes

-Positively: 98% of students in grades 10-12 were synchronously logged in for their classes

What are we doing UNIQUE and INNOVATIVE?

-Culture: "The safe, inclusive and emotionally supportive environment where learners feel empowered and have opportunities to cultivate agency through growth mindset, embrace academic challenges, develop their social skills and build relationships."

-Capstone Project for Students (Class of 2022); Portrait of a Graduate work and Golden Path Solutions is “intertwined”

November Reports and Updates:

1. Dress Code Policy: Is our Dress Code Policy out-dated or obsolete?; Implicit bias in our dress code (Policy 613)

New Projects the High School is working on:

1. Adult Learning in our School

Announcements/Calendar of Events:

-Thurs. Oct. 15- Fri. Oct. 16: EM Break

-Wed. Oct. 28: Early Out @ 1:28pm

-Nov. 2-Nov. 6: HOMECOMING WEEK

-Wed. Nov. 4: Early Out @ 1:28pm

-Fri. Nov. 6: LAST DAY of 1st Quarter

-Mon. Nov. 9: ½ Staff Development day/1/2 Work day

-Wed. Nov. 11: Virtual Veterans Day Program @ 9am

-Wed. Nov. 18: Early Out @ 1:28pm

-Wed. Nov. 25-Fri. Nov. 27: Thanksgiving Break

E. Ex-officio Student Representatives
F. Committee Reports

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**BRECKENRIDGE SCHOOL DISTRICT #846
NEGOTIATIONS COMMITTEE MEETING
THURSDAY, SEPTEMBER 17, 2020
4:00 PM
ELEMENTARY SCHOOL MEDIA CENTER**

Committee members present: Steve Arnhalt, Justin Nepl, Erin Johnson

Others present: Superintendent Cordes (virtual), Neil Kusler, Cathy Affield, Patty Owens, Maxine Lammers, Sue LeNoue, Peggy Kram, Pam Dohman, and Tamara Jones, MSEA Representative

The District presented the following contract proposal to MSEA members:

2020-2022 Contract:

1. Zero percent on the salary schedule for the 2020-2022 contract with a wage reopener agreement for summer of 2021
2. Agree to Steps as defined by the 2018-2020 contract.
3. Agree to pay employees for up to 4.5 unused personal or vacation days at the employees contracted hourly rate of pay. The 4.5 day limit is a **combination** of vacation and personal leave days in the current contract.
4. Agree to language clean-up as presented in the document provided by the district (see August 31, 2020 minutes attachment) and the following presented by MSEA:
 - a. Correct all spelling and grammatical errors that do not change the intent of the language.
 - b. Change all gender specific language to gender neutral.
 - c. Change dates accordingly.
5. Remove Section 2 “increment withholding” in Article VI “Rate of Pay”.
6. Fix typo regarding \$.25 per hour for food service staff with “Serve Safe” certificate.

The MSEA negotiators agreed to take the tentative agreement back to the MSEA group. The union members will vote on the proposed contract before the October 21 board meeting.

7. Old Business

A. Adopt Policies - 422, 496, 522, 523

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Adopted: 07/13/2004

Breckenridge ISD 846 Policy 422

Orig. 1995

Revised: 10/21/2020

Rev. 2020

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Policy 102	Equal Educational Opportunity
Policy 103	Complaints – Students, Employees, Parents, Other Persons
Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Policy 305	Policy Implementation
Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Policy 507	Corporal Punishment
Policy 510	Student Activities
Policy 511	Student Fundraising
Policy 517	Student Recruiting
Policy 518	DNR-DNI Orders
Policy 519	Interviews of Students by Outside Agencies
Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Policy 524	Internet Acceptable Use and Safety Policy
Policy 525	Violence Prevention
Policy 535	Service Animals in Schools
Policy 610	Field Trips
Policy 710	Extracurricular Transportation
Policy 711	Video Recording on School Buses
Policy 712	Video Surveillance Other Than on Buses
Policy 802	Disposition of Obsolete Equipment and Material

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

Legal References:

Cross References:

496 POLITICAL CAMPAIGNS AND ACTIVITIES

I. PURPOSES

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

II. GENERAL STATEMENT OF POLICY

- A. The school district will maintain neutrality as to all political campaigns and issues. The school district will not expend public funds or resources to advocate for particular candidates or for only one side of a controversial question. However, the school district may expend reasonable amounts to apprise voters in the school district of facts pertinent to an election, bond issue, or referendum.
- B. The school district recognizes the rights of students and employees to participate in political campaigns and political issues, elections, and public service and the right of students to pursue an education conducted in a suitable academic environment free from disruption.
- C. To protect First Amendment rights, while at the same time preserving the integrity of the education objectives and responsibilities of the school district, the school board adopts the following guidelines.

III. DEFINITIONS

- A. “Distribution” means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material. This includes, but is not limited to, posting on a wall, bulletin board, or other building surface, or anywhere on school district property; leaving items to be picked up by interested persons; directly giving items to persons; or placing items in rooms in a school district building.
- B. “Nonschool-sponsored material” or “unofficial material” includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored material include, but are not limited to, leaflets, brochures, buttons, badges, fliers, petitions, posters, and underground newspapers, whether written by students or employees.

- C. “Nonschool person” means any person who is not a currently enrolled student or a current employee of the school district.
- D. “Political materials” include, but are not limited to, any paper, handbill, poster, booklet, brochure, advertisement, sample ballot, display, or audio or video presentation, that pertains to a political candidate or political issue.
- E. “Political issue” is an issue that is the subject of a public referendum which is being debated by political candidates or organizations.
- F. “Political candidate” is a person who seeks nomination or election to partisan or nonpartisan public or party office or who has filed as candidate for election.
- G. A “political activity” is an act that is of a nature, done with intent, or done in a way, to influence or tend to directly or indirectly influence, voting at a primary or an election or, if it is done because a person is about to vote, has voted, or has refrained from voting at a primary or an election.
- H. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- I. “Work hours” for school district employees refer to the period between the time an employee is scheduled to begin work and the end of the employee’s assigned work day (excluding the employee’s lunch and break periods), and any paid overtime hours or extra-duty hours for which the employee has volunteered or been assigned.

