

**BRECKENRIDGE SCHOOL BOARD MEETING
INDEPENDENT SCHOOL DISTRICT #846
WEDNESDAY, APRIL 21, 2021
REGULAR MEETING - 4:00 PM
ELEMENTARY CONFERENCE ROOM #233
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: 1-614-758-9287 PIN: 555 549 766#

2. Call the Meeting to Order

- A. Pledge of Allegiance
- B. School Happenings

3. Approval of Agenda

4. Public Input

- A. Public comment for school board meetings may be submitted to affieldc@breckenridge.k12.mn.us by 2:00 p.m. the day before the meeting.

5. Approval of Consent Agenda

- A. Minutes 3
- B. Financials
 - 1. Financial Report & Bills 7
 - 2. Contingent Account 36
- C. Hires
 - 1. Toviaio Hopkins, Special Education Instructor
 - 2. Grace Ruckheim, Agriculture Education Instructor
 - 3. Darcie Cribb, Elementary Track Coordinator
 - 4. Austin Ramos, Jr. High Baseball Coach (.5)
- D. Resignations
 - 1. Chelsy Filbert, Para Substitute
 - 2. Mary Beth Peterson, Twin Town Softball Coordinator
 - 3. Kimberly Quast, Student Council Co-Advisor
 - 4. Emily Mertes, Student Council Co-Advisor
- E. Leave of Absence
 - 1. Kimberly Quast, BHS Counselor
- F. Extra Curricular Contract

1. Margaret Wilson, Assistant Softball Coach	
G. Enrollment	38
6. Communications	
A. Superintendent	
B. Business Manager	
C. Elementary Principal	39
D. High School Principal	40
E. Ex-officio Student Representatives	
F. Committee Reports	44
7. Old Business	
A. Community Engagement Meeting Follow up	
B. Adopt Policies - 610, 613, 614, 615, 616, 618, 619, 620, 624, 902, 905	45
C. Policies Second Reading - 301, 302, 303, 416	108
8. New Business	
A. Resolution Accepting Donations	136
B. Curriculum Review Cycle	137
C. GASB 75	146
D. Health Insurance Transparency Act Bid Process	
E. Contracts Settlements	156
F. Superintendent Contract	
G. Teacher Negotiations	157
H. Policies First Reading - 701, 702, 703, 710, 711, 712, 713, 720, 802, 805, 807	158
9. Adjournment	

The Regular Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota met Wednesday, March 17, 2021, at 4:00 PM in the Elementary School Gymnasium with a virtual component due to the COVID health pandemic.

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

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

Chairperson Johnson called the regular meeting to order at 4:00 PM with the Pledge of Allegiance recited.

Superintendent Cordes extended congratulations to:

- Riley Finkral for placing first in the Minnesota DECA InvestWrite Essay Competition and moving on to the national competition
- Cooper Yaggie for making his 1000th career basketball point on March 11
- Kate Haire for being named the Red Door Art Gallery's Student Artist of the Month
- Hailee Hanson for placing for placing 23rd and Justice Christian for placing 34th on the vault at the state gymnastic competition
- Wrestlers moving on to super sections @ Long Prairie Gray Eagle on Saturday, March 20 are Daniel Erlandson, Aiden Ruddy, and Matt Knoll

Motion by Hasbargen, seconded by Roberts to approve the agenda adding Hire: Allison Kjeseth, Assistant Cook. 7-0

Superintendent finalist, Brad Strand, was interviewed by the school board members for the superintendent position. Follow up questions were asked by the board on leadership skills, conflict resolution, vision for new initiatives, and self-awareness of profession skills/qualities.

CONSENT AGENDA:

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

Previous month's minutes – February 17, 2021, March 9, 2021

Financial reports as presented including:

Checks #124489 - #124610 in the amount of \$220,560.84

Wire disbursements of \$164,596.71 (2/15/21 through 3/10/21)

Hires: Nacole Langston, Custodian; Jeremiah Kramer, JV Baseball Coach; Marie Prochnow, Food Service Floater; Mary Donohue-Stetz, Head Speech Coach Substitute; Allison Kjeseth, Assistant Cook

Resignation: Stacy Diaz, Elementary Track Coordinator

Extracurricular Contracts: 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
Reviewed enrollment numbers.

COMMUNICATIONS:

- Superintendent – Diane Cordes – report later in meeting
- Business Manager – Neil Kusler – report later in meeting
- Elementary Principal – Corinna Erickson – report reviewed
- High School Principal – Craig Peterson – report reviewed
- Committee Reports – Superintendent Cordes
 - ◆ Budget/Facilities – community engagement meetings scheduled
 - ◆ COVID Ad Hoc – consensus to follow CDC travel guidelines

OLD BUSINESS:

