

**BRECKENRIDGE SCHOOL BOARD MEETING
INDEPENDENT SCHOOL DISTRICT #846
WEDNESDAY, MARCH 17, 2021
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: 1-304-306-0091 PIN: 988 171 243#

2. Call the Meeting to Order

- A. Pledge of Allegiance
- B. School Happenings

3. Approval of Agenda

4. Superintendent Finalist Interview - Brad Strand

5. 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.

6. Approval of Consent Agenda

- A. Minutes 3
- B. Financials
 - 1. Financial Report & Bills 6
 - 2. Contingent Account 30
- C. Hires
 - 1. Nacole Langston, Custodian
 - 2. Jeremiah Kramer, JV Baseball Coach
 - 3. Marie Prochnow, Food Service Floater
 - 4. Mary Donohue-Stetz, Head Speech Coach Substitute
- D. Resignation
 - 1. Stacy Diaz, Elementary Track Coordinator
- E. Extra Curricular Contracts 32
- F. Enrollment 33

7. Communications

- A. Superintendent
- B. Business Manager

C. Elementary Principal	34
D. High School Principal	36
E. Ex-officio Student Representatives	
F. Committee Reports	39
8. Old Business	
A. Community Engagement Meeting Update	
B. Policies Second Reading - 610, 613, 614, 615, 616, 618, 619, 620, 624	41
9. New Business	
A. Resolution Accepting Donations	112
B. Revised Budget 2020/2021	113
C. 2021/2022 School Calendar	121
D. Policies First Reading - 301, 302, 303, 416	122
10. Superintendent Finalist Interview - Daniel Ludvigson	
11. Superintendent Position	
12. Adjournment	

The Regular Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota met Wednesday, February 17, 2021, at 4:00 PM in the Elementary School, conference room 233.

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

Members Present: Arnhalt, Ernst, Hasbargen, Johnson, Mikkelson, Neppl, Roberts and Superintendent Cordes

Chairperson Johnson called the regular meeting to order at 4:08 PM with the Pledge of Allegiance recited.

Superintendent Cordes thanked the school board members for all they do for the school district. She also recognized our bus drivers for the important work they do with transporting our students. Recognition week is February 22-26 for both the school board and bus drivers.

Motion by Arnhalt, seconded by Mikkelson to approve the agenda as presented. 7-0

CONSENT AGENDA:

Motion by Ernst, seconded by Hasbargen to approve the consent agenda. 7-0

Previous month's minutes – January 20, 2021

Financial reports as presented including:

Checks #124358 - #124488 in the amount of \$280,043.81

Wire disbursements of \$368,682.18 (1/15/21 through 2/12/21)

Hires: Adelle Heggem, Administrative Assistant; Jake Dodge, JV Softball Coach

Resignations: Marijo Bjorlin, Special Education Teacher; Justin Stevens, Custodian; Brad

Lindberg, Assistant Varsity Football Coach; Kristen Green, Cheerleading Co-Advisor

Leave of Absence: Margaret Wilson, Math Teacher

Extracurricular Contracts: Julie Ernst, Youth Boys' Basketball Coordinator; Margaret Wilson, Youth Volleyball Coordinator

Reviewed enrollment numbers.

COMMUNICATIONS:

Superintendent – Diane Cordes – reported

- ♦ operating levy renewal
- ♦ online learning option after COVID to keep students in the district
- ♦ legislative update

Superintendent Search - Brett Johnson - reported

- ♦ initial interviews are being conducted

Business Manager – Neil Kusler – reported

- ♦ working on current and next year budgets
- ♦ custodian position is open

Elementary Principal – Corinna Erickson – reported

- ♦ standards based report card work to help with consistency with grading
- ♦ ADSIS two year grant renewal
- ♦ conferences completed virtually

High School Principal – Craig Peterson – reported

- ◆ curriculum mapping ◆ state guidance on celebrations from state (prom, graduation)
- ◆ grading vs. learning ◆ virtual student showcase night went well ◆ dress code policy

Committee Reports – Superintendent Cordes

- ◆ Budget - operating levy renewal and possible bond referendum
- ◆ Activities - wrestling coop

OLD BUSINESS:

Second reading was held for Policy 902 Use of School District Facilities and Equipment; Policy 905 Advertising. Policies are available for public review in the District Office.

NEW BUSINESS:

InGensa presented information on the Election Planning Overview as well as the Tentative Fall 2021 Election Planning Timeline. **Motion** by Arnhalt, seconded by Roberts to proceed with the planning process to explore revenue raising opportunities related to the general operating fund, technology and building needs and to direct school administration to engage School Perceptions to start the process to conduct a scientific/detailed survey to gauge the interest of the community in an operating/technology levy renewal and a maintenance levy and/or a facilities bond with the goal of a final report in May/June to the school board. 7-0 (copy on file)

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

January donations received: \$6,419.40

Melaney Weinkauf & Mindi Bruce \$200 (angel fund); Wilkin County \$3,000 (after school collaborative grant); Scholarship Management/Doosan \$500 (raspberry pi’s); ND Community Foundation \$2,500 (youth programs); undesignated - Gate City Bank \$150; Casey’s \$24.40; Bell Bank \$45

Ernst seconded the motion. 7-0 (copy on file)

Motion by Neppel to accept the American Indian Parent Advisory Committee (AIPAC) Vote of Concurrence Resolution and authorize board signature on the resolution and submit to MDE by March 1st. Arnhalt seconded the motion. 7-0

First reading was held for 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 Accountability; Policy 618 Assessment of Student Achievement; Policy 619 Staff Development for Standards; Policy 620 Credit for Learning; Policy 624 Online Learning Options

Motion by Hasbargen, seconded by Ernst to adjourn at 5:04 PM. 7-0

Next regular meeting date Wednesday, March 17, 2021 at 4:00 PM.

Chair

Clerk

The Special Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota met Tuesday, March 9, 2021, at 4:00 PM via an electronic virtual setting due to the COVID health pandemic.

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

Members Present: Arnhalt, Ernst, Hasbargen, Johnson, Mikkelson, Neppl, Roberts and Superintendent Cordes

Chairperson Johnson called the special meeting to order virtually at 4:00 PM on Tuesday, March 9 with the Pledge of Allegiance recited.

Joining the board members for the interviews with superintendent candidates were staff, student, and community members. A list of questions were posed to each candidate and each candidate made a virtual presentation to the group.

Candidate Daniel Ludvigson was interviewed for the superintendent position.

Chairperson Johnson recessed the meeting at 5:23 p.m. until Wednesday, March 10 @ 4:00 p.m.

The meeting was reconvened virtually at 4:00 p.m. on Wednesday, March 10.

Candidate Craig Peterson was interviewed for the superintendent position.

Candidate Brad Strand was interviewed for the superintendent position.

Chairperson Johnson recessed the meeting at 7:55 p.m. until Thursday, March 11 @ 4:00 p.m.

The meeting was reconvened virtually at 4:00 p.m. on Thursday, March 11.

Candidate Dr. Timothy Godfrey was interviewed for the superintendent position.

The board discussed information from the interviews and received staff, student, and community member's feedback. Discussed were next steps in the hiring process and inviting two candidates to the regular board meeting on Wednesday, March 17 for superintendent finalist interviews. Consensus of the board was to invite Daniel Ludvigson and Brad Strand to the board meeting.

Chairperson Johnson adjourned the meeting at 8:00 p.m. on Thursday, March 11.

Next regular meeting date Wednesday, March 17, 2021 at 4:00 PM.

Chair

Clerk

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

Date of Report: March 4, 2021

For the Month of February 2021

General Ledger Balances

FUNDS	Balance Beg. of Month	Debits	Credits	Balance End of Month
General Fund	\$279,585.14	980,651.00	963,766.51	\$296,469.63
Food Service	55,090.93	58,311.43	43,017.77	\$70,384.59
Comm. Serv.	151,086.34	10,651.57	23,869.02	\$137,868.89
Cap. Exp.	(28,070.66)	0.00	5,737.62	(\$33,808.28)
Debt. Redemption	92,920.04	244.38	0.00	\$93,164.42
Trust Fund	5,918.53	500.00	500.00	\$5,918.53
Student Activities	54,196.42	13,314.38	665.68	\$66,845.12
TOTALS:	\$610,726.74	\$1,063,672.76	\$1,037,556.60	\$636,842.90

Bank Balances

Description	Balance Per Bank	Outstanding Checks and Wires	Deposits in Transit	Balance
Bremer	\$673,211.88	44,818.98	0.00	\$628,392.90
The 'Barn" Cash Box				50.00
Bank of the West (Contingent)				8,000.00
Petty Cash				400.00
TOTALS:				\$636,842.90

Investments

Minn. School District Liquid Asset Fund	0.02%	\$3,397.52	
Minn. School District "MAX" Fund	0.04%	\$2,296,680.94	
Bremer Money Market	0.02%	\$103,529.09	
TOTALS:			\$2,403,607.55
TOTAL CASH AND INVESTMENTS:			----- \$3,040,450.45 =====

Breckenridge Public School
Receipts for the Month of February 2021

Control #	Receipt #	Date	Received From	Amount	Description	Fund
8348	14712	2/1/2021	HS GENERAL FUND RECEIPTS	150.00	ART	General
8348	14712	2/1/2021	HS GENERAL FUND RECEIPTS	111.00	CALCULATORS RECEIVABLE	General
8348	14712	2/1/2021	HS GENERAL FUND RECEIPTS	835.00	BOYS BASKETBALL	General
8348	14712	2/1/2021	HS GENERAL FUND RECEIPTS	52.00	CD'S & DVD'S	General
8348	14712	2/1/2021	HS GENERAL FUND RECEIPTS	100.00	Class of 2022 Revenue	Student Activities
8348	14712	2/1/2021	HS GENERAL FUND RECEIPTS	674.38	HS Band Revenue	Student Activities
8348 Total				1,922.38		
8349	14713	2/4/2021	STATE OF MINNESOTA	8,469.56	Federal Aid/ CARES Funding	General
8349	14713	2/4/2021	STATE OF MINNESOTA	2,676.00	PATHWAYS 2	Community Service
8349	14713	2/4/2021	STATE OF MINNESOTA	2,676.00	PATHWAYS 2	Community Service
8349 Total				13,821.56		
8350	14714	2/4/2021	HS GENERAL FUND RECEIPTS	70.00	ART PROJECTS	General
8350	14714	2/4/2021	HS GENERAL FUND RECEIPTS	111.00	CALCULATORS RECEIVABLE	General
8350	14714	2/4/2021	HS GENERAL FUND RECEIPTS	430.00	BOYS BASKETBALL	General
8350 Total				611.00		
8351	14715	2/5/2021	GIRLS BASKETBALL BOOSTERS	491.00	CROOKSTON COACH BUS	General
8351	14716	2/5/2021	Health Insurance Payment	582.33	Group Health Payable	General
8351	14716	2/5/2021	Life Insurance Payment	12.00	Life & Disability Payable	General
8351	14717	2/5/2021	Health Insurance Payment	582.33	Group Health Payable	General
8351	14717	2/5/2021	Life Insurance Payment	12.00	Life & Disability Payable	General
8351 Total				1,679.66		
8352	14718	2/5/2021	COMMUNITY EDUCATION	112.00	SACC	Community Service
8352	14718	2/5/2021	COMMUNITY EDUCATION	40.00	SCHOOL READINESS	Community Service
8352 Total				152.00		
8353	14719	2/11/2021	HS HOT LUNCH	402.16	Student Lunch Sales	Food Service
8353 Total				402.16		
8354	14720	2/11/2021	STATE OF MINNESOTA	49,008.73	Summer Food Program	Food Service
8354	14720	2/11/2021	STATE OF MINNESOTA	5,028.00	Summer Food Program	Food Service
8354	14720	2/11/2021	STATE OF MINNESOTA	123.20	STATE MILK	Food Service
8354 Total				54,159.93		
8355	14721	2/12/2021	MSD MAX	300,000.00	Minn. Sch. District "max" Fund	General
8355 Total				300,000.00		
8356	14722	2/12/2021	STATE OF MINNESOTA	283,239.37	2021 GEN ED AID	General
8356	14722	2/12/2021	STATE OF MINNESOTA	7 793.32	Due Fm Mn Children	General
8356	14722	2/12/2021	STATE OF MINNESOTA	779.48	2020 PRESCHOOL HEALTH SCREENIN	Community Service
8356	14722	2/12/2021	STATE OF MINNESOTA	244.38	2020 LT FAC MAINT	Debt Service

Breckenridge Public School
Receipts for the Month of February 2021

8356 Total				285,056.55		
8357	14723	2/12/2021	STATE FARM INSURANCE	120.00		General
8357	14724	2/12/2021	ISD 850	12,242.66		General
8357	14725	2/12/2021	LAKE REGION ELECTRIC TRUST	500.00	SCHOLARSHIP	Trust
8357 Total				12,862.66		
8358	14726	2/16/2021	HS GENERAL FUND RECEIPTS	365.00	BOYS BASKETBALL	General
8358	14726	2/16/2021	HS GENERAL FUND RECEIPTS	435.00	WRESTLING	General
8358 Total				800.00		
8359	14727	2/16/2021	HS GENERAL FUND RECEIPTS	10.00	ART PROJECTS	General
8359	14727	2/16/2021	HS GENERAL FUND RECEIPTS	435.00	GIRLS BASKETBALL	General
8359	14727	2/16/2021	HS GENERAL FUND RECEIPTS	205.00	WRESTLING	General
8359	14727	2/16/2021	HS GENERAL FUND RECEIPTS	200.00	USER FEES	General
8359	14727	2/16/2021	HS GENERAL FUND RECEIPTS	625.00	YEARBOOK ADS	General
8359	14727	2/16/2021	HS GENERAL FUND RECEIPTS	40.00	CD'S & DVD'S	General
8359	14727	2/16/2021	HS GENERAL FUND RECEIPTS	200.00	Class of 2022 Revenue	Student Activities
8359	14727	2/16/2021	HS GENERAL FUND RECEIPTS	100.00	HS Choir Revenue	Student Activities
8359	14728	2/16/2021	HS GENERAL FUND RECEIPTS	-24.00	Fees	General
8359 Total				1,791.00		
8360	14729	2/16/2021	HS GENERAL FUND RECEIPTS	11,972.00	Class of 2022 Revenue	Student Activities
8360 Total				11,972.00		
8361	14730	2/17/2021	HS GENERAL FUND RECEIPTS	391.00	BOYS BASKETBALL	General
8361 Total				391.00		
8362	14731	2/18/2021	STATE OF MINNESOTA	1,380.14	Medical Assistance	General
8362 Total				1,380.14		
8363	14732	2/18/2021	MSDMAX	54,094.27	Minn. Sch. Dist Liquid Asset	Food Service
8363	14732	2/18/2021	MSDMAX	5,339.84	Minn. Sch. Dist Liquid Asset	Community Service
8363	14732	2/18/2021	MSDMAX	9,565.89	Minn. Sch. Dist Liquid Asset	General
8363 Total				69,000.00		
8364	14733	2/18/2021	ELEM GENERAL FUND DEPOSITS	240.00	Student Lunch Sales	Food Service
8364	14733	2/18/2021	ELEM GENERAL FUND DEPOSITS	150.00	BOOK FAIR	General
8364 Total				390.00		
8365	14734	2/19/2021	MSDMAX	150,000.00	Minn. Sch. District "max" Fund	General
8365 Total				150,000.00		
8366	14735	2/24/2021	HS GENERAL FUND RECEIPTS	96.00	BOYS BASKETBALL	General
8366	14735	2/24/2021	HS GENERAL FUND RECEIPTS	8 758.00	GIRLS BASKETBALL	General
8366	14735	2/24/2021	HS GENERAL FUND RECEIPTS	64.56	MUSIC RESALE	General
8366	14735	2/24/2021	HS GENERAL FUND RECEIPTS	4.44	Sales Taxes Payable	General

Breckenridge Public School
Receipts for the Month of February 2021

8366	14735	2/24/2021	HS GENERAL FUND RECEIPTS	100.00	USER FEES	General
8366	14735	2/24/2021	HS GENERAL FUND RECEIPTS	475.00	YEARBOOK AD SALES	General
8366	14735	2/24/2021	HS GENERAL FUND RECEIPTS	119.00	ACT	General
8366	14735	2/24/2021	HS GENERAL FUND RECEIPTS	20.00	Ski Trip	General
8366	14735	2/24/2021	HS GENERAL FUND RECEIPTS	20.00	Tablet Protection Plan Fee	General
8366	14735	2/24/2021	HS GENERAL FUND RECEIPTS	180.00	DECA Revenue	Student Activities
8366	14735	2/24/2021	HS GENERAL FUND RECEIPTS	88.00	THE BARN SALES	Student Activities
8366 Total				1,925.00		
8367	14736	2/26/2021	MINN. STATE HIGH SCHOOL LEAGUE	385.00	FOUNDATION	General
8367	14737	2/26/2021	Misc	500.00	ANGEL FUND	Food Service
8367	14738	2/26/2021	Life Insurance Payment	37.80	Life & Disability Payable	General
8367 Total				922.80		
8368	14739	2/26/2021	MSDMAX	223,976.14	Minn. Sch. District "max" Fund	General
8368	14739	2/26/2021	MSDMAX	779.48	Minn. Sch. District "max" Fund	Community Service
8368	14739	2/26/2021	MSDMAX	244.38	Minn. Sch. District "MAX" Fund	Debt Service
8368 Total				225,000.00		
8369	14740	2/26/2021	STATE OF MINNESOTA	11,743.83	2020 NONPUBLIC AID	General
8369	14740	2/26/2021	STATE OF MINNESOTA	342,184.98	2021 GEN ED AID	General
8369 Total				353,928.81		
8370	14741	2/26/2021	MSDMAX	0.37	Interest Income	General
8370 Total				0.37		
8371	14742	2/26/2021	MSDMAX	71.77	Interest Income	General
8371 Total				71.77		
8372	14743	2/26/2021	CREDIT CARD DEPOSIT	111.00	CALCULATORS RECEIVABLE	General
8372	14743	2/26/2021	CREDIT CARD DEPOSIT	110.00	ART FEES	General
8372	14743	2/26/2021	CREDIT CARD DEPOSIT	1,075.00	USER FEES	General
8372	14743	2/26/2021	CREDIT CARD DEPOSIT	3,075.00	Student Lunch Sales	Food Service
8372	14743	2/26/2021	CREDIT CARD DEPOSIT	171.00	8TH GRADE SKI TRIP	General
8372 Total				4,542.00		
8373	14744	2/26/2021	CREDIT CARD DEPOSIT	718.00	Tuition from Patron	Community Service
8373	14744	2/26/2021	CREDIT CARD DEPOSIT	3,452.25	Tuition from Patron	Community Service
8373	14744	2/26/2021	CREDIT CARD DEPOSIT	210.00	Fees	Community Service
8373 Total				4,380.25		
8374	14745	2/26/2021	BREMER BANK	1.58	Interest Income	General
8374 Total				9 1.58		
Grand Total				1,497,164.62		