IV. PROCEDURES

- A. Political Activities of Employees in General
 - 1. Employees of the school district, while acting in the capacity of a school district employee, shall not engage in any political activity during the school day, during work hours, or at school activities.
 - 2. School district employees shall be free to engage in political activities outside of the school day, work hours, or school activities and to campaign and run for political office. Employees shall not allow such political activities to interfere with the proper performance of their school duties and shall not use school time, supplies, or equipment in these activities.

3. A school district employee or official shall not use his or her official authority or influence to compel a person to take part in a political activity, to pay or promise to pay a political contribution, or apply for membership in or become a member in a political organization.
4. Teachers or other school district employees may not use or recruit students during the school day, during work hours, or at school activities for either distribution of political materials or other political activities.
5. School district employees, while acting in the capacity of a school district employee, shall refrain from any conduct that is intended to be or that reasonably could be perceived as endorsing or opposing specific political issues or political candidates.
6. The implementation of and compliance with this policy shall be coordinated by the Superintendent. All inquiries regarding school district elections referendum candidates and campaigns shall be referred to the Superintendent.

B. Distribution of Political Materials

1. The distribution of political materials on school district property by nonschool persons is governed by Policy 904, Distribution of Materials on School District Property by Nonschool Persons.
2. The distribution of political materials on school district property by students and employees is governed by Policy 505, Distribution of Nonschool-sponsored Materials on School Premises by Students and Employees.

C. School District Property, Facilities, and Activities

1. Nonpublic forums. All school district property and facilities are nonpublic forums that are designated as reserved for their intended purpose of education and education-related activities. Political activities will not be allowed in such nonpublic forums unless it is part of approved curriculum. Further, reasonable time, place, and manner restrictions may be imposed in such a nonpublic forum.
2. Public forums by designation. The building principal, with approval of the superintendent and the school board, may designate specific property or facilities of the school district as limited public forums open for certain expressive activity such as political speech. The open character of such property or facilities will not be retained indefinitely. Further, reasonable time, place, and manner restrictions may be imposed. The building

principal and the superintendent are responsible for establishing the time, place, and manner restrictions and for ensuring equality of treatment toward all candidates and issues when such a designated public forum is created.

V. VIOLATION OF POLICY

- A. Violation of this policy by a student will be halted, and appropriate disciplinary action will be taken in accordance with the school district's student discipline policy and/or any governing statute.
- B. Violation of this policy by an employee will be halted, and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called. In addition, other action may be taken, if appropriate.

VI. IMPLEMENTATION/NOTICE OF POLICY

- A. A copy of this policy will be available in school buildings. The policy will be noted in student handbooks and available to students, staff, employees and community members in school buildings and the administrative office.
- B. The school district will develop a method of discussing the policy with students and employees.
- C. The school district administration may develop any additional guidelines and procedures necessary to implement his policy. Such additional guidelines shall be submitted to the school board for approval. Upon approval, such guidelines and procedures shall be an addendum to this policy.

- Legal References:*** Minn. Stat. § 10A.01, Subd. 5
Minn. Stat. § 43A.32
Minn. Stat. § 211A.02, Subd.8
Minn. Stat. § 211B.09 (Prohibited public employee activities)
Op. Minn. Atty. Gen. 159a-3 (May 24, 1966) (concluding that a school district could not make expenditure of public funds for printing and mailing of literature urging passage of a bond issue)
- Cross References:*** Policy 505 (Distribution of Nonschool-sponsored Materials on School Premises by Students and Employees)
Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: 08/09/2005

Breckenridge ISD 846 Policy 522

Orig. 1995

Revised: 10/21/2020

Rev. 2020

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinators are: Corinna Erickson, Elementary Principal, ericksonc@breckenridge.k12.mn.us, 218-643-6681, 810 Beede Avenue, Breckenridge, MN 56520 and Craig Peterson, High School Principal, petersonc@breckenridge.k12.mn.us, 218-643-2694, 710 13th Street North, Breckenridge, MN 56520

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinators, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the school district’s Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
 - A. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
 - B. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
 - C. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
 - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 - 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.

- D. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- E. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- F. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- G. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- H. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- I. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party,

and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.

J. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:

1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not

limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who

has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts

or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity

of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A.** Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B.** Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.

- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint .
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - 2. A statement that the respondent is presumed not responsible for the

alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;

3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;

2. Did not occur in the school district's education program or activity; or
 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 2. The respondent is no longer enrolled or employed by the school district; or
 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.

- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

3. Findings of fact supporting the determination;
 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or

the individual complainant or respondent that affected the outcome of the matter.

- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a

determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with

the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: Policy 102 (Equal Educational Opportunity)
Policy 413 (Harassment and Violence)
Policy 506 (Student Discipline)
Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: 08/09/2005

Breckenridge ISD 846 Policy 523

Orig. 1995

Revised: 10/21/2020

Rev. 2012

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to students as well as to employees. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to students:

Policy 102	Equal Educational Opportunity
Policy 103	Complaints – Students, Employees, Parents, Other Persons
Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Policy 305	Policy Implementation
Policy 413	Harassment and Violence
Policy 417	Chemical Use and Abuse
Policy 418	Drug-Free Workplace/Drug-Free School
Policy 419	Tobacco-Free Environment
Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
Policy 496	Political Campaigns and Activities Policy
Policy 511	Student Fundraising
Policy 524	Internet Acceptable Use and Safety Policy
Policy 525	Violence Prevention
Policy 610	Field Trips
Policy 613	Graduation Requirements
Policy 614	School District Testing Plan and Procedure
Policy 615	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
Policy 616	School District System Accountability
Policy 707	Transportation of Public School Students
Policy 708	Transportation of Nonpublic School Students
Policy 709	Student Transportation Safety Policy
Policy 710	Extracurricular Transportation
Policy 711	Video Recording on School Buses
Policy 712	Video Surveillance Other Than on Buses
Policy 801	Equal Access to School Facilities