Superintendent Cordes provided an update on the community engagement meetings in regard to gauging the interest of the community for an operating/technology levy renewal and a maintenance levy and/or a facilities bond. The community meetings for the public are scheduled in person on March 29 and virtual on March 30. Three videos have been created to showcase the Elementary School of Excellence, Portrait of a Graduate and Activities to be shown at the public meetings. Approved at the March 17 meeting was hiring School Perceptions to conduct a scientific/detailed survey to gauge community interest in exploring options to update and/or expand the school as well as address funding needs, which may include pursuing a levy and/or bond referenda. Their proposal is broken into four phases: Phase 1-Strategy Development-\$1,400; Phase 2-Survey Design-\$2,600; Phase 3-Survey Administration-\$2,900; Phase 4-Results Reporting-\$2,100 for a total investment of \$9,000. The planning timeline was reviewed. (copy on file)

Second 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

NEW BUSINESS:

Motion by Ernst to adopt the RESOLUTION ACCEPTING DONATIONS for the following:
February donations received: \$1,385.00
Lake Region Electric Trust \$500 (scholarship); Inspiration Lutheran Brethren Church \$500 (angel fund); MN State High School League Foundation \$385 (activity fee waivers)
Hasbargen seconded the motion. 7-0 (Resolution on file)

Motion by Hasbargen to approve the revised 2020/2021 budget – revenue of \$9,789,478 and expenditures of \$9,968,791. Mikkelson seconded the motion. 7-0

Motion by Neppi to approve the 2021/2022 school calendar. Ernst seconded the motion. (copy on file) 7-0

First reading was held for Policy 301 School District Administration; Policy 302 Superintendent; Policy 303 Superintendent Selection; Policy 416 Drug and Alcohol Testing

The meeting was recessed at 5:06 p.m. The meeting reconvened at 5:30 p.m.

Superintendent finalist, Daniel Ludvigson, was interviewed by the school board members for the superintendent position. Follow up questions were asked by the board on leadership skills, conflict resolution, vision for new initiatives, and self-awareness of profession skills/qualities.

The meeting was recessed at 5:53 p.m. The meeting reconvened at 6:01 p.m.

The board discussed the qualifications of the superintendent finalists as the leader (CEO) for the District, references, negotiation process, and contacting surrounding school districts for salary ranges and benefit package comparisons.

Motion by Hasbargen, seconded by Arnhalt to open negotiations and make an offer for the superintendent position to Mr. Brad Strand. Roll call vote 7-0.

Chairperson Johnson adjourned the meeting at 6:29 PM.

Next regular meeting date Wednesday, April 21, 2021 at 4:00 PM.

Chair

Clerk

The Special Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota met Wednesday, April 7, 2021, at 7:00 AM 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, and Roberts

Chairperson Johnson called the special meeting to order virtually at 7:00 AM with the Pledge of Allegiance recited.

Steve Arnhalt reported on his meeting with Mr. Brad Strand in regard to negotiating a contract for the superintendent position.

A contract synopsis comparing total contract value numbers from area schools was discussed. (copy on file)

Consensus of the Board was to draw up a contract as a starting point for follow up negotiations with Mr. Strand.

Motion by Arnhalt, seconded by Mikkelson to adjourn at 7:33 AM. 7-0

Next regular meeting date Wednesday, April 21, 2021 at 4:00 PM.

Chair

Clerk

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

Date of Report: April 9, 2021

For the Month of March 2021

General Ledger Balances

FUNDS	Balance Beg. of Month	Debits	Credits	Balance End of Month
General Fund	\$296,469.63	1,003,863.04	985,904.34	\$314,428.33
Food Service	70,384.59	59,968.69	47,586.23	\$82,767.05
Comm. Serv.	137,868.89	39,764.00	46,136.12	\$131,496.77
Cap. Exp.	(33,808.28)	432.10	5,983.58	(\$39,359.76)
Debt. Redemption	93,164.42	0.00	0.00	\$93,164.42
Trust Fund	5,918.53	0.00	0.00	\$5,918.53
Student Activities	66,845.12	587.63	9,182.28	\$58,250.47
TOTALS:	\$636,842.90	\$1,104,615.46	\$1,094,792.55	\$646,665.81

Bank Balances

Description	Balance Per Bank	Outstanding Checks and Wires	Deposits in Transit	Balance
Bremer	\$675,879.36	37,663.55	0.00	\$638,215.81
The 'Barn" Cash Box				50.00
Bank of the West (Contingent)				8,000.00
Petty Cash				400.00
TOTALS:				\$646,665.81

Investments

Minn. School District Liquid Asset Fund	0.02%	\$3,594.67	
Minn. School District "MAX" Fund	0.04%	\$2,349,149.96	
Bremer Money Market	0.02%	\$103,530.85	
TOTALS:			\$2,456,275.48
TOTAL CASH AND INVESTMENTS:			----- \$3,102,941.29 =====