Breckenridge Public School
Receipts for the Month of February 2021

		Fund Summary		
		General Fund	1,353,607.07	
		Food Service Fund	112,471.36	
		Community Service Fund	16,783.05	
		Capital Fund	0.00	
		Debt Service Fund	488.76	
		Trust Fund	500.00	
		Student Activities Fund	13,314.38	

Breckenridge Public School

Payment Register

Check #	Vendor #	Vendor Name	Date	Amount	Description	Fund
	172	CASH-WA DISTRIBUTING	2/15/2021	38.03	Food	Food Service
	172	CASH-WA DISTRIBUTING	2/15/2021	1,190.39	Food	Food Service
	172	CASH-WA DISTRIBUTING	2/15/2021	140.94	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	2/15/2021	32.18	Food	Food Service
	172	CASH-WA DISTRIBUTING	2/15/2021	1,837.38	Food	Food Service
	172	CASH-WA DISTRIBUTING	2/15/2021	224.35	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	2/15/2021	32.84	Food	Food Service
	172	CASH-WA DISTRIBUTING	2/15/2021	-0.01	Rounding Adjustment	Food Service
		CASH-WA DISTRIBUTING Total		3,496.10		
	2251	FURTHER (FSA/ HSA)	2/17/2021	60.00	Flex Deductions 9/1/20-8/31/21	General
		FURTHER (FSA/ HSA) Total		60.00		
	193	GREAT PLAINS NATURAL GAS	2/17/2021	305.15	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	2/17/2021	30.89	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	2/17/2021	141.81	Gas	General
	193	GREAT PLAINS NATURAL GAS	2/17/2021	3,726.35	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	2/17/2021	4,839.11	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	2/17/2021	-87.18	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	2/17/2021	-37.17	Gas	General
	193	GREAT PLAINS NATURAL GAS	2/17/2021	-696.02	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	2/17/2021	-838.24	Heating Fuel	General
		GREAT PLAINS NATURAL GAS Total		7,384.70		
	172	CASH-WA DISTRIBUTING	2/22/2021	8.78	Food	Food Service
	172	CASH-WA DISTRIBUTING	2/22/2021	11.70	Food	Food Service
	172	CASH-WA DISTRIBUTING	2/22/2021	1,641.96	Food	Food Service
	172	CASH-WA DISTRIBUTING	2/22/2021	65.24	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	2/22/2021	1,608.31	Food	Food Service
	172	CASH-WA DISTRIBUTING	2/22/2021	126.98	General Supply	Food Service
		CASH-WA DISTRIBUTING Total		3,462.97		
	3538	SCHOOL ADMINISTRATIVE SPECIALTY SERVICES	2/22/2021	11,273.33	S.A.S.S. Contract	General
		SCHOOL ADMINISTRATIVE SPECIALTY SERVICES Total		11,273.33		
	2251	FURTHER (FSA/ HSA)	2/24/2021	16.56	Flex Deductions 9/1/20-8/31/21	General
		FURTHER (FSA/ HSA) Total		16.56		
	39	MN DEPT OF REVENUE (EFT)	2/26/2021	5,721.08	MN State Withholding Payable	General
		MN DEPT OF REVENUE (EFT) Total		15,721.08		
	599	P.E.R.A.	2/26/2021	11,109.87	PERA Payable	General
		P.E.R.A. Total		11,109.87		

Breckenridge Public School

Payment Register

600	TEACHERS RETIREMENT ASSN.	2/26/2021	22,174.36	TRA Payable	General
	TEACHERS RETIREMENT ASSN. Total		22,174.36		
1233	EFPTS	2/26/2021	33,553.00	FICA Payable	General
1233	EFPTS	2/26/2021	14,809.10	Federal Withholding Payable	General
	EFPTS Total		48,362.10		
1753	MN STATE RETIREMENT SYSTEM	2/26/2021	132.26	HCSP Payable	General
	MN STATE RETIREMENT SYSTEM Total		132.26		
2251	FURTHER (FSA/ HSA)	2/26/2021	6,187.36	HSA Deductions	General
	FURTHER (FSA/ HSA) Total		6,187.36		
2277	EDUCATORS BENEFIT ACH	2/26/2021	1,877.63	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	2/26/2021	1,206.10	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	2/26/2021	828.65	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	2/26/2021	395.86	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	2/26/2021	657.92	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	2/26/2021	7,412.52	Tax Shelter Payable	General
	EDUCATORS BENEFIT ACH Total		12,378.68		
3459	AMERITAS LIFE INSURANCE	2/26/2021	208.64	Vision Insurance	General
3459	AMERITAS LIFE INSURANCE	2/26/2021	15.32	Vision Insurance	General
	AMERITAS LIFE INSURANCE Total		223.96		
172	CASH-WA DISTRIBUTING	2/27/2021	23.40	Food	Food Service
172	CASH-WA DISTRIBUTING	2/27/2021	11.70	Food	Food Service
172	CASH-WA DISTRIBUTING	2/27/2021	1,710.50	Food	Food Service
172	CASH-WA DISTRIBUTING	2/27/2021	0.01	Rounding Adjustment	Food Service
172	CASH-WA DISTRIBUTING	2/27/2021	85.02	General Supply	Food Service
172	CASH-WA DISTRIBUTING	2/27/2021	1,809.44	Food	Food Service
172	CASH-WA DISTRIBUTING	2/27/2021	194.48	General Supply	Food Service
	CASH-WA DISTRIBUTING Total		3,834.55		
2251	FURTHER (FSA/ HSA)	3/3/2021	50.00	Flex Deductions 9/1/20-8/31/21	General
	FURTHER (FSA/ HSA) Total		50.00		
1719	ECONO FOODS	3/4/2021	19.46	General Supply	General
1719	ECONO FOODS	3/4/2021	20.66	General Supply	General
1719	ECONO FOODS	3/4/2021	41.59	Miscellaneous	General
1719	ECONO FOODS	3/4/2021	35.82	Miscellaneous	General
1719	ECONO FOODS	3/4/2021	49.85	Food	Food Service
1719	ECONO FOODS	3/4/2021	12 21.44	Supply	General
	ECONO FOODS Total		188.82		
2174	MN RURAL EDUCATION ASSOC	3/4/2021	300.00	Travel	General

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		MN RURAL EDUCATION ASSOC Total		300.00		
2188		P-CARD, HARRIS BANK	3/4/2021	69.80	Miscellaneous	General
		P-CARD, HARRIS BANK Total		69.80		
2267		WASTE MANAGEMENT OF ND	3/4/2021	478.15	Garbage	General
2267		WASTE MANAGEMENT OF ND	3/4/2021	639.24	Garbage	General
2267		WASTE MANAGEMENT OF ND	3/4/2021	109.88	Garbage	General
		WASTE MANAGEMENT OF ND Total		1,227.27		
2274		APPLE COMPUTER, INC.	3/4/2021	10.68	Apple Music Membership	Student Activities
		APPLE COMPUTER, INC. Total		10.68		
1454		702 COMMUNICATIONS	3/4/2021	8.46	Telephone	General
		702 COMMUNICATIONS Total		8.46		
2727		AMERICAN EXPRESS	3/4/2021	12.00	GOOGLE DOMAIN REGISTRATION	Capital Outlay
		AMERICAN EXPRESS Total		12.00		
172		CASH-WA DISTRIBUTING	3/5/2021	-35.03	Food	Food Service
172		CASH-WA DISTRIBUTING	3/5/2021	29.25	Food	Food Service
172		CASH-WA DISTRIBUTING	3/5/2021	11.70	Food	Food Service
172		CASH-WA DISTRIBUTING	3/5/2021	1,291.98	Food	Food Service
172		CASH-WA DISTRIBUTING	3/5/2021	57.02	Food	Food Service
172		CASH-WA DISTRIBUTING	3/5/2021	1,820.48	Food	Food Service
172		CASH-WA DISTRIBUTING	3/5/2021	115.91	General Supply	Food Service
		CASH-WA DISTRIBUTING Total		3,291.31		
193		GREAT PLAINS NATURAL GAS	3/5/2021	4,060.46	Heating Fuel	General
193		GREAT PLAINS NATURAL GAS	3/5/2021	3,445.17	Heating Fuel	General
193		GREAT PLAINS NATURAL GAS	3/5/2021	147.57	Gas	General
193		GREAT PLAINS NATURAL GAS	3/5/2021	331.76	Heating Fuel	General
193		GREAT PLAINS NATURAL GAS	3/5/2021	30.89	Heating Fuel	General
		GREAT PLAINS NATURAL GAS Total		8,015.85		
172		CASH-WA DISTRIBUTING	3/8/2021	281.77	Food	Food Service
172		CASH-WA DISTRIBUTING	3/8/2021	13.84	Supply	Food Service
		CASH-WA DISTRIBUTING Total		295.61		
2251		FURTHER (FSA/ HSA)	3/10/2021	108.00	Flex Deductions 9/1/20-8/31/21	General
		FURTHER (FSA/ HSA) Total		108.00		
55		BRECKENRIDGE PUBLIC UTILITIES	3/10/2021	8,431.60	Electricity	General
55		BRECKENRIDGE PUBLIC UTILITIES	3/10/2021	708.60	Water-Sewer	General
55		BRECKENRIDGE PUBLIC UTILITIES	3/10/2021	18,744.73	Electricity	General
55		BRECKENRIDGE PUBLIC UTILITIES	3/10/2021	698.80	Water-Sewer	General
55		BRECKENRIDGE PUBLIC UTILITIES	3/10/2021	528.47	Electricity	General

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	55	BRECKENRIDGE PUBLIC UTILITIES	3/10/2021	63.83	Water-Sewer	General
	55	BRECKENRIDGE PUBLIC UTILITIES	3/10/2021	25.00	Electricity	General
		BRECKENRIDGE PUBLIC UTILITIES Total		15,201.03		
124489	3372	ASCHE, ERIC	2/19/2021	125.00	Officials/ Contracted Services	General
		ASCHE, ERIC Total		125.00		
124490	2865	ASKEGAARD, MASON J.	2/19/2021	125.00	Officials/ Contracted Services	General
		ASKEGAARD, MASON J. Total		125.00		
124491	3568	BOHNENSTINGL, AARON	2/19/2021	66.00	Officials/ Contracted Services	General
		BOHNENSTINGL, AARON Total		66.00		
124492	3329	CROOKED LANE FARM FOLK SCHOOL LLC	2/19/2021	495.00	Community Ed Class Instructor/ Contracted Servic	Community Service
		CROOKED LANE FARM FOLK SCHOOL LLC Total		495.00		
124493	3573	J GRAMMOND PHOTOGRAPHY	2/19/2021	45.00	Community Ed Class Instructor/ Contracted Servic	Community Service
		J GRAMMOND PHOTOGRAPHY Total		45.00		
124494	3565	JOHNSON, GAVIN	2/19/2021	38.50	Officials/ Contracted Services	General
		JOHNSON, GAVIN Total		38.50		
124495	3136	KRUEGER, ALLEN	2/19/2021	125.00	Officials/ Contracted Services	General
		KRUEGER, ALLEN Total		125.00		
124496	3229	MN DECA	2/19/2021	300.00	STATE CONFERENCE	Student Activities
124496	3229	MN DECA	2/19/2021	10.00	MEMBER PLAQUE	Student Activities
124496	3229	MN DECA	2/19/2021	45.00	RECOGNITION PINS	Student Activities
124496	3229	MN DECA	2/19/2021	45.00	ADVISOR MATERIALS	General
124496	3229	MN DECA	2/19/2021	675.00	STATE CONFERENCE	General
		MN DECA Total		1,075.00		
124497	3038	MOGARD, RYAN	2/19/2021	125.00	Officials/ Contracted Services	General
		MOGARD, RYAN Total		125.00		
124498	3574	PEDERSON, REESE	2/19/2021	300.00	Wooden Flag for HS Office	Student Activities
		PEDERSON, REESE Total		300.00		
124499	2819	PRATT, MITCHELL W.	2/19/2021	38.50	Officials/ Contracted Services	General
124499	2819	PRATT, MITCHELL W.	2/19/2021	66.00	Officials/ Contracted Services	General
		PRATT, MITCHELL W. Total		104.50		
124500	1718	RDO EQUIPMENT CO.	2/19/2021	100.00	Repair/Equipment	General
		RDO EQUIPMENT CO. Total		100.00		
124501	3454	ROLL, GLENN I	2/19/2021	14 175.00	Officials/ Contracted Services	General
		ROLL, GLENN I Total		175.00		
124502	2862	SCHMIDGALL, JOHN	2/19/2021	175.00	Officials/ Contracted Services	General

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		SCHMIDGALL, JOHN Total		175.00		
124503	2459	SCHOLASTIC BOOK FAIRS	2/19/2021	876.78	Fees	General
		SCHOLASTIC BOOK FAIRS Total		876.78		
124504	2903	MASTEL, WAYNE	2/19/2021	291.00	Officials/ Contracted Services	General
		MASTEL, WAYNE Total		291.00		
124505	604	AFSCME COUNCIL 65	2/23/2021	111.87	Custodial Dues Payable	General
		AFSCME COUNCIL 65 Total		111.87		
124506	3568	BOHNENSTINGL, AARON	2/23/2021	66.00	Officials/ Contracted Services	General
		BOHNENSTINGL, AARON Total		66.00		
124507	603	BRECKENRIDGE ED LOCAL 1299	2/23/2021	2,353.52	Breck Federation of Teachers Payable	General
		BRECKENRIDGE ED LOCAL 1299 Total		2,353.52		
124508	2238	FURTHER	2/23/2021	128.40	Consulting Fees	General
		FURTHER Total		128.40		
124509	2824	KING, ROY M.	2/23/2021	115.00	Officials/ Contracted Services	General
		KING, ROY M. Total		115.00		
124510	1872	MN CHILD SUPPORT PAYMENT CTR	2/23/2021	411.00	Child Support Payable	General
		MN CHILD SUPPORT PAYMENT CTR Total		411.00		
124511	1184	MN SCHOOL EMPLOYEES ASSOC	2/23/2021	1,116.71	Breck School Employees Assn Payable	General
		MN SCHOOL EMPLOYEES ASSOC Total		1,116.71		
124512	1779	NCPERS GROUP LIFE INS	2/23/2021	16.00	PERA Life Insurance Payable	General
124512	1779	NCPERS GROUP LIFE INS	2/23/2021	64.00	PERA Life Insurance Payable	General
		NCPERS GROUP LIFE INS Total		80.00		
124513	2819	PRATT, MITCHELL W.	2/23/2021	66.00	Officials/ Contracted Services	General
124513	2819	PRATT, MITCHELL W.	2/23/2021	38.50	Officials/ Contracted Services	General
		PRATT, MITCHELL W. Total		104.50		
124514	3261	QUAST, JONATHAN LEE	2/23/2021	115.00	Officials/ Contracted Services	General
		QUAST, JONATHAN LEE Total		115.00		
124515	3359	WALMART STORE	2/23/2021	60.51	Food	Community Service
124515	3359	WALMART STORE	2/23/2021	29.38	Supply	General
124515	3359	WALMART STORE	2/23/2021	23.88	General Supply	General
124515	3359	WALMART STORE	2/23/2021	88.86	Food	Community Service
		WALMART STORE Total		202.63		
124516	3353	ALTHOFF, BENJAMIN	3/3/2021	125.00	Officials/ Contracted Services	General
		ALTHOFF, BENJAMIN Total		125.00		
124517	2014	ANDES TOWER HILLS	3/3/2021	15 892.00	Entry Fees/ Student Travel	General
		ANDES TOWER HILLS Total		892.00		
124518	3568	BOHNENSTINGL, AARON	3/3/2021	66.00	Officials/ Contracted Services	General