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

Legal References:

Cross References:

8. New Business

A. Audit Report (6:15 p.m.)

B. Resolution Accepting Donations

80

The following resolution was moved by _____ and seconded by _____ :

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Breckenridge ISD 846, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Frank Azure	\$600.00	Memory of Linda Azure
C & S Farms	\$100.00	Angel Fund
West Central Initiative	\$500.00	Scholarship
West Central Initiative	\$423.59	Reading Mentor Program
Vision Ford	\$220.00	Angel Fund
Vision Ford	\$500.00	Angel Fund
Gate City Bank	\$140.00	
Breckenridge Township	\$3,087.50	PPE Relief Funds
Alice Reiff	\$ 25.00	Angel Fund
Vernae Hasbargen	\$250.00	Angel Fund
Ann Lawrence	\$200.00	Angel Fund
TOTAL FOR MONTH OF SEPTEMBER	\$6,046.09	

The vote on adoption of the Resolution was: Unanimous in Favor

Whereupon, said Resolution was declared duly adopted on October 21, 2020

By: _____
Chair

By: _____
Clerk

**MEMORANDUM OF UNDERSTANDING
BRECKENRIDGE SCHOOL DISTRICT ISD 846 AND EDUCATION BRECKENRIDGE LOCAL 1299
FOR COMPENSATION OF COACHES AND CO-CURRICULAR ADVISORS
DURING THE 2020-21 SCHOOL YEAR**

This Memorandum of Understanding is entered into by and between Independent School District No. 846, (hereinafter referred to as the "School District") and Education Minnesota 1299 (hereinafter referred to as the "Association").

WHEREAS, the School District and the Association are parties to a collective bargaining agreement (hereinafter referred to as the "CBA") for the time period from July 1, 2019 to June 30, 2021; and

WHEREAS, Schedule B and the Extra Curricular Schedule of the CBA provides a salary schedule for teachers who also serve as advisors of co-curricular activities and/or athletic coaches in various high school and middle school sports; and

WHEREAS, the School District and the Association acknowledge that the peacetime emergency in the State of Minnesota could extend into the 2020-2021 school year and adversely affect the School District's ability to offer MSHSL sports, other extra-curricular activities, and co-curricular activities; and

NOW, THEREFORE, the parties hereto agree as follows:

1. **Compensation:** In the event any MSHSL sport, other extracurricular activity or co-curricular activity is unable to take place during the 2020-2021 school year, advisors and coaches of affected activities will be compensated as follows:
 - a. 75% of the compensation will be paid for preparation work done outside of the student participation period to head coaches and advisors
 - b. 50% of the compensation will be paid for preparation work done outside of the student participation period to assistant high school coaches and advisors
2. **Compensation:** In the event any MSHSL sport, other extracurricular activity or co-curricular activity is suspended or shortened during the 2020-2021 school year, advisors and coaches of affected activities will be compensated as follows:
 - a. 100% of the compensation will be paid to varsity head coaches and advisors and high school assistant coaches and advisors .
 - b. Junior high coaches and advisors will be paid a prorated salary based on how much of the season has been completed as determined by the Activities Director.
3. **Terms of this Memorandum of Understanding; Modification.** This Memorandum of Understanding shall commence on the date the parties fully execute it and shall remain in effect until June 30, 2021 or the completion of MSHSL Spring sports which are scheduled to take place through July 2021. This Memorandum of Understanding may be modified by mutual written agreement between the parties hereto.
4. **No Past Practice.** By entering into this Memorandum of Understanding, the parties acknowledge and agree that the actions taken by the School District and the actions taken by the local union in this Memorandum of Understanding shall not constitute, nor be interpreted as, a past practice.

INDEPENDENT SCHOOL DISTRICT NO. 846

Dated: _____

By: _____

Its: _____

EDUCATION BRECKENRIDGE LOCAL 1299

Dated: _____

By: _____

Its: 82 _____

**MEMORANDUM OF UNDERSTANDING
BRECKENRIDGE SCHOOL DISTRICT ISD 846 AND EDUCATION BRECKENRIDGE LOCAL 1299
FOR Teacher’s Hours of Service: Basic Day
DURING THE 2020-21 SCHOOL YEAR**

This Memorandum of Understanding is entered into by and between Independent School District No. 846, (hereinafter referred to as the “School District”) and Education Minnesota 1299 (hereinafter referred to as the “Association”).

WHEREAS, the School District and the Association are parties to a collective bargaining agreement (hereinafter referred to as the “CBA”) for the time period from July 1, 2019 to June 30, 2021; and

WHEREAS, during the 2020-2021 school year the time of student entry into teacher classrooms has been adjusted to an earlier time than the 2019-2020 school year;

NOW THEREFORE, be it resolved; that for the 2020-21 school year, the parties agree to the following language in Article XII (Hours of Service), Section 1 (Basic Day) of the collective bargaining agreement:

Beginning November 2, 2020

1. ARTICLE XII HOURS OF SERVICE Section 1. Basic Day: The basic teacher's day, exclusive of a 1/2 hour duty free lunch period, shall be from 8:00 a.m. to 3:45 p.m. or 7:45 a.m to 3:30 p.m. Dismissal shall be at 3:30 p.m. on Fridays and days preceding holidays and vacations. Under this provision building principals may have a weekly faculty meeting starting at 7:15 a.m. Dismissal those days is at 3:30 p.m for all teachers.
 - a) Teachers must inform their building principal of their basic duty day choice by 3:30 p.m. on Friday, October 30th, 2020.
 - b) The teacher’s choice is binding for the entire 2020-2021 school year regardless of the district learning model.
 - c) Teachers must attend IEP meetings as part of their basic duty day regardless of basic duty day choice.
 - d) Teachers must attend faculty meetings as part of their basic duty day regardless of basic duty day choice.

2. **Terms of this Memorandum of Understanding; Modification.** This Memorandum of Understanding shall commence on the date the parties fully execute it and shall remain in effect until June 30, 2021. This Memorandum of Understanding may be modified by mutual written agreement between the parties hereto.

3. **No Past Practice.** By entering into this Memorandum of Understanding, the parties acknowledge and agree that the actions taken by the School District and the actions taken by the local union in this Memorandum of Understanding shall not constitute, nor be interpreted as, a past practice.

INDEPENDENT SCHOOL DISTRICT NO. 846

Dated: _____

By: _____

Its: _____

EDUCATION BRECKENRIDGE LOCAL 1299

Dated: _____

By: _____

Its: _____

Name	Activity
Chad Fredericksen	Varsity Football Coach
Brad Lindberg	Asst. HS Football Coach
Anthony Bogenreif	Football Offensive Coordinator Coach
Eric Erlandson	Freshman Football Coach
Jordan Christensen	Asst. HS Football Coach
Tim Mohs	Junior High Football Coach
Christine Hajek	Fall Cheerleading Co-Advisor
Kristen Green	Fall Cheerleading Co-Advisor
Margaret Wilson	Varsity Volleyball Coach
Briana Dauer	Freshman Volleyball Coach
Melissa Johnson	"B" Squad Volleyball Coach
Alicia Finkral	JV Volleyball Coach
Kayla Mohs	Junior High Volleyball Coach
Sue Smith	Junior High Volleyball Coach
Emily Mertes	Student Council Co-Advisor
Kim Quast	Student Council Co-Advisor
Hayley Bouressa	HS Vocal Music
Hayley Bouressa	Middle School Vocal Music
Emily Christensen	HS Instrumental Music
Emily Christensen	Grades 5 & 6 Instrumental Music
Emily Christensen	Grades 7 & 8 Instrumental Music
Kennedy Niska	Elementary Music
Mary Donohue Stetz	HS Annual Advisor
Stan Goldade	Mathletes Advisor
Maxine Lammers	Elementary School Yearbook Advisor
Christina Aigner	Junior Class Advisor
Stacy Diaz	School Play Advisor
Stacy Diaz	One Act Play
Stacy Diaz	Drama Club Advisor
Stacy Diaz	School Play Construction
Stan Goldade	Knowledge Bowl
Stan Goldade	NHS Advisor
Derek Grahn	DECA/Business Club Advisor
Julie Ernst	Youth Girls' Basketball Coordinator

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION
 AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Boys Ice Hockey
 beginning with the 20 20 - 20 21 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. Attach another form if necessary.

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Richland #44 (ND)	72	Colfax, ND		
High School #2:					
High School #3:					
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards))

- List the number of students, by grade level, who participated in this activity during the previous year. If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.

	7th	8th	9th	10th	11th	12th
High School #1					1	
High School #2						
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): _____

6. Team Colors: _____ Team Mascot: _____

7. Host School (school that will receive revenue share check): _____

Board of Education (or designee)	School	Date
Signed <u>B. Gaudin</u>	<u>Richland HS</u>	<u>10/14/2020</u>
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

- Approved
 Not Approved

Signature: _____ 87 Date: _____
 MSHSL Executive Director

FACULTY/STAFF HANDBOOK 2020 – 2021

BRECKENRIDGE PUBLIC SCHOOL DISTRICT NO. 846

District Office
810 Beede Ave
Breckenridge MN 56520
218-643-6822

Elementary School
810 Beede Ave
Breckenridge MN 56520
218-643-6681

High School
710 13th Street N
Breckenridge MN 56520
218-643-2694

www.breckenridge.k12.mn.us

Breckenridge School District #846 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Diane Cordes, District Superintendent, 218-643-6822, has been designated to handle inquiries regarding discrimination. Additional information may be obtained from the US Department of Education, Office for Civil Rights, 500 W. Madison St., Suite 140, Chicago, IL 60661.

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FACULTY/STAFF HANDBOOK

1. MISSION STATEMENT

We are devoted to providing personalized learning through challenging, relevant and dynamic experiences in a safe environment where mutual respect is fostered and builders of the future are developed.

2. VISION STATEMENT

“Breckenridge Pride...Inspiring to Excel”

3. GENERAL

- A. Working hours begin at 8:00 am and end at 3:45 pm for each teacher. **BHS-teachers are to be in their classrooms at 8:00 am. BES-the period from 8:00 am to 8:30 am is to be spent supervising students, preparing lessons, maintaining order in the hallways, etc. Teachers are expected to be in or near their classrooms by 8: 20 a.m. Teachers are expected to keep their classrooms locked when not occupied. The period from 3:15 – BES to 3:23 – BHS to 3:45 pm will be reserved for student appointments, parent conferences, teacher meetings, lesson preparation, etc.**
- B. The Breckenridge Public School’s buildings, vehicles, and property are tobacco-free. Tobacco usage is not allowed.
- C. **Teachers- Please do not leave classrooms or study halls unattended!** Teachers are legally responsible for the safety of each child under their supervision; gross negligence is displayed if students are left unsupervised. Secondary teachers are expected to be visible in the hallway between classes.
- D. The Administration will conduct faculty meetings as needed.
- E. Please see respective administrators regarding the format expectations of lesson plans.
- F. Teachers are expected to care for their room: writing on desks or other room surfaces is prohibited, desks should be rearranged after class, lights turned out after use, paper picked up off the floor, windows closed and locked at the end of the day, students are not to be allowed to tamper with heating or cooling controls, rooms are to be locked after use. **As appropriate, please have students put chairs and any other materials on the floor (i.e. book bins, folders, etc.) on top of their desks at the end of the day for easier and more thorough vacuuming.** Teachers are asked to help keep the school clean.
- G. Anytime teachers take students out of the building during school hours, a roll sheet is to be emailed to the principal and office secretaries, and a copy carried on the bus for every bus trip except the routine rural runs. If a student is on the list but not on the bus, notify the office before leaving the school. These sheets are for emergency purposes and for taking roll on the way back home. Coaches/Advisors will ride the bus home from extra-curricular activities. Bus drivers are not to be left in charge of students. Vehicles carrying students to and from school events must be driven by an authorized adult with Type III Drivers training.
- H. Teachers conducting after hours activities are to remain in the building until the last student leaves. Upon leaving, rooms are to be straightened up, lights are to be turned off and the doors and windows are to be locked.
- I. **Teachers are not to let students use their keys!** The administrator may request that school keys be turned in at the end of the school year. If this request is made, the keys should be submitted along with the end of the year annual report.
- J. Teachers should require students to call them by Mr., Miss, Mrs., or Ms.