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124518	3568	BOHNENSTINGL, AARON	3/3/2021	38.50	Officials/ Contracted Services	General
124518	3568	BOHNENSTINGL, AARON	3/3/2021	66.00	Officials/ Contracted Services	General
		BOHNENSTINGL, AARON Total		170.50		
124519	2635	BRECKENRIDGE SCHOOL FOOD SERVICE	3/3/2021	170.00	ANGEL FUND	Food Service
		BRECKENRIDGE SCHOOL FOOD SERVICE Total		170.00		
124520	3278	CHUINARD, JORDAN	3/3/2021	165.00	Officials/ Contracted Services	General
		CHUINARD, JORDAN Total		165.00		
124521	3575	ENGEL, RODERICK	3/3/2021	175.00	Officials/ Contracted Services	General
		ENGEL, RODERICK Total		175.00		
124522	2822	GULSETH, MARK	3/3/2021	125.00	Officials/ Contracted Services	General
		GULSETH, MARK Total		125.00		
124523	3282	HOGANSON, MICHAEL	3/3/2021	125.00	Officials/ Contracted Services	General
		HOGANSON, MICHAEL Total		125.00		
124524	3565	JOHNSON, GAVIN	3/3/2021	66.00	Officials/ Contracted Services	General
124524	3565	JOHNSON, GAVIN	3/3/2021	38.50	Officials/ Contracted Services	General
124524	3565	JOHNSON, GAVIN	3/3/2021	38.50	Officials/ Contracted Services	General
		JOHNSON, GAVIN Total		143.00		
124525	2824	KING, ROY M.	3/3/2021	115.00	Officials/ Contracted Services	General
		KING, ROY M. Total		115.00		
124526	3024	LAMBRECHT, BRETT	3/3/2021	125.00	Officials/ Contracted Services	General
		LAMBRECHT, BRETT Total		125.00		
124527	2818	PETERSON, RICHARD	3/3/2021	125.00	Officials/ Contracted Services	General
		PETERSON, RICHARD Total		125.00		
124528	2816	RONAN, MITCHEL DUANE	3/3/2021	115.00	Officials/ Contracted Services	General
		RONAN, MITCHEL DUANE Total		115.00		
124529	1837	BOLD PRINT	3/5/2021	130.00	HS Choir Supplies	Student Activities
		BOLD PRINT Total		130.00		
124530	2825	CAMPBELL, TIM	3/5/2021	125.00	Officials/ Contracted Services	General
		CAMPBELL, TIM Total		125.00		
124531	3576	IVERSON, JIM	3/5/2021	230.24	Personal Services	General
		IVERSON, JIM Total		230.24		
124532	3520	OLE & LENA'S PIZZERIA	3/5/2021	8,071.15	Class of 2022 Supplies	Student Activities
		OLE & LENA'S PIZZERIA Total		8,071.15		
124533	2818	PETERSON, RICHARD	3/5/2021	125.00	Officials/ Contracted Services	General
		PETERSON, RICHARD Total		16 125.00		
124534	2816	RONAN, MITCHEL DUANE	3/5/2021	125.00	Officials/ Contracted Services	General
		RONAN, MITCHEL DUANE Total		125.00		

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124535	604	AFSCME COUNCIL 65	3/11/2021	118.87	Custodial Dues Payable	General
		AFSCME COUNCIL 65 Total		118.87		
124536	1981	ALBERTSON'S PARTS CITY AUTO PA	3/11/2021	12.98	Repair/Equipment	General
124536	1981	ALBERTSON'S PARTS CITY AUTO PA	3/11/2021	169.95	Repair/Equipment	General
124536	1981	ALBERTSON'S PARTS CITY AUTO PA	3/11/2021	7.38	General Supply	General
124536	1981	ALBERTSON'S PARTS CITY AUTO PA	3/11/2021	23.55	General Supply	General
		ALBERTSON'S PARTS CITY AUTO PA Total		213.86		
124537	1129	AMAZON.COM	3/11/2021	79.99	B08D9GNBV7 Anditt Kids Basketball Hoop Portable Basketball Stand with 4 Hoops at Varying Heights and 3 Balls Toy Set for Age 3 Years and Up for Toddle	Community Service
124537	1129	AMAZON.COM	3/11/2021	0.00	Amazon Shipping Charge	Community Service
124537	1129	AMAZON.COM	3/11/2021	29.99	0578518279 Meditation Cards for Kids - a Mindfulness kit of XL Cards with Calming Guided Meditations for Empowerment, Focus and Relaxation. Great for	General
124537	1129	AMAZON.COM	3/11/2021	40.21	1951287347 A Little SPOT of Life Skills Box Set (8 Books: Courage, Perseverance, Teamwork, Talent, Thankful, Optimism, Creativity, & Giving)	General
124537	1129	AMAZON.COM	3/11/2021	43.26	1951287134 A Little SPOT of Emotion Box Set (8 Books: Anger, Anxiety, Peaceful, Happiness, Sadness, Confidence, Love, & Scribble Emotion)	General
124537	1129	AMAZON.COM	3/11/2021	45.99	B004W4KHB2 Kimochis Clover Box Set	General
124537	1129	AMAZON.COM	3/11/2021	45.99	B004W4L23E Kimochis Bella Rose	General
124537	1129	AMAZON.COM	3/11/2021	0.00	Amazon Shipping Charge	General
124537	1129	AMAZON.COM	3/11/2021	122.10	B00005ME51 Flexible Flyer Snow Fort Building Block, Sand Castle Mold, Beach Toy Brick Form, 1 Mold (605)	General
124537	1129	AMAZON.COM	3/11/2021	13.92	B07QMXFFMY Hygloss Products Mosaic Bleeding Tissue Paper Squares 1 inch x 1 inch-for Arts & Crafts, DIY Projects, Classroom Activities & Much More, 1-	General

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124537	1129	AMAZON.COM	3/11/2021	50.00	B01NAD9HD9 PicassoTiles PTB120 120pcs Bristle Shape 3D Building Blocks Tiles Construction Toy Set Learning Playset STEM Toy Set Educational Kit Child	General
124537	1129	AMAZON.COM	3/11/2021	12.99	B071VCK5J2 Really Good Stuff All About Me Student Posters – Ready-to-Decorate and Fill in – Great Way for Students to Learn About Classmates – Printed	General
124537	1129	AMAZON.COM	3/11/2021	25.35	B06WGZYF2R Mr. Sketch 2003992 Scented Washable Markers, Chisel Tip, Assorted Colors, 36 Count	General
124537	1129	AMAZON.COM	3/11/2021	20.95	B07NTWLSXM Inspired Thinkers 240 Pcs Magnetic Letters Set - Classroom Educational Alphabet Magnets Kit, Movable Foam Lowercase and Uppercase ABC with	General
124537	1129	AMAZON.COM	3/11/2021	59.99	B07YCRC9JN Manve Magnetic Building Blocks Tiles Toy, Magnet Toys 130 Pcs STEM Toddler Learning Toys Kit, Kids Educational Construction Engineering Toy	General
124537	1129	AMAZON.COM	3/11/2021	13.68	B003JO7F5C Hygloss Products Bleeding Tissue Assortment- Multi-Color Assortment 12 x 18 Inch, 100 Sheets	General
124537	1129	AMAZON.COM	3/11/2021	8.98	B07R1WKMB3 Gel Pens for Adult Coloring Books, 30 Colors Gel Marker Colored Pen with 40% More Ink for Drawing, Doodling Crafts Scrapbooks Bullet Journal	General
124537	1129	AMAZON.COM	3/11/2021	39.98	B07HW178CL Washable Dot Markers, Magicfly 12 Colors Bingo Daubers with Free Dot Coloring Book for Kids, Non-Toxic Water-Based Dab Marker for Toddlers,	General
124537	1129	AMAZON.COM	3/11/2021	17.29	B000068CKY Melissa & Doug 100-Piece Wood Blocks Set	General
124537	1129	AMAZON.COM	3/11/2021	18 25.98	B07GSZM4YM Mr. Sketch Chiseled Tip Marker, 2054594, 22 Assorted Scented Markers	General
124537	1129	AMAZON.COM	3/11/2021	25.07	Amazon Shipping Charge	General

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124537	1129	AMAZON.COM	3/11/2021	62.64	B00SW9JI9A Moread HDMI to VGA, Gold-Plated HDMI to VGA Adapter (Male to Female) for Computer, Desktop, Laptop, PC, Monitor, Projector, HDTV, Chromeboo	General
124537	1129	AMAZON.COM	3/11/2021	0.00	Amazon Shipping Charge	General
124537	1129	AMAZON.COM	3/11/2021	46.72	B07NN42YXJ Amazon Basics Digital HDMI Extender Over Cat 6/7 Ethernet Cable supporting 1080P Full HD video/HD Audio/3D signal/HDCP	Capital Outlay
124537	1129	AMAZON.COM	3/11/2021	7.24	B014I8SIJY AmazonBasics High-Speed HDMI Cable, 3 Feet, 1-Pack	Capital Outlay
124537	1129	AMAZON.COM	3/11/2021	0.00	Amazon Shipping Charge	Capital Outlay
		AMAZON.COM Total		838.31		
124538	1295	ARAMARK	3/11/2021	65.79	Miscellaneous	General
124538	1295	ARAMARK	3/11/2021	37.98	Miscellaneous	General
		ARAMARK Total		103.77		
124539	2944	BATTERIES & BULBS	3/11/2021	49.90	General Supply	General
		BATTERIES & BULBS Total		49.90		
124540	1697	BIG WOODS ELECTRIC MOTOR	3/11/2021	252.28	Repair/Equipment	General
		BIG WOODS ELECTRIC MOTOR Total		252.28		
124541	2020	BLICK ART MATERIALS	3/11/2021	30.52	00462-3325 Winsor & Newton Artisan Water Mixable Oil Paint - Cadmium Red Deep Hue, 200 ml tube	General
124541	2020	BLICK ART MATERIALS	3/11/2021	152.60	00462-1015 Winsor & Newton Artisan Water Mixable Oil Paint - Titanium White, 200 ml tube	General
124541	2020	BLICK ART MATERIALS	3/11/2021	152.60	00462-2255 Winsor & Newton Artisan Water Mixable Oil Paint - Ivory Black, 200 ml tube	General
		BLICK ART MATERIALS Total		335.72		
124542	603	BRECKENRIDGE ED LOCAL 1299	3/11/2021	2,353.52	Breck Federation of Teachers Payable	General
		BRECKENRIDGE ED LOCAL 1299 Total		2,353.52		
124543	2635	BRECKENRIDGE SCHOOL FOOD SERVICE	3/11/2021	50.00	ANGEL FUND	Food Service
		BRECKENRIDGE SCHOOL FOOD SERVICE Total		50.00		
124544	3560	BRENCO	3/11/2021	39.70	General Supply	General
124544	3560	BRENCO	3/11/2021	19 116.46	General Supply	General
124544	3560	BRENCO	3/11/2021	229.50	General Supply	General
		BRENCO Total		385.66		

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124545	2494	BSN SPORTS	3/11/2021	228.11	Supply	General
		BSN SPORTS Total		228.11		
124546	2237	CALCULATORS, INC.	3/11/2021	442.00	TI-84P-EZ	General
124546	2237	CALCULATORS, INC.	3/11/2021	18.48	shipping	General
		CALCULATORS, INC. Total		460.48		
124547	1187	CARLSRUD LOCKSMITH	3/11/2021	101.00	Repair/Building	General
		CARLSRUD LOCKSMITH Total		101.00		
124548	545	CONTINGENT FUND	3/11/2021	45.00	Miscellaneous	General
124548	545	CONTINGENT FUND	3/11/2021	193.00	Entry Fees/ Student Travel	General
124548	545	CONTINGENT FUND	3/11/2021	50.97	Supply	General
		CONTINGENT FUND Total		288.97		
124549	111	CULINEX	3/11/2021	27.47	General Supply	Food Service
124549	111	CULINEX	3/11/2021	332.83	General Supply	Food Service
		CULINEX Total		360.30		
124550	482	DAILY NEWS	3/11/2021	46.98	Advertising	General
124550	482	DAILY NEWS	3/11/2021	41.76	Advertising	General
124550	482	DAILY NEWS	3/11/2021	400.02	Miscellaneous	Food Service
124550	482	DAILY NEWS	3/11/2021	577.50	Advertising	General
		DAILY NEWS Total		1,066.26		
124551	3211	DRUG TESTING SOLUTIONS	3/11/2021	125.00	Miscellaneous	General
		DRUG TESTING SOLUTIONS Total		125.00		
124552	1433	EARTHGRAINS COMPANY	3/11/2021	12.00	Food	Food Service
124552	1433	EARTHGRAINS COMPANY	3/11/2021	19.59	Food	Food Service
124552	1433	EARTHGRAINS COMPANY	3/11/2021	3.84	Food	Food Service
124552	1433	EARTHGRAINS COMPANY	3/11/2021	49.25	Food	Food Service
124552	1433	EARTHGRAINS COMPANY	3/11/2021	9.45	Food	Food Service
124552	1433	EARTHGRAINS COMPANY	3/11/2021	23.70	Food	Food Service
124552	1433	EARTHGRAINS COMPANY	3/11/2021	12.00	Food	Food Service
124552	1433	EARTHGRAINS COMPANY	3/11/2021	34.65	Food	Food Service
124552	1433	EARTHGRAINS COMPANY	3/11/2021	25.20	Food	Food Service
124552	1433	EARTHGRAINS COMPANY	3/11/2021	30.00	Food	Food Service
124552	1433	EARTHGRAINS COMPANY	3/11/2021	31.50	Food	Food Service
124552	1433	EARTHGRAINS COMPANY	3/11/2021	27.60	Food	Food Service
124552	1433	EARTHGRAINS COMPANY	3/11/2021	28.35	Food	Food Service
		EARTHGRAINS COMPANY Total		20 307.13		
124553	2077	ECKROTH MUSIC	3/11/2021	138.01	Tenor Saxophone Selmer AK28408044	General
124553	2077	ECKROTH MUSIC	3/11/2021	10.99	Essential Elements Book 1 - trombone	General

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124553	2077	ECKROTH MUSIC	3/11/2021	12.00	Oboe Silk Swab 1261KFOX	General
124553	2077	ECKROTH MUSIC	3/11/2021	21.00	Bell Cover 3"	General
124553	2077	ECKROTH MUSIC	3/11/2021	63.00	Bell Cover 5"	General
124553	2077	ECKROTH MUSIC	3/11/2021	31.50	Bell Cover 8"	General
124553	2077	ECKROTH MUSIC	3/11/2021	19.60	Bell Cover 21"	General
124553	2077	ECKROTH MUSIC	3/11/2021	37.00	Trombone Bach E39380	General
124553	2077	ECKROTH MUSIC	3/11/2021	96.00	Oboe Selmer 00002354	General
124553	2077	ECKROTH MUSIC	3/11/2021	386.30	Alto Saxophone Buescher 609631	General
124553	2077	ECKROTH MUSIC	3/11/2021	10.99	Essential Elements for Band Book 1 - Tenor Saxophone	General
124553	2077	ECKROTH MUSIC	3/11/2021	10.99	Essential Elements for Band Book 1 - Bari Saxophone	General
124553	2077	ECKROTH MUSIC	3/11/2021	48.94	Vandoren Bass Clarinet Reeds	General
124553	2077	ECKROTH MUSIC	3/11/2021	47.84	Vandoren Tenor Saxophone Reeds 3	General
124553	2077	ECKROTH MUSIC	3/11/2021	86.34	Vandoren Bari Saxophone Reeds 3	General
124553	2077	ECKROTH MUSIC	3/11/2021	17.99	Essential Elements Book 1 Percussion	General
124553	2077	ECKROTH MUSIC	3/11/2021	161.76	Alto Saxophone Vito 7131R	General
		ECKROTH MUSIC Total		1,200.25		
124554	3303	ECOLAB	3/11/2021	82.80	Repair	Food Service
		ECOLAB Total		82.80		
124555	2265	EDUCATORS BENEFIT CONSULTANTS-AVIBEN	3/11/2021	117.03	Consulting Fees	General
		EDUCATORS BENEFIT CONSULTANTS-AVIBEN Total		117.03		
124556	3273	EQUIPMENT SERVICES CORPORATION	3/11/2021	248.67	Miscellaneous	General
124556	3273	EQUIPMENT SERVICES CORPORATION	3/11/2021	248.67	Miscellaneous	General
		EQUIPMENT SERVICES CORPORATION Total		497.34		
124557	1994	FARM CITY SUPPLY	3/11/2021	19.75	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	12.99	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	30.97	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	19.97	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	121.31	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	20.49	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	15.99	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	6.98	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	41.64	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	21 23.80	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	20.55	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	25.14	General Supply	General

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124557	1994	FARM CITY SUPPLY	3/11/2021	85.20	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	5.58	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	91.78	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	129.99	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	94.37	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	26.15	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	12.98	General Supply	General
124557	1994	FARM CITY SUPPLY	3/11/2021	85.20	General Supply	General
		FARM CITY SUPPLY Total		890.83		
124558	153	FARMERS UNION OIL CO	3/11/2021	83.37	Gasoline & Oil	General
124558	153	FARMERS UNION OIL CO	3/11/2021	4,757.37	Gasoline & Oil	General
		FARMERS UNION OIL CO Total		4,840.74		
124559	2774	FIRST ADVANTAGE BACKGROUND SERVICES COR	3/11/2021	2.67	Miscellaneous	General
		FIRST ADVANTAGE BACKGROUND SERVICES CORP Total		2.67		
124560	1432	GRIPPERS SPORTS TROPHYS	3/11/2021	167.05	Supply	General
124560	1432	GRIPPERS SPORTS TROPHYS	3/11/2021	3,062.00	General Supply	General
		GRIPPERS SPORTS TROPHYS Total		3,229.05		
124561	3539	GUARDIAN	3/11/2021	123.66	Voluntary Life Insurance	General
124561	3539	GUARDIAN	3/11/2021	1,209.34	Dental Insurance	General
124561	3539	GUARDIAN	3/11/2021	1,028.52	Life & Disability Payable	General
124561	3539	GUARDIAN	3/11/2021	-25.76	Life & Disability Payable	General
		GUARDIAN Total		2,335.76		
124562	1832	HALDEMAN HOMME, INC.	3/11/2021	2,875.00	HS Bleacher Repairs	General
		HALDEMAN HOMME, INC. Total		2,875.00		
124563	3435	HEALTH PARTNERS	3/11/2021	44,897.91	Group Health Payable	General
		HEALTH PARTNERS Total		44,897.91		
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	133.97	General Supply	General
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	43.42	General Supply	General
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	37.60	General Supply	General
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	541.56	General Supply	General
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	310.46	General Supply	General
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	-43.42	General Supply	General
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	94.71	General Supply	General
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	-155.30	General Supply	General
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	22 16.68	General Supply	General
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	155.30	General Supply	General
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	114.48	General Supply	General