- K. Student and staff injuries are to be reported immediately to the Administration (including Mr. Kusler) and an incident report completed.
- L. Teachers are not authorized to use school vehicles without permission from Administration.
- M. Teachers are accountable for supplies and equipment under their control including staplers, tape dispensers, copying, etc. Teachers will be responsible for inventory.
- N. A teacher file is maintained in the district office which includes: teacher certificate(s), leave slips, evaluations, etc.
- O. Teacher tardiness to school or class will not be tolerated.
- P. Teachers planning special events will have them cleared with the Principal one week before the event is to take place. Activities involving money or the school activity account must be cleared with the Principal.
- Q. A detention for grades 7-12 will be scheduled for 50 minutes before **or after** school Monday through Friday at the high school.
- R. Teachers are expected to become familiar with the items contained in the student handbook and student section of policy.
- S. The School Board hereby resolves to comply with Public Law 94-553 and Title 17 of the United State Code regarding Federal copyright laws. It is the intent of the Board of Education that employees shall respect the copyright laws and that copying machines, computers, etc. owned by the school district shall not be used in a manner as to infringe on the rights of others.

4. STUDENT DISCIPLINE

Discipline is not the responsibility of only the Superintendent and/or the Principal. Each teacher in the district will share the responsibility of maintaining proper discipline. All rules and regulations put forth by the Board of Education and/or the offices of the Superintendent and Principal shall be enforced by each individual teacher. **Refer to Student Handbook and Discipline policies.**

5. DRESS CODE

Teachers are expected to be professionally dressed during working hours. Expressly prohibited are T-shirts, sweats, etc. Jeans, sweatshirts, and “spirit” clothing is allowed on Fridays.

6. SUBSTITUTES, SICK LEAVE, AND OTHER TEACHER ABSENCES

- A. All absences prior to 7 a.m., should be submitted in AESOP. If a sub is needed any time after 7:00 a.m., notify Peggy or Angie immediately and they will arrange for your sub. Contact Angie in the high school office (ext. 4400). Call Peggy at BES office (ext. 4019) for elementary absences. If no one answers leave a message.
- B. The district will grant sick leave in accordance with the negotiated agreement.
- C. The district will grant personal leave in accordance with the negotiated agreement. Personal leave shall be taken in half day increments.
- D. Leave forms should be submitted electronically in advance for most personal leave and immediately upon return for other types of leave.
- E. Substitute folders are to be completed and kept in an accessible location and should include seating arrangements, class schedules, procedures, material locations, computer passwords and other necessary information.

7. ABSENTEES AND ATTENDANCE

- A. Teachers are required to keep a record of absences for each individual class. Junior high and senior high school teachers will enter absence/tardies into the district computer system for each class period. Attendance should be taken immediately at the beginning of the class period. Three unexcused tardies shall count as a class absence and count toward the district attendance policy. Elementary attendance is taken twice daily, once in the a.m. and once after lunch.
- B. Teachers will be expected to make valid assignments for make-up work to be given to students after they have missed class. This work should be designed to adequately make up for the number of classroom minutes missed.

8. ACTIVITIES

- A. Teachers are encouraged to attend school events including athletic events, music programs, graduation, holiday programs, class plays, etc.
- B. School events are authorized only with permission from the Principal.
- C. Teachers may be asked to chaperone school parties during the school year.
- D. Lights in the gym are to be turned off after activities are finished. Equipment is to be put away after use.
- E. Teachers are required to attend lyceums, assemblies, and pep rallies and are required to sit with their classes. Teachers will share in the responsibility of supervision during said activities.
- F. It shall be the duty of the coaches/office to inform students if they become ineligible for a sport or activity.

9. PURCHASES

All purchases by employees are required to follow proper purchasing procedures. The School District will not accept responsibility for unauthorized purchases. The requisition/purchase order process will be strictly followed! All requisitions should be completed by April 1 of the school year for the current school year. If an item is needed after this date such as perishable items, be sure to contact the appropriate principal prior to purchasing. Unauthorized purchases will become the financial responsibility of the employee placing the order or making the purchase. Student accounts should be approved by the Administration if there are any questions about the approval of the purchase.

10. MONEY

- A. All money turned into the office should be counted.
- B. Money disbursed for field trips, etc. is to be accounted for with receipts.

11. CUSTODIANS, COOKS, BUS DRIVERS, OFFICE SECRETARY

- A. Teachers have no authority over the custodians, cooks, bus drivers, office secretaries, or other teachers, etc.
- B. The work of the custodian is very important to all of us. Cooperation of all staff members with custodians in keeping the school environment clean and safe will be appreciated. If you have suggestions about the way your room or area is being kept and cleaned, please refer comments to the Principal or Superintendent, not directly to the custodian. If repairs are needed, a message can be left on the custodian's voice mail or send an email.

12. HOT LUNCH

The hot lunch price for adults is \$3.90 per meal.

13. HIGH SCHOOL CLASS PROCEDURES

- A. The full class period should be used for instruction. Do not allow students to line up at the door prior to the dismissal bell.
- B. Teachers will be at their door or in the hallway when classes are changing to facilitate an orderly passing of students.
- C. Personal work is not to be done on school time.
- D. Authority to excuse students from class is reserved to the Administration. Teachers are not to allow a student to leave the school building to drive home to get forgotten items or to pick up items downtown, etc. If such things are necessary, they must be cleared with the Administration.
- E. Teachers are not to allow students to disturb other classes.
- F. No personal use of technology when responsible for students.