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124564	1529	HILLYARD /HUTCHINSON	3/11/2021	75.57	General Supply	General
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	197.24	General Supply	General
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	122.08	General Supply	General
124564	1529	HILLYARD /HUTCHINSON	3/11/2021	99.66	General Supply	General
		HILLYARD /HUTCHINSON Total		1,744.01		
124565	1946	HOGLUND BUS CO., INC.	3/11/2021	250.08	Repair/Equipment	General
124565	1946	HOGLUND BUS CO., INC.	3/11/2021	189.64	Repair/Equipment	General
		HOGLUND BUS CO., INC. Total		439.72		
124566	226	IND. SCHOOL DIST. NO. 152	3/11/2021	558.33	Tuition to Oth Distr	General
124566	226	IND. SCHOOL DIST. NO. 152	3/11/2021	60.36	Tuition to Oth Distr	General
124566	226	IND. SCHOOL DIST. NO. 152	3/11/2021	15.09	Tuition to Oth Distr	General
		IND. SCHOOL DIST. NO. 152 Total		633.78		
124567	1505	INNOVATIVE OFFICE SOLUTIONS	3/11/2021	20,954.88	Communicator with 12 stools	General
124567	1505	INNOVATIVE OFFICE SOLUTIONS	3/11/2021	3,492.48	ADA Communicator with 8 stools	General
124567	1505	INNOVATIVE OFFICE SOLUTIONS	3/11/2021	2,203.20	Accent Guard - Black	General
124567	1505	INNOVATIVE OFFICE SOLUTIONS	3/11/2021	1,258.60	Groove 30" A Fixed Height Stool	General
124567	1505	INNOVATIVE OFFICE SOLUTIONS	3/11/2021	474.08	X- Services FREIGHT drop ship SMS with Liftgate	General
124567	1505	INNOVATIVE OFFICE SOLUTIONS	3/11/2021	1,290.00	X- Services FREIGHT drop ship SICO with Liftgate	General
124567	1505	INNOVATIVE OFFICE SOLUTIONS	3/11/2021	1,340.00	IOS Assemble and Install on site	General
124567	1505	INNOVATIVE OFFICE SOLUTIONS	3/11/2021	5.22	UNV11202 PAPER,XERO/DUP,20#,LTR,BE	General
124567	1505	INNOVATIVE OFFICE SOLUTIONS	3/11/2021	37.65	HAM102467 PAPER,C.COPY,LTR,28#,WE	General
124567	1505	INNOVATIVE OFFICE SOLUTIONS	3/11/2021	124.80	ACM13138 SCISSORS,STNLSS STL,RECY	General
		INNOVATIVE OFFICE SOLUTIONS Total		31,180.91		
124568	3428	JAWASKI GLASS & REPAIR, INC.	3/11/2021	120.00	Repair/Equipment	General
		JAWASKI GLASS & REPAIR, INC. Total		120.00		
124569	2325	JOHN DEERE FINANCIAL	3/11/2021	200.00	Repair/Equipment	General
124569	2325	JOHN DEERE FINANCIAL	3/11/2021	803.06	Repair/Equipment	General
124569	2325	JOHN DEERE FINANCIAL	3/11/2021	479.89	Repair/Equipment	General
		JOHN DEERE FINANCIAL Total		1,482.95		
124570	242	JOHNSON CONTROLS	3/11/2021	4,387.50	Repair/Building	General
124570	242	JOHNSON CONTROLS	3/11/2021	4,387.50	Repair/Building	General
		JOHNSON CONTROLS Total		8,775.00		
124571	3565	JOHNSON, GAVIN	3/11/2021	23 38.50	Officials/ Contracted Services	General
		JOHNSON, GAVIN Total		38.50		
124572	2556	JW PEPPER	3/11/2021	40.00	Crazy Little Thing Called Love	General

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124572	2556	JW PEPPER	3/11/2021	12.95	Festival Solos Clarinet	General
124572	2556	JW PEPPER	3/11/2021	9.95	Festival Solos Piano Accompaniment	General
124572	2556	JW PEPPER	3/11/2021	12.95	Festival Solos #2 Clarinet	General
124572	2556	JW PEPPER	3/11/2021	12.95	Festival Solos #2 French Horn	General
124572	2556	JW PEPPER	3/11/2021	11.99	Shipping/Handling	General
		JW PEPPER Total		100.79		
124573	1086	KBMW 1450	3/11/2021	90.00	Advertising	General
124573	1086	KBMW 1450	3/11/2021	215.00	Advertising	General
		KBMW 1450 Total		305.00		
124574	3100	KEMPS LLIC	3/11/2021	199.12	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	73.91	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	293.79	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	116.18	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	126.18	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	241.16	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	356.92	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	105.70	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	230.41	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	10.75	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	94.92	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	346.19	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	168.13	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	10.75	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	-10.75	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	167.98	Milk	Food Service
124574	3100	KEMPS LLIC	3/11/2021	356.92	Milk	Food Service
		KEMPS LLIC Total		2,888.26		
124575	518	LAKES COUNTRY SERVICE COOP	3/11/2021	1,171.55	ECFE Consortium fee	Community Service
124575	518	LAKES COUNTRY SERVICE COOP	3/11/2021	15.00	Travel	General
124575	518	LAKES COUNTRY SERVICE COOP	3/11/2021	15,824.39	ECFE/ Preschool Contracted Services	Community Service
124575	518	LAKES COUNTRY SERVICE COOP	3/11/2021	10,302.46	ECFE/ Preschool Contracted Services	Community Service
124575	518	LAKES COUNTRY SERVICE COOP	3/11/2021	50.00	Backup service fee	Capital Outlay
		LAKES COUNTRY SERVICE COOP Total		27,363.40		
124576	1716	MACMH	3/11/2021	270.00	Conference Fee	General
		MACMH Total		24 270.00		
124577	3149	MARCO TECHNOLOGIES LLC NW 7128	3/11/2021	97.52	Copier/Printer Maintenance	General
		MARCO TECHNOLOGIES LLC NW 7128 Total		97.52		

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124578	3328	MARCO TECHNOLOGIES, LLC	3/11/2021	1,620.92	Copier/Printer Maintenance	General
		MARCO TECHNOLOGIES, LLC Total		1,620.92		
124579	303	MASSP	3/11/2021	245.00	Conference Fee	General
		MASSP Total		245.00		
124580	2903	MASTEL, WAYNE	3/11/2021	237.00	Officials/ Contracted Services	General
		MASTEL, WAYNE Total		237.00		
124581	1367	MCEA EXECUTIVE OFFICE	3/11/2021	120.00	Travel	Community Service
		MCEA EXECUTIVE OFFICE Total		120.00		
124582	1171	MEDCO	3/11/2021	39.32	7102875 TB HIGH RESIST BND HVY 35 LBS	Community Service
		MEDCO Total		39.32		
124583	1863	MINN-KOTA COMMUNICATIONS, INC.	3/11/2021	47.50	Repair/Equipment	General
		MINN-KOTA COMMUNICATIONS, INC. Total		47.50		
124584	3350	MINNKOTA ENVIRO SERVICES	3/11/2021	30.00	Garbage	General
124584	3350	MINNKOTA ENVIRO SERVICES	3/11/2021	30.00	Garbage	General
		MINNKOTA ENVIRO SERVICES Total		60.00		
124585	1872	MN CHILD SUPPORT PAYMENT CTR	3/11/2021	411.00	Child Support Payable	General
		MN CHILD SUPPORT PAYMENT CTR Total		411.00		
124586	2547	MN DEPARTMENT OF PUBLIC SAFETY	3/11/2021	3,435.62	Fire Marshal inspection fee	Capital Outlay
		MN DEPARTMENT OF PUBLIC SAFETY Total		3,435.62		
124587	2718	MN STATE COMMUNITY AND TECHNICAL COLLEGE	3/11/2021	7,348.25	Tuition to Oth Distr	General
		MN STATE COMMUNITY AND TECHNICAL COLLEGE Total		7,348.25		
124588	337	NASCO	3/11/2021	99.36	9729882 ACTIVA Rigid Wrap Plaster Cloth - 5-lb. Roll	General
		NASCO Total		99.36		
124589	1243	NORTH CENTRAL TRUCK EQUIPMENT	3/11/2021	227.29	Repair/Equipment	General
124589	1243	NORTH CENTRAL TRUCK EQUIPMENT	3/11/2021	367.82	Repair/Equipment	General
124589	1243	NORTH CENTRAL TRUCK EQUIPMENT	3/11/2021	281.66	Repair/Equipment	General
		NORTH CENTRAL TRUCK EQUIPMENT Total		876.77		
124590	1763	NORTHWEST EVALUATION ASSN.	3/11/2021	1,175.00	Map Testing	Community Service
		NORTHWEST EVALUATION ASSN. Total		1,175.00		
124591	3157	OTTERTAIL/ MINN-DAKOTA COACHES	3/11/2021	956.20	Travel	General
		OTTERTAIL/ MINN-DAKOTA COACHES Total		956.20		
124592	2193	PEMBERTON, SORLIE, RUFER &	3/11/2021	666.00	Consulting Fees	General
		PEMBERTON, SORLIE, RUFER & Total		666.00		
124593	682	POPPLER'S MUSIC STORE	3/11/2021	25 26.99	00252654 Don't Stop Me Now arr. Mark Brymer P/A CD	General

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124593	682	POPPLER'S MUSIC STORE	3/11/2021	26.99	08637299 Bohemian Rhapsody arr. Mark Brymer PA/CD	General
124593	682	POPPLER'S MUSIC STORE	3/11/2021	27.65	14041605 Hide and Seek SATB Heap	General
		POPPLER'S MUSIC STORE Total		81.63		
124594	2131	PROTECTION SYSTEMS, INC	3/11/2021	2,432.00	Consulting Fees	Capital Outlay
		PROTECTION SYSTEMS, INC Total		2,432.00		
124595	3261	QUAST, JONATHAN LEE	3/11/2021	125.00	Officials/ Contracted Services	General
		QUAST, JONATHAN LEE Total		125.00		
124596	3572	RED RIVER TELEPHONE ASSN	3/11/2021	30.58	Telephone	General
124596	3572	RED RIVER TELEPHONE ASSN	3/11/2021	35.99	Telephone	General
124596	3572	RED RIVER TELEPHONE ASSN	3/11/2021	345.43	Telephone	General
124596	3572	RED RIVER TELEPHONE ASSN	3/11/2021	345.43	Telephone	General
		RED RIVER TELEPHONE ASSN Total		757.43		
124597	3224	SANFORD HEALTH OCCUPATION MEDICINE CLIN	3/11/2021	100.00	Miscellaneous	General
		SANFORD HEALTH OCCUPATION MEDICINE CLINIC Total		100.00		
124598	1126	SCHOOL SPECIALTY	3/11/2021	63.92	1572474 Sax True Flow Heavy Body Acrylic Paint, 1 Quart, Bright Red	General
124598	1126	SCHOOL SPECIALTY	3/11/2021	63.92	1572476 Sax True Flow Heavy Body Acrylic Paint, 1 Quart, Chrome Yellow	General
124598	1126	SCHOOL SPECIALTY	3/11/2021	63.92	1572478 Sax True Flow Heavy Body Acrylic Paint, 1 Quart, Phthalo Blue	General
124598	1126	SCHOOL SPECIALTY	3/11/2021	63.92	1572483 Sax True Flow Heavy Body Acrylic Paint, 1 Quart, Mars Black	General
124598	1126	SCHOOL SPECIALTY	3/11/2021	63.92	1572484 Sax True Flow Heavy Body Acrylic Paint, 1 Quart, Titanium White	General
124598	1126	SCHOOL SPECIALTY	3/11/2021	66.24	237903 Winsor & Newton Winton Oil Color, 6.75 Ounce Tube, French Ultramarine	General
124598	1126	SCHOOL SPECIALTY	3/11/2021	25.99	1402091 Speedball Mona Lisa Non-Toxic Multi- Purpose Odorless Paint Thinner, 1 Gallon	General
124598	1126	SCHOOL SPECIALTY	3/11/2021	29.89	2002145 Fredrix Natural Cotton Canvas Roll, 30 Inches x 3 Yards	General
		SCHOOL SPECIALTY Total		441.72		
124599	3269	SOUTHERN VALLEY MECHANICAL	3/11/2021	87.97	Repair	Food Service
		SOUTHERN VALLEY MECHANICAL Total		26 87.97		
124600	1553	SUMMERVILLE ELECTRIC, INC.	3/11/2021	894.05	Repair/Building	General
		SUMMERVILLE ELECTRIC, INC. Total		894.05		

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124601	2952	THOMPSON, DAVID	3/11/2021	125.00	Officials/ Contracted Services	General
		THOMPSON, DAVID Total		125.00		
124602	3344	TRAFERA	3/11/2021	27,930.00	14E TCH A4-9120C 1.6G 4G 32G 14" CHROME	General
124602	3344	TRAFERA	3/11/2021	-1,197.00	14E TCH A4-9120C 1.6G 4G 32G 14" CHROME	General
124602	3344	TRAFERA	3/11/2021	30.00	LENOVO 45W USBC ADAPTER	General
124602	3344	TRAFERA	3/11/2021	150.00	LENOVO 45 W ADAPTER USB-C	General
		TRAFERA Total		26,913.00		
124603	1409	US FOODS, INC	3/11/2021	289.58	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	58.30	General Supply	Food Service
124603	1409	US FOODS, INC	3/11/2021	384.52	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	247.42	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	155.51	General Supply	Food Service
124603	1409	US FOODS, INC	3/11/2021	204.83	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	360.94	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	154.35	General Supply	Food Service
124603	1409	US FOODS, INC	3/11/2021	267.83	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	51.80	General Supply	Food Service
124603	1409	US FOODS, INC	3/11/2021	262.83	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	215.71	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	22.93	General Supply	Food Service
124603	1409	US FOODS, INC	3/11/2021	366.38	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	103.39	General Supply	Food Service
124603	1409	US FOODS, INC	3/11/2021	16.57	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	20.28	General Supply	Food Service
124603	1409	US FOODS, INC	3/11/2021	314.13	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	77.72	General Supply	Food Service
124603	1409	US FOODS, INC	3/11/2021	72.76	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	-0.67	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	-0.79	Food	Food Service
124603	1409	US FOODS, INC	3/11/2021	36.39	Food	Food Service
		US FOODS, INC Total		3,682.71		
124604	1945	WAHPETON ACE HARDWARE	3/11/2021	70.98	General Supply	General
124604	1945	WAHPETON ACE HARDWARE	3/11/2021	24.97	General Supply	General
124604	1945	WAHPETON ACE HARDWARE	3/11/2021	27.99	General Supply	General
124604	1945	WAHPETON ACE HARDWARE	3/11/2021	27 28.98	General Supply	General
		WAHPETON ACE HARDWARE Total		152.92		
124605	509	WAHPETON GLASS & PAINT	3/11/2021	5.78	General Supply	General

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124605	509	WAHPETON GLASS & PAINT	3/11/2021	13.16	General Supply	General
124605	509	WAHPETON GLASS & PAINT	3/11/2021	1,929.00	Repair/Building	General
124605	509	WAHPETON GLASS & PAINT	3/11/2021	5.90	General Supply	General
		WAHPETON GLASS & PAINT Total		1,953.84		
124606	115	DEMCO, INC	3/12/2021	50.22	Custom Engraved Signs	General
124606	115	DEMCO, INC	3/12/2021	20.00	Freight	General
		DEMCO, INC Total		70.22		
124607	2077	ECKROTH MUSIC	3/12/2021	122.00	Alto Saxophone Bundy 1242	General
		ECKROTH MUSIC Total		122.00		
124608	1906	GENERAL PARTS, LLC	3/12/2021	463.75	Repair	Food Service
		GENERAL PARTS, LLC Total		463.75		
124609	2325	JOHN DEERE FINANCIAL	3/12/2021	150.00	Repair/Equipment	General
		JOHN DEERE FINANCIAL Total		150.00		
124610	2006	SCHMITTY'S PBLG, HTG & SHTMTL	3/12/2021	198.00	Repair/Building	General
		SCHMITTY'S PBLG, HTG & SHTMTL Total		198.00		
		Grand Total		385,157.55		
		Wire Disbursements		164,596.71		
		Check Disbursements		220,560.84		
		Fund Summary				
		General Fund		317,981.73		
		Food Service Fund		22,923.33		
		Community Service Fund		29,402.08		
		Capital Fund		5,983.58		
		Debt Service Fund		0.00		
		Trust Fund		0.00		
		Student Activities Fund		8,866.83		

Breckenridge Public Schools

Student Activities Account

28-Feb-21

UFARS Crs #		02/01/2021 Balance	Deposits	Expenses	02/28/2021 Balance
921	Class of 2021	3,252.00			3,252.00
922	Class of 2022	1,500.40	12,272.00		13,772.40
978	National Honor Society	2,437.68			2,437.68
979	HS Student Council	6,080.77		300.00	5,780.77
980	Letterclub	3,868.13		10.68	3,857.45
981	Mathletes	237.36			237.36
982	HS Band	12,089.38	674.38		12,763.76
983	Boys Golf	62.53			62.53
984	HS Choir	5,917.36	100.00		6,017.36
986	FFA	0.00			0.00
987	Close Up	1,620.79			1,620.79
988	Speech	4,944.32			4,944.32
989	Drama Club	3,875.55			3,875.55
990	DECA	4,721.77	268.00	355.00	4,634.77
991	Robotics	3,553.38			3,553.38
	Totals	54,161.42	13,314.38	665.68	66,810.12

Breckenridge Public School-Contingent Account
Account Summary
February 2021

	<u>Feb 21</u>
Ordinary Income/Expense	
Expense	
01005010000899000 Sch Bd Misc	45.00
01300291000369288 Spch Entry Fe	193.00
01300291000430286 One Act Suply	<u>50.97</u>
Total Expense	<u>288.97</u>
Net Ordinary Income	<u>-288.97</u>
Net Income	<u><u>-288.97</u></u>