14. HARASSMENT

General Statement of Harassment Policy:

It is important to remind everyone that ISD 846 does not tolerate acts of harassment, including acts of harassment based on disability at our District.

If you believe you have been subject to harassment or a hostile environment based on your disability or any other protected characteristic (such as age, gender, national origin, race, color, creed, religion, marital status, familial status, age, sexual orientation or receipt of public assistance), immediately report the harassment or hostile environment to the District. The District is committed to conducting thorough investigations into report of harassment or hostile environment. Reports should be made to the District's Human Rights Officer, Diane Cordes, 810 Beede Ave., Breckenridge, MN, 56520, (218) 643-6822, cordesd@breckenridge.k12.mn.us.

Individuals found to have engaged in acts of harassment or other acts that create a hostile environment based on disability, or any other protected characteristic, will be promptly disciplined pursuant to the District's discipline policy, employee discipline policy, or collective bargaining agreement where applicable.

If circumstances warrant it, such discipline may include suspension and expulsion for students, suspension or termination for District staff.

General Statement of Sexual Harassment Policy:

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000, et seq., and Minnesota Statute 363.01.13, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. The policy in full detail is available upon request from the District office.

It is the policy of Independent School District No. 846 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of School District No. 846 to be sexually violent to a student or employee.

The School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

The policy includes definitions of sexual harassment and violence. It organizes the reporting, investigation, district action and reprisal procedures.

The Harassment and Violence Policy 413 in full detail is available upon request from the District office or on the school website under District Office > District Policies

https://drive.google.com/file/d/1ogKaHlmbd2DYCMOi18l_6Dvrqhy3b54i/view

15. TEACHER’S LOUNGE

- A. The teacher’s lounge is provided for use during free time. The BES lounge is to be cleared by 8:20 a.m.
- B. Students are not allowed in the lounge.
- C. The refrigerator and coffee area are the responsibility of employees. Keep the lounge clean & orderly.

16. EVALUATION

Formal teacher evaluations will be conducted in accordance with Minnesota State law. Informal observations will be an on-going process throughout the school year. Please refer to the Educator Excellence Program for more information.

17. GRIEVANCE – Refer to the master agreement

18. GRANTS & TECHNOLOGY PURCHASES BY TEACHERS

All grants sought out by teachers need to be approved by your administrator. This includes, but is not limited to, such grants as Donors Choose, Richland Wilkin Community Foundation, etc. Technology purchases and grant requests with technology requests need to be approved by technology staff personnel.

19. PROFESSIONAL GROWTH

It shall be the policy of the Breckenridge Public School District School District to adhere to Professional Growth Standards as put forth by the MN Department of Education. Compliance with these requirements is monitored by the Superintendent of Schools.

19. GRADING SCALE

A numerical grade will be used on the report card and permanent records for all academic subjects in grades 7-12. The following grading systems shall be used:

A 95-100	C+ 77-79	D- 60-62
A- 90-94	C 73-76	F 59-00
B+ 87-89	C- 70-72	
B 83-86	D+ 67-69	
B- 80-82	D 63-66	

I = Incomplete – No grade unless work is completed.

Grades K-6 use a standards based grading scale as follows:

E- Exceeds

M- Meets

PM - Partially Meets

DM - Does not Meet

20. CLUBS AND ORGANIZATIONS

All funds and financial transactions will flow through the appropriate office of that club or organization. No advisor shall solely maintain a club or organizations finances. Fundraisers for organizations must be approved by the School Board. Advisors MUST be present during fund raising activities and supervise the students involved.

21. FIELD TRIPS

(Due to COVID this year, field trips will be on a very limited basis. Look for opportunities such as virtual field trips, Google Meets, etc. to provide these valuable learning opportunities.)

NO STUDENT MAY GO ON A FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP!

Field trips are valuable if planned carefully by the teacher. If you wish to plan a field trip:

- A. Get the approval of the Principal at least 2 weeks prior to the event.
- B. Get the approval of the place to be visited.
- C. Complete Bus Request form 2 weeks in advance.
- D. Instruct your students about the field trip, the approximate time of departure, time of return, and special actions to be taken on the students' part.
- E. Chaperones are to have a background check completed.

22. CODE OF CONDUCT

Staff members have a responsibility to make themselves familiar with, and abide by, the laws of the state and the policies of the School District as these affect their work. District goals are dependent upon the professional behavior of all staff and the following responsibilities will be required:

- A. Faithfulness and promptness in attendance at work.
- B. Support and enforcement of policies of the School Board & regulations of the school administration.
- C. Diligence in submitting required reports at the time and in the manner specified by the law and the district policies and practices.
- D. Care and protection of school property.
- E. Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under proper supervision at all times.

23. CHAIN OF RESPONSIBILITY

Students, parents, and teachers are encouraged to follow the appropriate chain of responsibility for resolution of any problems or concerns. The chain of responsibility is:

Student/Parent → Teacher → Appropriate Principal → Superintendent → School Board

24. SCHEDULING EVENTS

The school calendar is extremely important for planning school events and activities. For the sake of conflict, **all school activities will be scheduled through the Principals' office.** In the High School

contact Mr. Peterson and at the BES building contact Gail. Also the Athletic Director, Chad Fredericksen, can be contacted for either building. Only those items approved through the administrative offices will be considered as having official sanction. School events can be found at the school website at www.breckenridge.k12.mn.us and click Activity Calendar.

25. PREPARATION TIME

All teachers will remain in the building during their preparation time. The school office must be notified if a teacher needs to leave the building during their preparation time except at dinner time. Preparation periods are to be used for lesson preparation and for working with students who may need extra help.

26. MEDIA CENTER

Teachers will schedule time in the library with the media aide. Teachers must supervise students who are working in the library unless arrangements have been made with the media aide.