**Breckenridge Public School-Contingent Account
Transaction List by Date
February 2021**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Feb 21				
02/04/2021	26483	Stacy Diaz	One Act Play supply	-50.97
02/04/2021	26484	DGF High School	VOID: Speech 2/6/2021	0.00
02/12/2021	26485	East Ridge Speech Boosters	Speech 2/13/2021	-70.00
02/12/2021	26486	Minnesota BCA	Lande	-15.00
02/16/2021			Deposit	1,252.42
02/16/2021	26487	Minnesota BCA	Heggem	-15.00
02/17/2021	26488	Underwood Public School	Speech Meet 2/20/21	-81.00
02/22/2021	26489	DGF High School	Speech 2/6/2021	-42.00
02/22/2021	26490	Minnesota BCA	Prochnow	-15.00
Feb 21				

Name	Activity
Jessica Kappes	Youth Wrestling Coordinator
Austin Imdieke	Head Softball Coach
Brad Lindberg	Head Boys Track Coach
Dennis Sumption	Head Girls Track Coach
Al Gripentrog	Assistant High School Track Coach
Alicia Finkral	Assistant High School Track Coach
Caryn Brenden	Jr. High Track Coach
Stan Goldade	Head Boys Golf Coach
Cheryl Ferrell	Head Girls Golf Coach
Kevin Hiedeman	Head Baseball Coach
Jack Hiedeman	Assistant Baseball Coach
Robert Wanek	Jr. High /"C" Squad Baseball Coach

Breckenridge Public Schools Enrollment Numbers 2020 - 2021

STU601	August	September	October	November	December	January	February	March	April	May	June
K		40	42	47	47	46	46	46			45
1		36	36	37	37	38	38	37			32
2		28	28	28	29	30	30	30			48
3		44	44	45	45	45	46	46			42
4		32	34	36	37	37	38	39			51
5		42	43	49	49	49	50	50			50
6		47	47	48	48	49	50	50			47
7		46	46	46	46	46	45	44			41
8		34	34	35	35.5	33.5	35.5	37.5			43
9		48	47	50	51	52	51	51			63
10		59	59	60	59	59	61	63			50
11		47	47	48	47	46	46	46			49
12		48	50	49	49	49	48	48			57
PSEO		0	0	0	0	0	0	0			1
ALP only		0	0	0	0	0	0	0			9
Total		551	557	578	579.5	579.5	584.5	587.5	0	0	628
Pre-School		57	57	57	59	58	58	60			83
Elementary Virtual		34	32	18	18	18	10	10			
Middle Virtual		7	8	7	5.5	4.5	3.5	3.5			
High Virtual		8	11	11	9	9	1	1			
VL		7	9	6	6	7	9	7			8
Grand Total		664	674	677	677	676	666	669	0	0	719
MS St. Mary's		32	32	32	32	32	32	32			22
ALP Concurrent											13
NDSCS Concurrent		5	5	5	5	5	5	5			15
Homeschool Part-time		0	0	0	0	0	0	0			2

Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel



Elementary Board Report:

March 2021

#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.

I Love to Read Month (Feb.)/Read Across America Week - March 1-5

- Students and staff enjoyed dress-up days
- Book and Collaborative Art Project
 - Peanut Butter and Cupcake by Terry Border was used to talk about friendship(s).
 - Cube art activity completed in grades K-6th for a collage inspired by street artist ThankYouX



MESPA Virtual Conference March 1-2:

<https://docs.google.com/document/d/19-ZQumdBeNN8zoEm0EITkuLJVkx01wyBmqLBYdrSZJU/edit?usp=sharing>

DAC (District Assessment Coordinator) - Spring State Testing

- Testing window extended through May 21st

Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel

- Latest question and answer document regarding this year's assessments:
<https://drive.google.com/file/d/1lavmKxB7ptv10YSM1vjdkC98xfUKvKSq/view?usp=sharing>
- 10th graders took their MCA Reading assessment and 11th graders took their MCA Math Assessment on March 10th.

6th-Middle School Band Concert:

- Livestreamed on March 10th at KBMW

**Breckenridge High School
School Board Report
Wed. March 17, 2021
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 our HS staff.. 1 year ago we “pivoted and flipped” our whole school model due to COVID-19. We made some mistakes but we also made some HUGE strides and discoveries.

-Riley Finkrel: 1st PLACE in the InvestWrite Essay Competition! Riley wrote about how she would develop an investment strategy about how she believes choosing companies based on their ability to overcome adversity leads to long-term growth. Her paper covered her experiences as a female hockey player joining the boys' team led her to become stronger as an individual. Within her paper, she tied her experiences to the company AMD who hired a female CEO - Lisa Su - in a male-driven computer technology world. Since that point, the company has grown by 1,300% and led to great returns for investors. Putting AMD along with other companies who have overcome obstacles, she developed an investment strategy that would lead to future success.

Old Business

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

[-https://newtechnetwork.org](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 Lars.(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 Lei.(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.OPPORTUNITY GAPS

-Where (places) in our High School building, curriculum, agency, relationships, etc are there OPPORTUNITIES for us to CELEBRATE and OPPORTUNITY GAPS for us to ADDRESS/GROW

*****Feedback and 2021-2022 School year: Staff, Students and Parents/Guardians**

-Continue Doing

-Stop Doing

-Start Doing

*****Big Question: BLOCK Schedule or 7 period Modified Block Schedule???**

---.Planning for 2021-2022 School year:

-Planning Pre-registration of students (Grades 7-11); Course Offerings and Course Booklet

New Business:

1. Learning

- Knowledge and Thinking: Curriculum Mapping (Feb. 12 Training)
- Working with HS staff every 3 weeks on Follow-up meetings and working on curriculum

2. Discussion Topics:

- Graduation:** Sun. June 6 @ 2pm; Having discussions and looking at details to plan
- Prom:** Details; Working through ideas and sharing with other administrators from around the area
- ACT test:** Tues. March 30: \$59.50 to the HS
- MCA testing:** Wed. March 10 (10th grade Reading and 11th grade Math)
- Civics test:** 9th grade Civics and 12th grade Politics

3. 7th and 8th grade Chromebooks

-We are having discussions and sharing ideas/criteria and even looking at doing a “digital literacy” safety test for students.

4. Starting 7th grade transition: Agency skills; Effort.. Teammate.. Being an advocate for yourself

-Starting Fri. Feb. 26; Meet again on Fri. March 19

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

February Reports and Updates:

1. Dress Code Policy: Is our Dress Code Policy out-dated or obsolete?; Implicit bias in our dress code (Policy 504)

-Hats and Hoods (Part 4 of our Policy)

New Projects the High School is working on:

1. Adult Learning in our School: GOAL

2. OPPORTUNITY CELEBRATIONS and OPPORTUNITY GAPS

-Curriculum Cycle and Equity

Announcements/Calendar of Events:

- Mon. March 15: HS Virtual Parent/Teacher Conferences (5:00pm-8:30pm)
- Tues. March 30: ACT test for Juniors
- Tues. March 30: End of 3rd Quarter
- Wed. March 31: Staff Development Day
- Thurs. April 1 and Fri. April 2: NO SCHOOL

**BRECKENRIDGE SCHOOL DISTRICT #846
BUDGET/FACILITIES COMMITTEE MEETING
WEDNESDAY, MARCH 3, 2021
7:00 A.M.
ELEMENTARY CONFERENCE ROOM #233**

Committee members present: Clayton Ernst, virtually-Brett Johnson, Steve Arnhalt

Others present: Superintendent Cordes, Corinna Erickson, Craig Peterson, Cathy Affield, virtually-Neil Kusler, InGensa-Jacqui Coleman, Luke Pfothenauer, Rochelle Van Den Heuvel

InGensa presented information on Community Engagement Meetings.

- Engagement Meeting #1
 - Create a Community Awareness through:
 - Presentation on objectives and state of district
 - Sticky Stats
 - Collect data from attendees
 - In-person public meetings – Monday, March 29, 5-6:30 p.m. and 7-8:30 p.m.
 - Virtual public meeting – Tuesday, March 30, 3:30-5 p.m.
- Engagement Meeting #2
 - Communicate Findings
 - Share assessment information and discuss options
 - Collect subjective feedback from participants
- Engagement Meeting #3
 - Options shared
 - Communicate Task Force recommended option

Discussed the logistics of Engagement Meeting #1 including invitations, volunteers, refreshments, sticky stats, handouts, meeting take-aways and post meeting steps.

Neil Kusler reviewed the budget numbers as well as projected enrollment numbers. Discussed calculating what would be needed to be included in a levy to continue programming. Also discussed deficit spending and reductions to the budget.

**BRECKENRIDGE SCHOOL DISTRICT #846
COVID AD HOC COMMITTEE MEETING
FRIDAY, MARCH 5, 2021
2:00 P.M.
ELECTRONIC VIRTUAL SETTING**

Committee members present: Brett Johnson, Steve Arnhalt, Ty Mikkelson, Clayton Ernst, Shawn Roberts

Others present: Superintendent Cordes, Corinna Erickson, Craig Peterson, Cathy Affield

Superintendent Cordes reviewed the travel guidelines that were updated from MDE. After discussion about potential COVID exposure and quarantine recommendations from travel, the consensus of the group was to continue to follow CDC guidelines. Anyone with questions about travel should contact Wilkin County Public Health directly. Schools have no requirement to enforce CDC recommendations for quarantine after travel.

The district goal continues to be in-person learning for all students through the end of the year and asks parents and staff to follow CDC guidelines to help achieve that goal.

610 FIELD TRIPS

FORMS WILL BE INCLUDED - EXTENDED OR DAY TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or

contingencies (e.g., tournament competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities;
Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675
(8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District
Employees)
Policy 423 (Employee – Student Relationships)
Policy 506 (Student Discipline)
Policy 707 (Transportation of Public School Students)
Policy 709 (Student Transportation Safety Policy)
Policy 710 (Extracurricular Transportation)

Adopted: 01/09/2007

Breckenridge ISD 846 Policy 613

Orig. 1997

Revised: 04/21/2021

Rev. ~~2017~~ 2019

HIGHLIGHTED = BRECKENRIDGE

613 GRADUATION REQUIREMENTS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade **9** in the 2012-2013 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

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

IV. DISTRICT ASSESSMENT COORDINATOR

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

V. GRADUATION ASSESSMENT REQUIREMENTS

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

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minn. Stat. § 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are

students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.

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

VI. GRADUATION CREDIT REQUIREMENTS

Students beginning 9th grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:

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

2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
5. ~~A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science. REMOVE~~

VII. GRADUATION STANDARDS REQUIREMENTS

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

~~* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.~~
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):

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

VIII. EARLY GRADUATION- REMOVE SECTION

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

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

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

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

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

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

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

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

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

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

Cross References:

Policy 104 (School District Mission Statement)

Policy 601 (School District Curriculum and Instruction Goals)

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)

Adopted: 01/09/2007

Breckenridge ISD 846 Policy 614

Orig. 1997

Revised: 04/21/2021

Rev. ~~2015~~ 2017

ADDITIONAL UPDATES WILL BE PROVIDED AT SECOND READING

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

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

A. Superintendent

1. Responsibilities before testing.

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

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

- e. Establish a culture of academic integrity.

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

2. Responsibilities after testing.

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

B. District Assessment Coordinator

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

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

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

C. School Principal

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

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

D. School Assessment Coordinator

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

accommodated test materials and scores from MTAS administrations online.

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

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.

- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

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

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

3. Responsibilities after testing.

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

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.
- 3. Read and complete the *Assurance of Test Security and Non-Disclosure*.

4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

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

- (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.
 - (7) Record extra test materials.
- b. During test.
- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.
 - (3) Follow procedures for restricting student access to cell phones and other electronic devices, **including wearable electronic devices.**
 - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]
 - (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - (6) Do not review, discuss, capture, email, post, or share test content in any format.
 - (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
 - (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (9) **Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).**

- (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
- (11) Report any possible security breaches as soon as possible.
- c. After test.
 - (1) Follow directions and scripts exactly.
 - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

- 1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
- 2. Responsibility on testing day(s).
 - a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.

- (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report and unusual circumstances to district or school assessment coordinator.
- c. After the test.
- (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

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

I. Any Person with Access to Test Materials

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

IV. TEST SECURITY

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

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

B. Students will be informed of the following:

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

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

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

C. Staff will be informed of the following:

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

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

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

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.

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

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

Legal References:

Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

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

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

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

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

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

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

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

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

Cross References:

Policy 601 (School District Curriculum and Instruction Goals)

Policy 613 (Graduation Requirements)

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

Policy 616 (School District System Accountability)

ASSURANCE OF TEST SECURITY AND NON-DISCLOSURE

Effective for school year: _____

The Minnesota Department of Education (MDE) is required by state statute to implement statewide testing programs. Test security must be maintained to provide an equal opportunity to all students to demonstrate their academic achievement and to ensure the validity of test scores and the integrity of state assessments. Failure to maintain test security jeopardizes district and state accountability requirements and the accuracy of student, school, district, and state data. Test scores are included in important decisions about students' future success, and it is essential that they reflect the truth about what students know and can do. This form must be signed prior to access to any secure test content or restricted material(s).

All test content and restricted material(s), whether in draft or final form, are considered secure, and only authorized persons are permitted to have access to them. Authorized persons:

- Are administrators, educators, staff, or other persons designated by the district who have a role in storing, distributing, coordinating, or administering tests.
- Have received appropriate training to fulfill their assigned roles.
- Have signed this agreement.

Responsibilities of authorized persons who may potentially interact with secure test content and data are outlined in the *Procedures Manual of the Minnesota Assessments* (hereafter *Procedures Manual*). By signing this form, you agree to the following assurances:

- As required for my role in the administration of the statewide testing program, I am responsible for understanding relevant information contained in the current year's *Procedures Manual* and directions for test administration. I will abide by policies and procedures detailed in the manuals for statewide test administration.
- As required for my role, I am or will be trained in the administration policies and procedures for statewide tests before participating in any part of statewide test administration.
- As required for my role, I will instruct staff on state and district procedures for maintaining test security and will not allow unauthorized persons to distribute, coordinate, or administer tests, or have access to secure test content and materials.
- As required for my role, I will follow the procedures in the *Procedures Manual* to investigate and notify the appropriate school and district staff or the MDE immediately upon learning of potential misconduct or irregularities, whether intentional or unintentional.
- I understand that MDE has the responsibility to oversee the administration of the statewide tests, and I will cooperate fully with MDE representatives conducting site visits.
- I understand that test data and documents that contain student-level information are considered confidential and secure. I will follow all applicable federal and state data privacy laws related to student educational data, including data within reports and data accessible in electronic systems provided by MDE or its service provider(s).
- I understand my responsibility to enforce proper testing procedures and to ensure the security and confidential integrity of the test(s). I will apply and follow procedures designed to keep test content secure and to ensure the validity of test results, including, but not limited to:
 - Recognizing the rights of students and families to accurate test results that reflect students' individual, unassisted achievement.
 - Protecting the confidentiality of statewide assessments and ensuring the validity of students' results by safeguarding secure test content, keeping test materials in a secure area, and adhering to chain of custody requirements.
 - Never retaining secure test materials in my custody beyond the allowed times to process, distribute, coordinate, administer, and return them, as appropriate for my role.

- Ensuring that no part of the paper or online tests are outlined, summarized, paraphrased, discussed, released, distributed to unauthorized personnel, printed, reproduced, copied, photographed, recorded, or retained in original or duplicated format, without the explicit permission of MDE or as authorized in the *Procedures Manual*.
- Never permitting or engaging in the unauthorized use of a student's MARSS or Secure Student Identification Number (SSID) to log in to the online testing system or access an online test.
- Never engaging in, or allowing others to engage in, unauthorized viewing, discussion, or analysis of test items before, during, or after testing.
- Actively monitoring students during test administration for prohibited behavior.
- Never leaving students unattended during test administration or under the supervision of unauthorized staff or volunteers.
- Never providing students with answers to secure test items, suggesting how to respond to secure test items, or influencing student responses to secure test items. Prohibited actions include, but are not limited to, providing clues or hints; providing reminders of content or testing strategies, prompting students to correct or check/recheck specific responses; permitting access to curricular materials (e.g., textbooks, notes, review materials, bulletin boards, posters, charts, maps, timelines, etc.); or using voice inflection, facial gestures, pointing, gesturing, tapping, or other actions to indicate a response or accuracy of a student's response.
- Never formally or informally scoring secure tests or individual test items except as required by the test-specific manuals and directions. Prohibited actions include, but are not limited to, creating an answer key; reviewing or scoring a student's item response or responses unless items are designed to be scored by the test administrator using a rubric or script; retaining, reviewing, or scoring student scratch paper or accommodated test materials; or tracking student performance on test items.
- Never altering or engaging in other prohibited involvement with student responses.
- Never inducing or encouraging others to violate the procedures outlined above or to engage in any conduct that jeopardizes test security or the validity of test scores.

By accepting the terms of this agreement, you name yourself as an employee of the School District (District) or as an authorized person selected by the District and affirm that you are authorized by the District during the current academic school year to have access to secure test materials or student data related to statewide test administrations and hereby agree to be bound by the terms of this agreement.

Failure to follow procedures can lead to the invalidation of students' tests. Consequences for violating the terms of this agreement may result in a complaint filed with the local School Board, the Professional Educator Licensing and Standards Board, or the Board of School Administrators for evaluation and investigation. The findings of the appropriate Board may result in disciplinary action up to and including termination and/or loss of license.

Signature

Date

Name (printed)

Work Telephone

School Name

Email Address

District Name

TEST ADMINISTRATION REPORT (TAR)

District Name/Number: _____

School Name/Number: _____

Date: _____ Form Completed By: _____

Role: _____ Signature: _____

Test: _____

Subject (if applicable): Mathematics Reading Science

The *Test Administration Report* is used to record the occurrence of a variety of special circumstances, including, but not limited to, test misadministrations and reasons for invalidations. This report may be used to help answer questions from district staff, parents, and the media about what occurred during testing when student results are available. It may also be requested by MDE for audits or monitoring conducted by MDE. Refer to Chapter 3 of the *Procedures Manual* for additional information about circumstances and incidents to document on this form.

Provide the student information and description of the circumstance or incident below. If an adult was involved (e.g., translator), include the adult's name, signature, and role in test administration. Attach additional sheets to this form as needed.

Districts are not required to return the *Test Administration Report*. However, districts must maintain records for two years after the end of the academic school year in which testing took place for audits or monitoring conducted by MDE or to answer questions when reports are received. If completed by the School Assessment Coordinator, a copy of the report should be forwarded to the District Assessment Coordinator.

Name of Student	Gr.	MARSS (13 digits)	Description and Name and Signature

DISTRICT TEST SECURITY PROCEDURES
Independent School District No. 846, Breckenridge, Minnesota
20__-20__

I. PREPARATION FOR TEST SECURITY DURING TEST ADMINISTRATION

A. Roles and Responsibilities

1. _____ will be responsible for ensuring completion of *Assurance of Test Security and Non-Disclosure* each year by all staff involved with test administration.
2. _____ will be responsible for reviewing the specific requirements staff agreed to in the *Assurance of Test Security and Non-Disclosure* prior to spring testing (especially if the assurance was completed in the fall).
3. _____ will be responsible for training the Test Monitors and Test Administrators prior to the test administration. Annual training for Test Monitors and Test Administrators must include training on test administration policies and procedures and test security and be documented and kept on file at the district.
 - a) Review of Test Security Training. Test Monitor responsibilities, *Test Monitor and Student Directions*, and any special instructions for a particular test given.
 - b) Review of required test-specific trainings, such as the Online Test Monitor Certification Course and MTAS Training for Test Administrators.
 - c) Discuss what active monitoring of the test session involves and the school district's expectations for Test Monitors.
 - d) Review of district policies and procedures for situations that may arise during test administration in order to maintain test security, including:
 - (1) Who will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored.
 - (2) What the process is for contacting others for assistance if a problem arises during the testing so active monitoring can continue.
 - (3) Who Test Monitors should contact in case of emergency.
 - (4) Ensuring students get to the correct rooms for test administration.
 - (5) Ensuring students do not use cell phones or other electronic devices.
 - (6) Breaks for use of the restroom or other interruptions during testing:

- (a) What to do if a student reports an error or technical issue with a test item.
 - (b) What to do if an individual student or the Test Monitor becomes ill or needs to leave during testing.
 - (c) What to do if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill).
 - (d) What individual students will do when finished testing.
 - (7) Remind staff that all test materials are secure and cannot be reproduced or shared in any form.
4. _____ will ensure that students are reminded of the importance of test security (including the expectation that students will keep test content secure and act with honesty and integrity during test administration).
 5. _____ will ensure that all guidelines referenced in applicable procedures manuals are followed in terms of what materials are allowed during test administration, calculator use guidelines, what help a Test Monitor can give, covering instructional materials in the classroom, and setup of computer labs and testing rooms.
 6. _____ is responsible for tracking devices/computers used by students.
 7. _____ is responsible for conducting on-site monitoring of test administrations within the district.
 8. _____ is responsible for determining the process for how all secure test materials for online and paper administrations will be kept secure before, during, and after testing, including when and how all secure test materials are returned between testing sessions and once testing is completed.
 - a) _____ is responsible for reminding staff of the district process for communicating potential security breaches within the school and to the District Assessment Coordinator, as well as providing information on the MDE tip line as an additional option for reporting security concerns.

II. BREACHES IN TEST SECURITY

Any concern that test security may have been breached must be reported to the District Assessment Coordinator who will notify MDE within 24 hours of the time notice of the alleged breach was received and submit the *Test Security Notification* in Test WES within 48 hours of notice of the alleged breach.

III. CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

A. Receipt and Organization of Secure Test Materials

1. Persons with access to the secured area, inventory materials, and complete security checklists are _____. Persons with access to secure online testing systems, student testing tickets, and student scratch paper are _____.
2. Paper test materials are shipped to district or school as determined by _____. If delivered to the school district, the process for distributing secure test materials to the school(s) will be completed by _____.
3. _____ will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.
4. _____ will inventory materials immediately using the securing checklists. Any discrepancies will be reported immediately to _____. Security checklists are maintained by the school district for two years following the end of the school year that the tests are administered.
5. _____ organizes test materials for each Test Monitor and Test Administrator, including *Test Monitor/Test Materials Security Checklists*, student testing tickets, and scratch paper.
6. Test materials for online and paper administrations will be kept in _____, a secure locked location, until the time of distribution.
7. If students are taking the tests on multiple days, the building plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes _____.

B. Distribution of Materials to Test Monitors or Test Administrators and Test Administration

1. The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be _____. Discrepancies in materials will be reported immediately to _____.
2. The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be _____. Discrepancies in materials will be reported immediately to _____.

3. Upon the receipt of materials, the Test Monitor will ensure that all test materials listed on the *Test Monitor Test Materials Security Checklist* and any other materials provided (e.g., student testing tickets, scratch paper) are accounted for prior to handing out the test materials to the students. Any discrepancies will be reported immediately to _____.
4. The Test Monitor is responsible for the test materials during the test administration until their return to _____.

C. Return of Materials

1. The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any material used as scratch paper) to _____ immediately after testing. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them in _____, a locked secure location.
2. If not kept by Test Monitors and Test Administrators, _____ will keep all test materials secure until distributed for the next test session.
3. Student testing tickets and any materials used as scratch paper will be securely destroyed at the end of test administration by _____ no more than 48 hours after the close of the testing window.
4. *Test Monitor Test Materials Security Checklists* for paper test materials will be signed by the Test Monitor indicating that all materials have been returned once testing is completed. The *Test Monitor Test Materials Security Checklists* will be returned to _____.
5. When the test materials are returned to _____, they will again be inventoried and kept in _____, a secure locked location, until returned to the district office (if applicable) or shipped back to the service provider.
6. _____ will prepare the materials for their return to the district office (if applicable) or for shipment to the service provider according to return instructions in the applicable assessment manual.
7. _____ will follow instructions provided in the applicable assessment manual for the return shipping of test materials.

I certify that I have accounted for all secure materials and have thoroughly documented any missing materials. I understand that if there is any discrepancy, this form may be used as a reference for investigation.

Test Monitor (Signature)

Date

Assessment Coordinator (Signature) Date

November 2017

2017-2018 Procedures Manual – Appendix A

Adopted: 01/09/2007

Breckenridge ISD 846 Policy 615

Orig. 1997

Revised: 04/21/2021

Rev. ~~2017~~ 2019

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND LEP STUDENTS

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

II. GENERAL STATEMENT OF POLICY

A. Minnesota Test of Academic Skills (MTAS)

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.
3. Eligibility Requirements
 - a. The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS:
 - (1) The IEP team must consider the student's ability to access the MCA, with or without accommodations;
 - (2) The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided;

- (3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that the student's disability has a significant impact on his or her ability to function in multiple environments, including home, school, and community;
 - (4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;
 - (5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.
- b. MTAS participation decisions must not be made on the following factors:
- (1) Student's disability category;
 - (2) Placement;
 - (3) Participation in a separate, specialized curriculum;
 - (4) An expectation that the student will receive a low score on the MCA;
 - (5) Language, social, cultural, or economic differences;
 - (6) Concern for accountability calculations.

B. Alternate ACCESS for ELs

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing.
2. Eligibility Requirements
 - a. The student must be identified as EL in MARSS in order to take an English language proficiency assessment.

- b. The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.
 - c. For students in grades that the MTAS is not administered:
 - (1) the student must have cognitive functioning significantly below age level;
 - (2) the student's disability must have a significant impact on his or her ability to function in multiple environments, including home, school, and community; and
 - (3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.
 - d. The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.
 - e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.
3. Alternate ACCESS participation decisions must not be made on the following factors:
- a. Student's disability category;
 - b. Participation in a separate, specialized curriculum;
 - c. Current level of English language proficiency;
 - d. The expectation that the student will receive a low score on the ACCESS for ELs;
 - e. Language, social, cultural, or economic differences;
 - f. Concern for accountability calculations.

C. EL Students New to the United States

EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).

III. DEFINITION OF TERMS

See the current “Procedures Manual for the Minnesota Assessments” which is produced by the Minnesota Department of Education and available through minnesotapearsonaccessnext.com.

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR TESTING

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments” and 2017-18 Guidelines for Administration of Accommodations and Linguistic Supports (http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/GuidelinesforAccommodations_2018.pdf).

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the school district test administrator. The school district test administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

Legal References: Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS), <https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>

Alternate ACCESS for ELLs Participation Guidelines, <https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>

Cross References: Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
Policy 613 (Graduation Requirements)
Policy 614 (School District Testing Plan and Procedure)
Policy 616 (School District System Accountability)

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Breckenridge ISD 846 Policy 616

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HIGHLIGHTED=BRECKENRIDGE

ADDITIONAL INFORMATION WILL BE ADDED FOR SECOND READING

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students

attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the ~~school district's~~ Advisory Committee. ~~for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee):~~
2. ~~The Advisory Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.~~
3. The ~~school district-wide~~ improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may ~~also~~ be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

[Insert Local Cycle in this space] ADD FOR SECOND READING

C. Implementation of Graduation Requirements

1. The ~~school board shall appoint a Graduation Standards Implementation Committee which~~ Advisory Committee shall ~~also~~ advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of ~~this the~~ Advisory Committee shall be published annually to the community. The school

board shall receive public input and comment and shall adopt or update this policy at least annually.

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the ~~Graduation Standards Implementation Advisory~~ Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The ~~Advisory~~ Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. ~~Advisory Committee for~~ Comprehensive Continuous Improvement of Student Achievement

1. By **October 31st** of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district ~~{such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.}~~, will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota **Graduation Academic** Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;

- c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
- a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of **at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents.** Included in its membership should be:
- a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level

- f. Two parents from each building or instructional level
- g. Two residents without school-aged children, non-representative of local business or industry
- h. Two residents representative of local business or industry
- i. District Assessment Coordinator (if different from “a.” above)

~~*[Note: This Advisory Committee composition is a model only.]*~~

- 5. Translation services should be provided to the extent appropriate and practicable.
- 6. The Advisory Committee shall meet the following timeline each year:

October: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

October: Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

April: Review evaluation results and prepare recommendations.

April: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting

- 1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school

district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
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 617 (School District Ensurance of Preparatory and High School Standards)

Policy 618 (Assessment of Student Achievement)

Policy 619 (Staff Development for Standards)

Policy 620 (Credit for Learning)

Adopted: 02/24/2011

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HIGHLIGHTED=BRECKENRIDGE

618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Above-grade level” test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student’s grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- B. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- C. “Below-grade level” test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student’s current grade level. Notwithstanding the student’s grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- D. “Benchmark” means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

- E. “Career and college ready,” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- F. “Computer-adaptive assessments” means fully adaptive assessments.
- G. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.
- H. “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.
- I. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- J. “Fully adaptive assessments” include on-grade level test items and items that may be above or below a student’s grade level. *~~Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.~~*
- K. “On-grade level” test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.
- L. “Required standard” means a statewide adopted expectation for student learning in the content areas of English language arts, mathematics, science, social studies, physical education, and the arts, or a locally adopted expectation for student learning in health or the arts.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

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

extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

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

~~*[School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in health, world languages, and career and technical education.]*~~

B. Statewide Academic Standards Testing

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

performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.

5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The Commissioner of Education must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minn. Stat. § 120B.301(a) and (c); and
 - f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
2. The school district must post the form created by the Commissioner on the

school district website and include it in the school district's student handbook. Form 618F MDE Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

VI. RIGOROUS COURSE OF STUDY WAIVER

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

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.

- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.
- C. All students, except those eligible for alternative assessments, will be encouraged to participate on a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.
- To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.
- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)

Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
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)

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

Why statewide testing?

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

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

Why does participation matter?

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

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

Academic Standards and Assessments

What are academic standards?

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

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

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

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

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

ACCESS and Alternate ACCESS for English Learners

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

Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

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

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

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science
_____ MCA/MTAS Mathematics _____ ACCESS/Alternate ACCESS for ELLs

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

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. 95 Student ID or MARSS Number _____

Adopted: 01/09/2007

Breckenridge ISD 846 Policy 619

Orig. 1998

Revised: 04/21/2021

Rev. ~~2014~~ 2017

619 STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Graduation Assessment Requirements implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Assessment Requirements at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training.

Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

- B. Teachers/Administrators. The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
Policy 613 (Graduation Requirements)
Policy 616 (School District System Accountability)

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620 CREDIT FOR LEARNING

[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V.; online learning courses, as set forth in Section VI.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of

instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.

- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by ~~the North Central Association of Colleges and Schools~~ an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
 - 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
 - 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least **seven** credits from the school district.
- B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least **seven** credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be

awarded, but the grade shall be “P” (pass).

- c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district’s high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 - 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student’s transcript as a course credit applied toward graduation requirements.
 - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student’s transcript as an elective course credit applied

toward graduation requirements.

5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

[Note: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies.]

- A. **The school district does not offer weighted grades.**

[or]

- ~~A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:~~

~~*[List the types of courses that will be awarded weighted grades and the multiplier, similar to the following examples.]*~~

- ~~1. A grade awarded in an Advanced Placement course will be multiplied by a factor of ____ (i.e., 1.07).~~
- ~~2. A grade awarded in an Honors course will be multiplied by a factor of ____.~~
- ~~3. A grade awarded in a College In the Schools course will be multiplied by a factor of ____.~~
- ~~4. A grade awarded in a course taken through a Post-Secondary Enrollment Options program will be multiplied by a factor of ____.~~
- ~~5. A grade awarded in a course in a dual enrollment course will be multiplied by a factor of ____.~~

- ~~B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.~~

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References: Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
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 618 (Assessment of Student Achievement)
Policy 624 (Online Learning Options)

Adopted: 01/09/2007

Breckenridge ISD 846 Policy 624

Orig. 2003

Revised: 04/21/2021

Rev. 2019

624 ONLINE LEARNING OPTIONS

[Note: The provisions of this policy substantially reflect the statutory requirements of Minn. Stat. § 124D.095, the Online Learning Option Act.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- C. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district. An online learning provider must assist an online learning student whose family qualifies for education tax credit to acquire computer hardware and educational software for online learning purposes.
- D. The school district shall continue to provide non-academic services to online learning students.
- E. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

[Note: The school district may itself offer digital learning to its enrolled students. Such digital learning does not generate online learning funds. To the extent digital learning is offered by the school district only to its enrolled students, it is not subject to the Minnesota Department of Education (MDE) reporting or review requirements unless the school district is a full-time online learning provider. See Minn. Stat. § 124D.095, Subd. 4(d) and (e).]

To the extent the school district provides to resident students curriculum that has both physical and electronic components, the school district must make the electronic component accessible to a resident student in a home school at the request of the

home-schooled student or student's parent or guardian, provided that the school district does not incur more than an incidental cost as a result of providing access electronically. See Minn. Stat. § 123B.42.]

III. DEFINITIONS

- A. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- B. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- C. “Enrolling district” means the school district or charter school in which a student is enrolled under Minn. Stat. § 120A.22, Subd. 4, for purposes of compulsory education.
- D. “Full-time online learning provider” means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- E. “Online learning course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online learning course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.
- F. “Online learning” is a form of digital learning delivered by an approved online learning provider under Paragraph III.H.
- G. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minn. Stat. §§ 120A.22 and 120A.24.

- J. “Supplemental online learning” means an online learning course taken in place of a course period at a local district school.

IV. PROCEDURES

A. Dissemination and Receipt of Information

1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
2. The school district will receive and maintain information provided to it by online learning providers.
3. The online learning provider must report or make available information on an individual student’s progress and accumulated credit to the student, the student’s parent, and the enrolling district in a manner specified by the Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.
4. The enrolling district must designate a contact person to help facilitate and monitor the student’s academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. The student and the student’s parents must submit an application to the online learning provider and identify the student’s reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student’s parent must notify the online learning provider of the student’s intent to enroll in online learning within ten days of being accepted, at which time the student and the student’s parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student’s application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online learning

course or program. An online learning provider must make available the supplemental online learning course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online learning provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.