27. PAYROLL

Payroll will be ready on the 15th of each month and the last day of each month; or the last working day falls on a weekend or holiday. If payday falls on a weekend or holiday, payment will be made the last working day.

28. TEACHER CONTRACT

It is each staff member's responsibility to know their contract and how the details of the contract apply to them individually. **Read your contract.**

28. TORNADO, FIRE, & LOCKDOWN DRILLS

Teachers are to be familiar with emergency procedures including fire and tornado drills. Fire and tornado drills are to be conducted under the supervision of the Principal. The signal for a fire drill will be an automated warning and the use of Crisis-Go. The signal for a tornado drill will be voiced over the intercom and Crisis-Go. Lockdowns will also be called over the intercom and Crisis-Go. **Teachers must have their bucket of supplies with them whenever there is a drill. Teachers should immediately take attendance to account for their students. You will do this through the Crisis-Go app.**

29. STORM PROCEDURES

In the event of emergency school closings, including calling off school or early dismissal, students and parents should listen to the following radio and television stations for school information. KBMW, WDAY, KFGO, and KVLV. School Messenger Notification System will also be used to notify parents/students of any emergencies or closings.

30. STUDENT MEDICATION

Students who must depend upon receiving medication during the school day must have a written order from a physician giving specific directions for taking the medication. Prescription medicine must be in the original container and kept in the school/nurse's office during the day. Students must also have a signed permission slip by their parents to receive any OTC medications such as aspirin, Tylenol, etc. The OTC medications must also be in the original container and kept in the school/nurse's office during the day.

31. SUBSTANCE USE/ABUSE POLICY

The Board of Education of Independent School District No. 846 is committed to the prevention of alcohol, tobacco and other substance use/abuse. This policy describes the philosophy of the district and the program elements the district will use to promote healthy lifestyles for its students and staff and to inhibit the use/abuse of alcohol, tobacco and other substances.

No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school sponsored events, except drugs prescribed by a physician. The terms “alcohol and other substances” shall be construed throughout this policy to refer to the use of all substances including but not limited to: alcohol, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-a-likes and any other of these substances commonly referred to as “designer drugs.” The inappropriate use of prescription and over the counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school sponsored events: any person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

32. SAFE SCHOOL STANDARDS

By Minnesota Law whoever possesses, stores or keeps a dangerous weapon as defined in Section 609.02, Subdivision 6, on school property is guilty of a felony and may be sentenced to imprisonment for not more than two (2) years or to payment of a fine of not more than \$5,000 or both. School property means a public or private elementary, middle or secondary school building and its grounds (parking lots, athletic fields, etc.) whether leased or owned by the school. It also means the area within a school bus when the bus is being used to transport one or more elementary, middle or secondary students.

33. VIOLENCE PREVENTION AND WEAPONS POLICY

It is the policy of Independent School District No. 846 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s), which exhibit and promote violence and disruptive behaviors. The Board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority, and that no physical or emotional harm is to come to them during school activities, on school grounds, buses or field trips.

It shall be a violation of this policy for any pupil or staff member to possess a firearm or a dangerous weapon when in the school building, on school grounds, or at a school-related activity. It shall be the policy of ISD 846 to refer to Law Enforcement any person who brings a firearm to school in violation of the “Gun-Free School Act of 1994.”

The Board and administration shall publicize and inform staff and students annually of policies and procedures related to violence prevention and weapons. The District shall act immediately to investigate all acts or complaints of violence, either formal or informal, and take appropriate disciplinary action against any pupil or staff member who is found to have violated this policy. The Superintendent will expel for 365 days, any student who brought a firearm to school. The Superintendent may modify such expulsion on a case-by-case basis.

34. SUSPENSION, EXPULSION, EXCLUSION

Suspension means an action taken by the principal prohibiting a student from attending school for a

period of time no more than ten (10) consecutive school days. This definition does not apply to dismissal from school for one to two days or less. During the suspension, professional staff, parent/guardian and students are to discuss the matter and reach an agreement on future conduct. Students placed on suspension are responsible for all assignments due the day they return to school. A student with an Individual Educational Plan (IEP) will be treated in accordance with the Statutes regarding Special Education.

Expulsion means an action taken by the School Board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year. The Pupil Fair Dismissal Act of 1974 (as amended) will be followed in the procedural matter of this kind.

Exclusion means an action taken by the School Board to prevent enrollment or re-enrollment of a student for a period that shall not exceed beyond the school year. The Pupil Fair Dismissal Act of 1974 (as amended) will be followed in procedural matters of this kind. Copies of the Pupil Fair Dismissal Act of 1974 are available from the office upon request.

35. ANNUAL ASBESTOS NOTIFICATION

Our school buildings have been inspected for asbestos under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). Some asbestos-containing building materials (ACBM) have been submitted to the Minnesota Department of Education (MDE), and the report is available for your inspection in the Superintendent's Office at the Breckenridge Elementary School. The person designated as Asbestos Program Manager for our district is the Superintendent of Schools who can be reached at 218-643-6822.

Asbestos-containing areas will be kept under surveillance for change or damage. If you notice any change or damage to areas identified as asbestos containing, please notify the Asbestos Program Manager above at once. In addition to periodic surveillance (at least every 6 months), the school will be re-inspected by a certified asbestos inspector every three years.

36. ACCEPTABLE TECHNOLOGY USE

Annually, all employees must sign the internet acceptable use agreement. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in the files in the system. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or district policy. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under MN Stat.Ch 13(the Minnesota Government Data Practice Act). The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

37. SCHOOL BOARD POLICIES (400, 500 and 600 series of policies)

All School Board Policies are to be adhered to at all times during the 2020-21 school year as a Breckenridge school employee. The Breckenridge School Board policies in the 400 series apply specifically to Employee/Personnel, the 500 series of policies apply specifically to students and the 600 series of policies apply specifically to education programs. All school district policies can be found at: <https://sites.google.com/isd846.org/breckenridge-public-school/home>

38. COMMUNICATION WITH PARENTS/GUARDIANS

As educational professionals, it is best practice to respond to a parent/guardian question in a professional manner. Please be proactive in contacting/talking with parents/guardians in regards to the education of their child in the building. It is recommended that staff respond to parent/guardian contacts (emails, phone, etc.) within 24 hours when school is in session. Parents/Guardians should also receive contact (phone call, email, etc.) from their child's instructor on a regular basis as a best practice.

39. CHEMICAL FREE ZONE

In order to respect students and staff with allergy issues related to certain chemicals, please do not use scented soaps, body or air freshener sprays, cleaners, plug-in air fresheners, diffusers, etc. throughout the building. Students and staff with allergies or asthma are greatly affected by many of these types of scents and chemicals in the products.

40. COVID-19 STAFF PREPAREDNESS PLAN

Breckenridge is committed to providing a safe and healthy workplace for our employees and employees are asked to report when they are sick or experiencing symptoms to their visitors. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Administration and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities. That requires full cooperation among our employees. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Staff has the administration's full support in enforcing the provisions of this plan with students and colleagues.

The Breckenridge COVID-19 Staff Preparedness Plan 2020-21 in full detail is available upon request from the District office or on the school website shared with employee Google accounts under District Office > Staff Resources > Resources
https://docs.google.com/document/d/1akxSyNmrv_z5xgBr3ZTSB8NRv3QVnz3hdyca8wexflk/edit#heading=h.esf6e0fg4pa3

This Faculty/Staff Handbook is shared with employee Google accounts on the school website under District Office > Staff Resources > Resources or available upon request from any school office. <https://www.breckenridge.k12.mn.us/page/2602>

School Board Policy & Master Teacher Agreement override this document.

Breckenridge Public Schools

"Home of the Cowboys & Cowgirls"

INDEPENDENT SCHOOL DISTRICT #846 • DISTRICT OFFICE

810 Beede Avenue • Breckenridge, MN 56520

Phone: 218-643-6822 • Fax: 218-641-4035

www.breckenridge.k12.mn.us



PLEASE RETURN THIS PAGE TO THE APPROPRIATE PRINCIPAL. THANK YOU!

This **faculty/staff handbook** is for your use and includes the basic rules that aid us in operating the Breckenridge Public Schools. Rather than specifically discussing each and every passage in the handbook, I leave the responsibility of reading the book up to you and only ask that you sign this form indicating that you have received the Breckenridge Public School Faculty Handbook 2020– 2021. If you have any questions or comments about the contents of the handbook, please share them with the appropriate administrator.

I have been offered a copy of the **Drug-Free Workplace/Drug-Free School Policy #418**. School policies can be found online on the school website or are available at the District Office.

I have read the **student handbook** of the appropriate building. The handbooks can be found under the office tab on the school website or available at each school office.

Employee signature

Date

G. MSEA Contract Settlement
H. Substitute Teacher Pay

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SUBSTITUTE TEACHER RATES OF PAY OCTOBER 2020

District	Daily	Over 10	Over 30
Ashby	110		
Barnesville	110		
Battle Lake	115	135	
Bertha-Hewitt	130		
Brandon-Evansville	112		
Browns Valley	125		
Chokio-Alberta	100		
Hawley	120		
Herman-Norcross	100		
Lake Park-Audubon	105		
Moorhead	112	125	221.21
Morris	110		
New York Mills	125		
Osakis	115		
Parkers Prairie	110		
Pelican Rapids	125		
Perham	125		
Rothsay	125		
Ulen-Hitterdal	125		
Underwood	115		
West Central Area	115		
Average	115.6667		

- I. Fee Schedule Adjustment
- J. Election Canvass
- K. Veteran's Day Program Update

9. Adjournment

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Lakes Country Service Cooperative

Jeremy Kovash, Executive Director

1001 E. Mount Faith - Fergus Falls, MN 56537

Phone: (218) 739-3273 - Fax: (218) 739-2459 - Web: www.lcsc.org

TO: Superintendent of Schools
School Board Clerk

FROM: Jeremy Kovash, Executive Director

DATE: September 30, 2020

RE: Annual LCSC Board Election

Lakes Country Service Cooperative (LCSC) is accepting a minimum of three nominations to serve four-year board member terms, beginning January 1, 2021 and ending December 31, 2024. In accordance with the LCSC Bylaws, these terms are for school board members of LCSC members with full membership. All board members shall be active members of the unit they represent.

Enclosed is the nomination petition for the LCSC annual board election.

If your district wishes to nominate one of your board members to run for a position on the LCSC Board of Directors, please take the appropriate action on the petition and return petition, the **along with a resume from the candidate**, on or before October 29, 2020.

LCSC board members must be active members of the school districts they represent. LCSC ballots will be mailed to our membership by November 5, 2020. Should a candidate fail to be elected on November 3, 2020, their nomination will be removed from the LCSC ballot. In addition, should an existing LCSC board member fail to be re-elected on November 3, 2020, the remainder of their term on the LCSC Board will be placed on the LCSC election ballot.

It should be noted that the LCSC Board meets the second Thursday of each month at 11:30 a.m. In general, meetings last approximately two hours. Meetings are held at the LCSC office in Fergus Falls.

If you have any questions regarding the enclosed nomination form or the election, please contact me at jkovash@lcsc.org or 218-737-6504.

Service Cooperative Board of Directors

Chairperson Jon Karger, Pelican Rapids
Marc Hasbargen, Breckenridge
Supt. Dan Posthumus, Wheaton
Supt. Philip Jensen, Hawley

Vice Chairperson Suzanne Wing, Ashby
Douglas Huebsch, Otter Tail County
Judith Moeller, Parkers Prairie

Clerk Paul Ness, Battle Lake
Matthew Lemke, Fergus Falls
Kevin Campbell, Clay County

Treasurer James Fish, City of Fergus Falls
Reed Reinbold, Henning
Ardy Johansen, Underwood

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