4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider's online learning course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online learning provider; and the online learning provider may make available a response to the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.
5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
6. An online learning student may complete course work at a grade level that is different from the student's current grade level.
7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online learning provider, other than a digital learning provider offering digital learning to its enrolled students only under Minn. Stat. § 124D.095, Subd. 4(d), must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online learning course syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.
6. Weighted grades will also be applicable if the school district has adopted a policy to offer weighted grades.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 123B.42, Subd. 1a (Curriculum; Electronic Components)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option Act)

Cross References: Policy 509 (Enrollment of Nonresident Students)
Policy 605 (Alternative Programs)
Policy 608 (Instructional Services – Special Education)
Policy 613 (Graduation Requirements)
Policy 620 (Credit for Learning)

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)
Lake Region Electric Trust	500.00	Scholarship
Inspiration Lutheran Brethen Church	500.00	Angel Fund
MN State High School League Foundation	385.00	Activity Fee waivers

Total for Month of February \$1,385.00

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

Whereupon, said Resolution was declared duly adopted on March 17, 2021

By: _____
Chair

By: _____
Clerk

Revenue

FUND	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Preliminary Budget	FY 2021 Revised Budget
General Fund (01)	7,899,286	8,169,422	7,879,968	7,863,256	8,135,815
Food Service (02)	472,056	454,556	421,841	458,300	476,030
Community Service (04)	429,948	441,368	375,894	401,368	381,711
Comm Service Subsidy	39,976	35,000	67,294	30,000	20,870
Capital (05)	162,453	168,527	74,340	-49,833	-46,939
Construction (06)	119	0		0	
Debt Service (07)	798,149	776,492	764,333	761,091	766,161
Trust (08)	25,098	15,255	22,226	22,000	18,230
Student Activities (21)	0	0	45,110	47,700	37,600
Total Revenue	9,827,085	10,060,620	9,651,006	9,533,882	9,789,478

Expenditures

FUND	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Preliminary Budget	FY 2021 Revised Budget
General Fund (01)	7,741,241	8,262,389	7,955,511	8,013,558	8,227,072
Food Service (02)	448,156	471,184	427,080	455,347	440,808
Community Service (04)	461,004	492,637	459,031	451,938	395,741
Capital (05)	216,706	134,914	88,132	103,739	89,815
Construction (06)	158	0	0	0	0
Debt Service (07)	774,570	764,720	766,673	765,325	765,325
Trust (08)	26,800	15,475	24,000	22,000	19,930
Student Activities (21)	0	0	43,853	37,700	30,100
Total Expenditures	9,668,635	10,141,319	9,764,280	9,849,607	9,968,791

Net revenue over (under) Expenditures

FUND	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Preliminary Budget	FY 2021 Revised Budget
General Fund (01)	158,045	(92,967)	(75,543)	(150,302)	(91,257)
Food Service (02)	23,900	(16,628)	(5,239)	2,953	35,222
Community Service (04)	8,920	(16,269)	(15,843)	(20,570)	6,840
Capital (05)	(54,253)	33,613	(13,792)	(153,572)	(136,754)
Construction (06)	(39)	0	0	0	0
Debt Service (07)	23,579	11,772	(2,340)	(4,234)	836
Trust (08)	(1,702)	(220)	(1,774)	0	(1,700)
Student Activities (21)	0	0	1,257	10,000	7,500
Total	158,450	(80,699)	(113,274)	(315,725)	(179,313)

Fund Balances

FUND	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Preliminary Budget	FY 2021 Revised Budget
General Fund (01)	2,541,692	2,451,762	2,376,219	2,225,917	2,284,962
Food Service (02)	61,328	44,700	39,461	42,414	74,683
Community Service (04)	101,433	85,164	69,321	48,751	76,161
Capital (05)	141,848	172,424	158,632	5,060	21,878
Debt Service (07)	159,819	171,591	169,251	165,017	170,087
Trust (08)	5,082	4,862	3,088	3,088	1,388
Student Activities (21)	0	44,367	45,624	55,624	53,124
Total	3,011,202	2,974,870	2,861,596	2,545,871	2,682,283

Breckenridge Public Schools
Enrollment Numbers

	2020-2021 Enrollment Forecast		Revised Budget Based on January 2021 enrollment numbers
K	36		46
1	40		38
2	31		30
3	47		45
4	41		37
5	49		49
6	47		49
7	47		46
8	41		34
9	48		52
10	64		59
11	50		46
12	49		49
Virtual Academy - Elem			18
Virtual Academy - Middle School			4
Virtual Academy - High School			9
PSEO	1		
ALP	2		
Valley Lake	1		
Total	594		611
ECSE	6		6
K	36		46
1-3	118		131
4-6	137		135
7-12	<u>303</u>		<u>299</u>
Total	600		617
Extended ADM	2	2	2

General Fund

Category	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Budget	FY 21 Revised Budget	FY 21 Revised Budget w/o Cares Funding
Revenues						
Adjusted ADM	634	634		600	617	617
Weighted ADM	696	699		661	677	677
General levies	677,675	649,436	724,496	746,458	746,458	746,458
OPEB Levy	79,732	14,648	12,886	10,426	10,426	10,426
Gen Ed Aid	5,624,935	5,606,499	5,601,338	5,508,779	5,601,361	5,601,361
Endowment, Literacy Incentive, Property Tax Credits, Shared Time	95,274	85,209	84,048	115,101	116,204	116,204
Special Ed / ADSIS Aid	670,693	764,137	756,788	775,000	767,267	767,267
Native American, Transportation, & Other Misc State Aids	81,832	67,936	123,901	67,622	76,191	76,191
School Safety Aid (one time funding)			22,010	0	0	0
TRA/PERA Spec Funding (Auditor's Adjustment)	23,630	260,896	28,695	0	0	0
Federal Aid	160,915	161,911	150,690	149,700	175,903	175,903
CARES Act Funding					366,828	0
Equipment Grant		21,400				
Migrant Summer School	56,959	50,708	21,919	0	0	0
FFASEC - Year End Adjustment		97,227	80,235	97,000	0	0
Tuition	186,557	81,189	60,280	83,000	61,400	61,400
Bush Foundation Grant				80,000	50,500	50,500
Group Cares		19,660				
Other revenue: (Tech Fees, Interest, County Apportionment, Driver Ed Fees, Medical Assistance, Admission fees, Activity User Fees, Concession Sales)	241,084	288,566	212,682	230,170	163,277	163,277
Total Revenue	7,899,286	8,169,422	7,879,968	7,863,256	8,135,815	7,768,987
Expenditures						
Administrative	515,263	530,791	548,855	430,033	431,193	424,575
Teacher Contract	2,732,167	2,724,202	2,750,230	2,811,970	2,803,848	2,767,812
Coaches	173,914	179,036	186,682	172,632	176,498	176,498
Paraprofessionals	475,651	489,830	500,931	503,018	505,714	505,714
Other: (Event Supervision, Employee Officials, Director of Innovation & Learning, Summer School Teachers)	146,077	134,694	222,584	195,354	230,329	205,784
Substitutes	114,726	154,661	124,490	143,624	151,272	98,772
Clerical Staff	175,798	175,972	173,733	166,750	161,764	161,764
Custodians	261,757	243,150	261,139	256,475	265,708	253,842
Bus Drivers & Supervisor	227,225	239,466	236,732	241,626	220,391	220,391

General Fund

Early retirement / Severance		6,291	3,400			
Benefits						
FICA	354,766	357,570	368,456	358,280	360,435	350,454
PERA	94,883	96,587	100,552	101,922	99,592	97,051
TRA	250,665	261,838	277,079	271,180	274,797	267,091
Health, Life Dental,& LTD	373,366	407,789	472,164	454,721	446,653	439,236
Health Care Saving Plan (Unused Leave)			6,620	0	23,761	23,761
403b match	65,544	58,775	61,693	64,627	63,449	62,660
Workers Comp & Re-employment	33,720	28,524	29,570	29,000	29,370	29,370
Utilities (Elect, Water, Sewer, Tele)	169,238	166,387	159,452	185,300	189,402	189,402
Insurance	35,034	32,722	38,084	66,000	55,032	55,032
Repairs	179,781	224,435	158,776	174,250	168,450	168,450
Special Ed Coop	208,541	215,508	222,636	215,950	226,100	226,100
Tuition to NDSCS, SMSU, & MState	56,208	89,218	67,584	70,000	70,000	70,000
Other Purchased Services	196,032	214,054	171,919	342,244	372,339	357,873
Fuel - Heating & Transportation	127,474	139,663	94,635	139,000	139,000	139,000
Supplies, Other	235,398	249,015	202,245	234,650	357,779	205,724
Transportation Vehicle(s)	121,720	82,788	90,275	0	0	0
Capital	37,214	139,643	43,542	26,027	66,548	30,557
Referendum Facilities \$\$ at \$333 per APU	231,388	232,694	228,548	219,980	225,374	225,374
Bush Foundation Grant			29,492	80,000	54,755	54,755
TRA/PERA Spec Funding (Auditor's Adjustment)		260,896	14,347			
Preschool Subsidy	39,976	35,000	67,294	30,000	20,870	20,870
Migrant Summer School	56,959	50,708		0	0	0
All other	50,756	40,482	41,772	28,945	36,649	32,332
Total Expenditures	7,741,241	8,262,389	7,955,511	8,013,558	8,227,072	7,860,244
Excess or (Deficit)	158,045	(92,967)	(75,543)	(150,302)	(91,257)	(91,257)
<u>Restricted fund balances: (Local decision and State mandated)</u>						
Staff Development	7,146	-	26,325			
Reserved for Medical Assistance	41,665	46,006	67,707			
Reserved for VPK	113,817	108,291				
Tech Referendum	-					
Elementary Activities	18,688	13,275	7,007			
Gifted/ Talented	6,057	-	-			
Safe Schools/ Crime Levy	(14,746)	-	-			
Sub Total	172,627	167,572	101,039			
<u>Unrestricted fund balance</u>	2,369,065	2,284,190 ¹¹⁶	2,275,180			
Total General fund Balance	2,541,692	2,451,762	2,376,219	2,225,917		

Community Services

Category	FY 17	FY 18	FY 19	FY 20	FY 21	FY 21
	Actual	Actual	Actual	Actual	Budget	Revised Budget
<i>Community Education Revenue</i>						
Levy & Aids	27,341	27,520	27,832	27,600	27,308	27,316
Class Fees	33,841	28,997	33,330	10,027	30,000	1,500
Other	1,720	3,446	4,177	2,727	2,000	450
Total Community Education Revenue	62,902	59,963	65,339	40,354	59,308	29,266
<i>Fun Club/ School Age Child Care Revenue</i>						
Fees Collected	51,804	51,246	38,823	31,545	40,000	30,000
Cares Funds						17,500
Other	10,350	10,350	11,000	11,000	11,000	11,000
Total Fun Club/ School Age Child Care Rev	62,154	61,596	49,823	42,545	51,000	58,500
<i>ECFE Revenue</i>						
Levy & Aids	49,750	47,856	51,415	49,846	48,039	50,014
Class Fees	1,002	1,376	1,996	1,124	1,750	100
United Way	10,000	7,500	0	0	0	0
Total ECFE Revenue	60,752	56,732	53,411	50,970	49,789	50,114
<i>Home Visiting Revenue</i>						
Levy & Aids	637	878	1,128	1,044	966	973
United Way	12,932	5,000	10,000	7,500	0	0
Total Home Visiting Revenue	13,569	5,878	11,128	8,544	966	973
<i>Pre-School Revenue</i>						
Learning Readiness Aid	34,480	31,498	30,698	30,216	30,216	30,327
Tuition	7,395	10,158	10,859	12,723	0	4,000
Pathways 1 & 2	38,250	37,500	37,500	37,496	37,500	37,500
Other	3,290	0	0	0	0	2,500
Total Pre-School Revenue	83,415	79,156	79,057	80,435	67,716	74,327
<i>Youth Development/ Service Revenue</i>						
Levy & Aids	14,350	14,350	14,350	14,350	14,350	14,350
Participation Fees	72	193	190	88	200	0
Total Youth Development/ Service Rev	14,422	14,543	14,540	14,438	14,550	14,350
<i>Youth Programs Revenue</i>						
United Way/ Richland-Wilkin Fund	5,000	5,000	5,000	2,500	0	2,500
City of Breckenridge	79,421	67,525	86,587	90,417	77,219	67,635
Concessions	6,135	7,017	0	3,682	7,016	7,016
Participation Fees	62,013	48,918	50,647	22,174	48,917	48,917
Total Youth Programs Revenue	152,569	128,460	142,234	118,773	133,152	126,068
Pre-School Screening Revenue	1,866	1,283	3,702	3,254	2,016	2,735
Non Public Aid Revenue	22,641	22,337	22,134	16,581	22,871	25,378
Total Fund 4 Revenue	474,290	429,948	441,368	375,894	401,368	381,711
<i>Community Education Expenditures</i>						
Wages and Benefits	17,965	22,202	19,152	20,000	17,778	18,787
Class Instructors/ Contracted Services	20,563	23,680	30,744	7,910	30,000	6,000
Other	8,730	6,791	7,429	5,987	8,000	8,100
Total Community Education Expenditures	47,258	52,673	57,325	33,897	55,778	32,887
<i>Fun Club/ School Age Child Care Expenditures</i>						
Wages and Benefits	36,692	35,998	35,546	33,448	38,316	40,235
Other	6,057	7,131	4,997	5,096	6,250	6,619
Total Fun Club/ School Age Child Care Exper	42,749	43,129	40,543	38,544	44,566	46,854
<i>ECFE Expenditures</i>						
Wages and Benefits	4,695	5,139	3,325	11,562	11,728	
Contract with LCSC	44,243	45,562	43,744	46,884	46,000	46,000
Other	1,882	2,242	1,155	1,185	1,100	1,100
Total ECFE Expenditures	50,820	52,943	48,224	59,631	58,828	47,100
<i>Home Visiting Expenditures</i>						
Contract with LCSC	15,486	23,249	24,288	22,279	966	

Community Services

Other						973
Total Home Visiting Expenditures	15,486	23,249	24,288	22,279	966	973
<i>Pre-School Expenditures</i>						
Wages and Benefits	56,556	53,145	59,169	56,383	37,546	37,797
Contract with LCSC	60,921	62,998	72,219	88,761	74,000	54,000
Other	3,575	2,989	4,948	2,584	3,400	3,400
Total Pre-School Expenditures	121,052	119,132	136,336	147,728	114,946	95,197
Pre-School Screening Expenditures	1,866	1,283	3,702	3,254	2,016	2,735
Non Public Aid Expenditures	22,641	22,337	22,134	16,581	22,871	25,378
Youth Development/ Service Expenditures	17,405	17,800	17,851	18,343	18,815	18,549
Youth Programs Expenditures	152,569	128,460	142,234	118,773	133,152	126,068
Total Fund 4 Expenditures	471,846	461,006	492,637	459,030	451,938	395,741
Revenue over (under) Expenditures						
Community Education	15,644	7,290	8,014	6,457	3,530	(3,621)
Fun Club/ School Age Child Care	19,405	18,467	9,280	4,001	6,434	11,646
ECFE	9,932	3,789	5,187	(8,661)	(9,039)	3,014
Home Visiting	(1,917)	(17,371)	(13,160)	(13,735)	0	0
Pre-School Screening	0	0	0	0	0	0
Youth Development' Service	(2,983)	(3,257)	(3,311)	(3,905)	(4,265)	(4,199)
Non Public Aid	0	0	0	0	0	0
Youth Programs	0	0	0	0	0	0
Pre-School	(37,637)	(39,976)	(57,279)	(67,293)	(47,230)	(20,870)
General Fund Subsidy (Pre-School)	37,637	39,976	35,000	67,294	30,000	20,870
	40,081	8,918	(16,269)	(15,842)	(20,570)	6,840
Fund Balances:						
Community Education	70,688	93,190	84,893	69,322	48,752	73,148
ECFE	21,827	8,245	271		0	3,014
Total Fund Balance	92,515	101,435	85,164	69,322	48,752	76,162

	Revised BUDGET	Revised BUDGET	BUDGET	Revised BUDGET
CAPITAL EXPENDITURES				
Description	2018-19	2019-20	2020-21	2020-21
Curriculum				
Textbooks/ Curriculum	65,000	57,000	57,000	57,000
New Tech Network		0	0	0
Library Books	5,000	5,000	5,000	5,000
Technology				
Technology	90,000	90,000	90,000	90,000
Computer Apps	5,000	5,000	5,000	5,000
Region 1 - Allocation of Membership Fee	15,500	15,500	15,500	15,500
Musical Instruments	12,600	6,000	6,000	6,000
Uniforms & Choir Robes	10,000	20,000	10,000	10,000
Facilities				
Health/ Safety projects - ongoing fees	30,200	30,200	30,200	30,200
2016 Projects Principal/ Interest	104,900	105,046	105,046	105,046
Equipment - High School	2,000	2,000	2,000	2,000
Equipment - Elem	3,000	2,000	2,000	2,000
Equipment - District Office	1,000	1,000	1,000	1,000
AV Equipment	3,000	3,000	3,000	3,000
Capital Needs list	195,300	80,000	18,000	14,000
Capital Referendum (\$333 per pupil unit)	-233,966	-229,570	-219,980	-225,374
General Fund Chargeback	-56,000			
Available funds from Tech Referendum	-35,836	-32,101	-26,027	-30,557
Special Ed Van				
Bus	90,000	90,000	0	0
	306,698	250,075	103,739	89,815
Source of Funds				
General Fund	90,000	90,000	0	0
Use of Capital Funds	\$216,698	\$160,075	\$103,739	\$89,815
Current Year Revenue (After reduction for Capital Facilities bonds)	170,043	73,302	-49,833	-46,939
Reserves needed to complete projects	46,655	86,773	153,572	136,754
Projected Fund Balance at close of Fiscal year	172,424	158,632	-76,823	21,878

CAPITAL NEEDS	Budget 2019-20 Year	Revised Budget 2019-20 Year	Budget 2020-21 Year	Revised Budget 2020-21 Year
Description				
Carpet / Title EMS Rooms				
HS Cafeteria Tables				
Elem/MS Food Service Refrigerator				
Replace flooring in two bathrooms in Elementary School				
Replace Elementary Chimney				
Repair Door #8 Frame at Elementary School				
Replace Water Fountains in Elementary School (approximately \$2,000 per bottle filler unit)				
Repairs to Elevator (needs new "electronic door edges"				
Lights for Elementary Multi-Purpose Room (where the fitness center is going)	8,000	5,500		
Additional Mats for fitness center (not provided by grant)	??	6,500		
Additional instrument storage at High School	??			
Storage for Athletic Equipment		7,200		
Upgrade Clock System at Elementary School				
Upgrade Clock System at High School to wireless				
Replace plow on suburban				
Brick Repair by Loading Dock: Elementary Building				
Storage Shed for Drama Materials				
Replaice High School riding Scrubber			18,000	14,000
Replace Tool cat (old attachments will work with a new unit)	45,000	33,500		
Remodel Concessions Area				
Football Ticket Booth				
Football Practice Field				
Football Field Lights				
Track Repair	5,400	8,000		
Replace Wall Mats in EMS Gym, HS Wrestling room, & Sensory room to meet MN Building/ Fire Code (within 5 years of 1/2018)				
Create multipurpose Baseball/ Softball field at Elementary School				
"Go Go" Seats for "1-2" crew	660	100		
"Hokki Stools"	1,100	1,000		
Flexible Seating for "1-2" crew	6,300	6,200		
Elem Principal's desk				
Additional Key Card access to locker rooms at High School				
Staff Lounge tables and chairs				
Shot Clocks	5,000	0	0	0
EMS Replacement covers over window wells				
Flexible Seating (HS)	12,000	12,000		
Total	83,460	80,000	18,000	14,000

BRECKENRIDGE PUBLIC SCHOOLS ---- 2021/2022 CALENDAR

School Board Approved

DRAFT 3-12-2021

Jul-21							STU	Dates		Event	TCH	Jan-22						
S	M	T	W	Th	F	S		Aug	31	Teacher Flex Day	1	S	M	T	W	Th	F	S
				1	2	3	18	Sep	1	Teacher Workshop Days (Sep 1-2)	20							1
4	5	6	7	8	9	10			6	Labor Day		2	3	4	5	6	7	8
11	12	13	14	15	16	17			7	First Day of School		9	10	11	12	13	14	15
18	19	20	21	22	23	24			29	PLCs / Early Dismissal		16	17	18	19	20	21	22
25	26	27	28	29	30	31	19	Oct	20	PLCs / Early Dismissal	19	23	24	25	26	27	28	29
Aug-21									21	Ed MN Break (Oct 21-22)		Feb-22						
S	M	T	W	Th	F	S		Nov	1	PT Conf/EMS K-6 1:45-7:15/Early Dismiss	20	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	18	Nov	1	PT Conf / EMS K-6 3:45-7:15	20	30	31	1	2	3	4	5
8	9	10	11	12	13	14			1	PT Conf / HS Gr 7-12 5:00-8:30		6	7	8	9	10	11	12
15	16	17	18	19	20	21			5	End of Quarter 1 (42)		13	14	15	16	17	18	19
22	23	24	25	26	27	28			8	1/2 Prof Dev/1/2 Work Day-No Students		20	21	22	23	24	25	26
29	30	31							17	PLCs / Early Dismissal		27	28					
									24	Teacher Comp Day-No Students/No Staff								
									25	Thanksgiving Break (Nov 24-26)								
Sep-21									22	PLCs / Early Dismissal	16	Mar-22						
S	M	T	W	Th	F	S		Dec	22	Christmas Break (Dec 23-Jan 2)	16	S	M	T	W	Th	F	S
			1	2	3	4	16	Dec	22	Christmas Break (Dec 23-Jan 2)	16			1	2	3	4	5
5	6	7	8	9	10	11	20	Jan	1	New Year's Holiday	21	6	7	8	9	10	11	12
12	13	14	15	16	17	18			3	School Resumes		13	14	15	16	17	18	19
19	20	21	22	23	24	25			10	Student Showcase Night @ HS Gr 5-12		20	21	22	23	24	25	26
26	27	28	29	30					12	PLCs / Early Dismissal		27	28	29	30	31		
									21	End of Quarter 2 (44)/Semester 1 (86)								
					1	2	18	Feb	10	Teacher Work Day - No Students	19	Apr-22						
S	M	T	W	Th	F	S		Feb	10	PT Conf/EMS K-4 1:45-7:15/Early Dismiss	19	S	M	T	W	Th	F	S
					1	2	18	Feb	10	PT Conf/EMS K-4 1:45-7:15/Early Dismiss	19						1	2
3	4	5	6	7	8	9			14	PT Conf / EMS K-4 3:45-7:15		3	4	5	6	7	8	9
10	11	12	13	14	15	16			17	PLCs / Early Dismissal		10	11	12	13	14	15	16
17	18	19	20	21	22	23			18	Staff Development - No Students		17	18	19	20	21	22	23
24	25	26	27	28	29	30			21	President's Day		24	25	26	27	28	29	30
									28	PT Conf / HS Gr 7-12 5:00-8:30		May-22						
S	M	T	W	Th	F	S		Mar	23	PLCs / Early Dismissal	23	S	M	T	W	Th	F	S
31	1	2	3	4	5	6			23	PLCs / Early Dismissal	23	1	2	3	4	5	6	7
7	8	9	10	11	12	13			25	End of Quarter 3 (42)		8	9	10	11	12	13	14
14	15	16	17	18	19	20	19	Apr	13	PLCs / Early Dismissal	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27			14	Easter Break (Apr 14-15)		22	23	24	25	26	27	28
28	29	30							14	Sixth Weather Makeup Day		29	30	31				
									15	Teacher Comp Day-No Students/ No Staff		Jun-22						
S	M	T	W	Th	F	S		May	16	Student Showcase Night @ HS Gr 5-12	21	S	M	T	W	Th	F	S
			1	2	3	4	21	May	16	Student Showcase Night @ HS Gr 5-12	21				1	2	3	4
5	6	7	8	9	10	11	1	Jun	1	End Quarter 4 (44)/Semester 2 (86)	2	5	6	7	8	9	10	11
12	13	14	15	16	17	18			2	Teacher Last Day		12	13	14	15	16	17	18
19	20	21	22	23	24	25			5	Graduation		19	20	21	22	23	24	25
26	27	28	29	30	31		172			<<<Total Student Days - - - - Total Teacher Days>>>	182	26	27	28	29	30		

DRAFT

- KEY:**
- No School/No Staff
 - No School/Staff Dev/Work Day
 - PLCs / Early Dismissal
 - P/T Conference-Event Notes
 - P/T Conference-Early Dismiss
 - PBL Parent Night @ BHS
 - End Quarter

Days	Quarters	Early Dismissal Times
42	1 Sep 7 - Nov 5	EMS@1:20pm /HS@1:30pm
44	2 Nov 9 - Jan 21	
42	3 Jan 25 - Mar 25	
44	4 Mar 29 - Jun 1	
Designated Weather Makeup Days		
5 Flexible Learning Days / 6th day-Apr 14		

Fall Open House Schedule	
7th grade	M, Aug 30/5:30-6:45pm
8th grade	M, Aug 30/7-8:15pm
9th grade	Tu, Aug 24/5:30-6:45pm
10th grade	Tu, Aug 24/7-8:15pm
11th grade	M, Aug 23/5:30-6:45pm
12th grade	M, Aug 23/7-8:15pm
Gr K-6 Back to School Conferences	
Tu, Sep 7 & W, Sep 8, 8am-3:15pm	

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 301

Orig. 1995

Revised: 04/21/2021

Rev. ~~1999~~ 2011

301 SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district **and annual evaluation of each principal**, the school board also recognizes the direct responsibility of principals for educational results and effective **administration, supervisory, and instructional** leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 302

Orig. 1995

Revised: 04/21/2021

Rev. ~~1999~~ 2011

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. ~~The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.~~
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

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

Cross References: ~~Policy 202 (School Board Officers)
Policy 208 (Development, Adoption, and Implementation of Policies)
Policy 214 (Out-of-State Travel by School Board Members)
Policy 301 (School District Administration)
Policy 303 (Superintendent Selection)
Policy 304 (Superintendent Contract, Duties, and Evaluation)
Policy 305 (Policy Implementation)
Policy 306 (Administrator Code of Ethics)~~

Policy 412 (Expense Reimbursement)
Policy 510 (School Activities)
Policy 511 (Student Fundraising)
Policy 513 (Student Promotion, Retention, and Program Design)
Policy 602 (Organization of School Calendar and School Day)
Policy 605 (Alternative Programs)
Policy 701 (Establishment and Adoption of School District Budget)
Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
Policy 802 (Disposition of Obsolete Equipment and Material)
Policy 903 (Visitors to School District Buildings and Sites)
Policy 905 (Advertising)
Policy 906 (Community Notification of Predatory Offenders)
Policy 907 (Rewards)
MSBA Service Manual, Chapter 3, Superintendent of Schools

303 SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school ~~board~~ district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: MSBA Service Manual, Chapter 3, Superintendent

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 416

Orig. 1995

Revised: 04/21/2021

Rev. 2009 2015

HIGHLIGHTED=BRECKENRIDGE

416 DRUG AND ALCOHOL TESTING

~~*[Note: Drug and Alcohol Testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Testing of other employees or testing of school bus drivers beyond that mandated by federal law is optional but can be done under state law only if a policy containing provisions such as the provisions of Part IV. of this policy are adopted. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]*~~

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.

- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, **including medical cannabis, regardless of whether it has been prescribed for the employee**, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, **including medical cannabis, regardless of whether it has been prescribed for the employee**, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (**including medical cannabis**), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the

National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.

3. “Breath Alcohol Technician” (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. “Commercial Motor Vehicle” (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. “Designated Employer Representative” (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.
6. “Department of Transportation” (DOT) means United States Department of Transportation.
7. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. “Evidential Breath Testing Device” (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
10. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g.,

refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

11. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before the MRO completes the verification process.
14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

~~*[Note: The federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 C.F.R. § 382.601. Almost all of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of this Section C.]*~~

1. The school district shall provide a copy of this policy and procedures to

each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.

2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

~~*[Note: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she has received a copy of these materials. 49 C.F.R. § 382.601(d). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]*~~

D. Alcohol and Controlled Substances Testing Program Manager

~~*[Note: School districts are required by the federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. 49 C.F.R. § 382.601(b)(1).]*~~

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

~~*[Note: The specific prohibitions for drivers are contained, in large part, in 49 C.F.R. §§ 382.201-382.215.]*~~

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. **Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.**
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, **including medical cannabis**, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

~~*[Note: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 C.F.R. § 382.505.]*~~

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. *Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry.*

H. Testing Requirements

1. Pre-Employment Testing

~~*[Note: 49 C.F.R. § 382.301 details the requirements for pre-employment testing.]*~~

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, *including medical cannabis*, before the first time the driver performs safety-sensitive functions for the school district.

~~*[Note: A school district is permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.]*~~

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood

alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, **including medical cannabis**, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

~~*[Note: The federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible. 49 C.F.R. § 382.413 and 49 C.F.R. § 40.25. If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]*~~

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

~~*[Note: 49 C.F.R. § 382.303 governs post-accident testing of drivers.]*~~

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, **including medical cannabis**, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, **including medical cannabis**, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.

- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

~~*[Note: 49 C.F.R. § 382.305 governs random testing of drivers.]*~~

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

~~*[Note: The Federal Highway Administration (FHWA) lowered the random alcohol selection and testing rate from 25% of the average number of driver positions to 10% in 1998 and evaluates this minimum percentage each year. School districts can elect to stay at 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA. The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]*~~

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, **including medical cannabis**, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is

performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

~~*[Note: 49 C.F.R. § 382.307 governs reasonable suspicion testing of drivers.]*~~

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, **including medical cannabis**, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, **including medical cannabis**, on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

~~*[Note: 49 C.F.R. §§ 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]*~~

5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has

successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

~~*[Note: 49 C.F.R. §§ 382.311, 40.307, and 40.309 govern follow-up testing.]*~~

6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
7. Refusal to Submit and Attendant Consequences

~~*[Note: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 C.F.R. §§ 40.191, 40.261, and 382.211. They are more specifically addressed in 49 C.F.R. §§ 382.501-382.507 and in 49 U.S.C. § 521(b).]*~~

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

~~*[Note: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program. 49 C.F.R. § 40.45.]*~~

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If

the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

~~*[Note: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 C.F.R. § 40.225]*~~

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.

- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

~~*[Note: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See Minn. Stat. § 221.031, Subd. 10. Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]*~~

- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by

withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.

- c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be **Medtox Laboratories, Inc., 402 W. County Road D, West St. Paul, MN 55112**, which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual’s test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

- 1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

~~*[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations 49 C.F.R. §§ 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver’s license as part of its Alcohol & Drugs: DOT Compliance Manual.]*~~

- 2. The required records shall be retained for the following minimum periods:

Basic records	5 years
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“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
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Collection records	2 years
Negative and cancelled drug tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

~~[Note: Subparagraphs b. and c., below, are based on the provisions of 49 C.F.R. § 40.289.]~~

b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP’s evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

[Note: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a

school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.]

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section

IV. of this policy.

~~*[Note: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in Minn. Stat. §§ 181.950-181.957. See Minn. Stat. § 221.031, Subd. 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]*~~

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently

withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually

and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, **including medical cannabis, regardless of enrollment in the state registry program.**
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).
5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in

Minn. Stat. § 181.953, Subd. 1.

6. “Random selection basis” means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. “Reasonable suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. “Safety-sensitive position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver’s license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of this Section D.

2. Consequences of an Employee’s Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver’s license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant’s Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver’s license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.

d. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to,

immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.

7. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not

be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the

Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Cross-References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 417 (Chemical Use and Abuse)
Policy 418 (Drug-Free Workplace/Drug-Free School)

ATTACHMENTS TO DRUG AND ALCOHOL TESTING POLICY

Attachments A through C are to be used in conjunction with the drug and alcohol testing of bus drivers and driver applicants.

- Attachment A is a “Driver Acknowledgment–Drug and Alcohol Testing Policy Materials” form which should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III., Section C., Paragraph 4. of the policy.
- Attachment B is a “Bus Driver or Driver Applicant–Authorization to Release Information” form. It is referred to in Article III., Section H., Paragraph 1. of the policy.
- Attachment C is a “Bus Driver or Driver Applicant–Refusal to Submit to Testing” form. It is referred to in Article III., Section H., Paragraph 7. of the policy.

Attachments D through G are to be used in conjunction with drug and alcohol testing of non-bus drivers and applicants.

- Attachment D is a “Pretest Notice” that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV., Section E., Paragraph 1. of the policy.
- Attachment E is a “Notice of Test Results and Various Rights” which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV., Section E., Paragraph 6. of the policy.
- Attachment F is an “Explanation of Positive Test Result” form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article IV., Section E., Paragraph 4. of the policy.
- Finally, the District may wish to use Attachment G, entitled “Acknowledgment–Drug and Alcohol Testing Policy,” to document that written notice of the policy was given to all affected employees. It is referred to in Article IV., Section J. of the policy.

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

HIGHLIGHTED = BRECKENRIDGE

— DRIVER ACKNOWLEDGMENT —

DRUG AND ALCOHOL TESTING POLICY AND MATERIALS

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. 846, Breckenridge, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, entitled Drug and Alcohol Testing for Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver’s license.

The District’s policy was provided to me:

- Upon adoption of the policy. (employee).
- Upon my hire. (job applicant/new employee).
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant).

I also received materials concerning the effects of alcohol and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected.

I have been advised that the Alcohol and Controlled Substances Testing Program Manager is the Transportation Supervisor and that any questions I may have concerning the Policy should be directed to the Program Manager.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

**— BUS DRIVER OR DRIVER APPLICANT —
AUTHORIZATION TO RELEASE INFORMATION**

Section I. To be completed by the school district, signed by the bus driver, or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID Number: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in Section I-B, to the employer listed in Section I-A. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section II-A by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: _____ Date: _____

Section I-A.

School District Name: _____

Address: _____

Phone #: _____ Fax #: _____

Designated Employer Representative: _____

Section I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known): _____

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

Section II-A. In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

- | | | | | |
|---|-----|-----|-----|-----|
| 1. Did the employee have alcohol tests with a result of 0.04 or higher? | YES | ___ | NO | ___ |
| 2. Did the employee have verified positive drug tests? | YES | ___ | NO | ___ |
| 3. Did the employee refuse to be tested? | YES | ___ | NO | ___ |
| 4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? | YES | ___ | NO | ___ |
| 5. Did a previous employer report a drug and alcohol rule violation to you? | YES | ___ | NO | ___ |
| 6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? | N/A | ___ | YES | ___ |
| | | | NO | ___ |

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

Section II-B.

Name of person providing information in Section II-A: _____

Title: _____

Phone #: _____

Date: _____

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]**— BUS DRIVER OR DRIVER APPLICANT —
REFUSAL TO SUBMIT TO TESTING**

I hereby refuse to submit to drug/alcohol testing by doing the following:

- Failing to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
- Failing to remain at the testing site until the testing process is complete;
- Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- Failing or declining to take a second test as directed;
- Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process, **failing to wash hands after being directed to do so by the collector**, failing to sign the certification on the form;
- **Failing to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;**
- **Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;**
- **Admitting to the collector or MRO that the driver adulterated or substituted the specimen;**
or
- Having a verified adulterated or substituted test as reported by the MRO.

[An applicant who fails to appear for a preemployment test, who leaves the testing site before the preemployment testing process commences, or who does not provide a urine specimen because he or she left before it commences, is not deemed to have refused to submit to testing.]

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

Date: _____

Time: _____

Signature of Employee/Applicant

Supervisor: _____

Supervisor's Signature

Comments: _____

Employee refusal to sign

Supervisor's Initials: _____

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— PRETEST NOTICE —

I the undersigned employee/job applicant of Independent School District No. 846, Breckenridge, Minnesota (“School District”) do hereby acknowledge that I have been provided a copy of the School District’s Drug and Alcohol Testing Policy.

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

[Employee Name]
[Employee Address]

RE: Drug and/or Alcohol Test
[Date of Testing]

NOTICE OF TEST RESULTS AND VARIOUS RIGHTS

Test Results:

Independent School District No. 846, Breckenridge, Minnesota has received the test result report from the testing laboratory:

- Your initial screening test result was negative.
- Your confirmatory test result was negative.
- Your confirmatory test result was positive.

Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test.

Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled “Explanation of Positive Test Result” for this purpose.

Right to Request Confirmatory Retests:

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

Other Rights:

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

2. The school district may not discharge an employee whose position does not require a commercial driver's license for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:

a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.

3. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

4. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.

5. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

B. Withdrawal of Applicant's Job Offer

If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

EXPLANATION OF POSITIVE TEST RESULT

I the undersigned employee/job applicant of Independent School District No. 846, Breckenridge, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain the positive test result on a confirmatory test.

I am currently taking or have recently taken:

- no over-the-counter or prescription medications; or
- the following over-the-counter or prescription medications:

I also offer the following information relevant to the reliability of, or explanation for, a positive test result: _____

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

**— ACKNOWLEDGMENT —
DRUG AND ALCOHOL TESTING POLICY**

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. 846, Breckenridge, Minnesota and have read it in its entirety.

The District's policy was provided to me:

- Upon adoption of the policy. (employee).
- Upon my hire. (job applicant/new employee).
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant).

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name