Breckenridge Public School
Receipts for the Month of March 2021

Control #	Receipt #	Date	Received From	Amount	Description	Fund
8375	14746	3/8/2021	HS GENERAL FUND RECEIPTS	-50.00	Speech Revenue	Student Activities
8375	14746	3/8/2021	HS GENERAL FUND RECEIPTS	50.00	Original Receipt # 14607	General
8375 Total				0.00		
8376	14747	3/8/2021	HS GENERAL FUND RECEIPTS	-50.00	Drama Club Revenue	Student Activities
8376	14747	3/8/2021	HS GENERAL FUND RECEIPTS	50.00	Original Receipt # 14608	General
8376 Total				0.00		
8377	14748	3/8/2021	HS GENERAL FUND RECEIPTS	-50.00	Drama Club Revenue	Student Activities
8377	14748	3/8/2021	HS GENERAL FUND RECEIPTS	50.00	Original Receipt # 14639	General
8377 Total				0.00		
8378	14749	3/8/2021	HS GENERAL FUND RECEIPTS	-75.00	Drama Club Revenue	Student Activities
8378	14749	3/8/2021	HS GENERAL FUND RECEIPTS	75.00	Original Receipt # 14641	General
8378 Total				0.00		
8379	14750	3/8/2021	HS GENERAL FUND RECEIPTS	-300.00	Drama Club Revenue	Student Activities
8379	14750	3/8/2021	HS GENERAL FUND RECEIPTS	300.00	Original Receipt # 14678	General
8379 Total				0.00		
8380	14751	3/8/2021	HS GENERAL FUND RECEIPTS	-75.00	Drama Club Revenue	Student Activities
8380	14751	3/8/2021	HS GENERAL FUND RECEIPTS	75.00	Original Receipt # 14693	General
8380 Total				0.00		
8381	14752	3/2/2021	ELEM HOT LUNCH	345.00	Student Lunch Sales	Food Service
8381 Total				345.00		
8382	14753	3/3/2021	STATE OF MINNESOTA	2,827.51	Medical Assistance	General
8382 Total				2,827.51		
8383	14754	3/3/2021	HS GENERAL FUND RECEIPTS	10.00	Art Fees	General
8383	14754	3/3/2021	HS GENERAL FUND RECEIPTS	720.00	Boys Basketball Gate Receipts	General
8383	14754	3/3/2021	HS GENERAL FUND RECEIPTS	540.00	Girls Basketball Gate Receipts	General
8383	14754	3/3/2021	HS GENERAL FUND RECEIPTS	119.00	ACT Test Fees	General
8383 Total				1,389.00		
8384	14755	3/3/2021	HS GENERAL FUND RECEIPTS	605.00	Girls Basketball Gate Receipts	General
8384 Total				605.00		
8385	14756	3/4/2021	STATE OF MINNESOTA	5,352.00	PATHWAYS II	Community Service
8385 Total				5,352.00		
8386	14757	3/5/2021	HS GENERAL FUND RECEIPTS	50.00	THE BARN	Student Activities
8386 Total				50.00		
8387	14758	3/5/2021	HS GENERAL FUND RECEIPTS	635.00	Girls Basketball Gate Receipts	General
8387 Total				635.00		
8388	14759	3/5/2021	HS HOT LUNCH	647.50	Student Lunch Sales	Food Service

**Breckenridge Public School
Receipts for the Month of March 2021**

8388 Total				647.50		
8389	14760	3/5/2021	WEST CENTRAL INITIATIVE FUND	432.10	Speech/ Language TV	Capital Outlay
8389	14761	3/5/2021	CLAY COUNTY	428.10	Shovels/ Building Blocks	General
8389	14762	3/5/2021	Misc	10.00	Key ID Card	General
8389	14763	3/5/2021	CITY OF BRECKENRIDGE	25,000.00	City of Breckenridge	Community Service
8389	14764	3/5/2021	BOYS BASKETBALL BOOSTERS	427.00	East Grand Forks Coach Bus	General
8389 Total				26,297.20		
8390	14765	3/8/2021	HS GENERAL FUND RECEIPTS	455.00	Wrestling Gate Receipts	General
8390 Total				455.00		
8391	14766	3/8/2021	HS GENERAL FUND RECEIPTS	630.00	Girls Basketball Gate Receipts	General
8391 Total				630.00		
8392	14767	3/8/2021	CREDIT CARD DEPOSIT	-3.35	CREDIT CARD FEE	Student Activities
8392	14768	3/8/2021	CREDIT CARD DEPOSIT	87.00	THE BARN SALES	Student Activities
8392 Total				83.65		
8393	14769	3/11/2021	HS GENERAL FUND RECEIPTS	416.50	ACT FEES	General
8393	14769	3/11/2021	HS GENERAL FUND RECEIPTS	207.00	HS Band Revenue	Student Activities
8393	14769	3/11/2021	HS GENERAL FUND RECEIPTS	10.00	Tablet Repair Fees	General
8393 Total				633.50		
8394	14770	3/13/2021	STATE OF MINNESOTA	93.40	KDGN MILK	Food Service
8394	14770	3/13/2021	STATE OF MINNESOTA	3,008.41	Summer Food Program	Food Service
8394	14770	3/13/2021	STATE OF MINNESOTA	29,356.12	Summer Food Program	Food Service
8394 Total				32,457.93		
8395	14771	3/15/2021	STATE OF MINNESOTA	336,090.45	2021 GEN ED AID	General
8395	14771	3/15/2021	STATE OF MINNESOTA	12,992.74	Endowment	General
8395 Total				349,083.19		
8396	14772	3/15/2021	MSDMAX	500,000.00	Minn. Sch. District "max" Fund	General
8396 Total				500,000.00		
8397	14773	3/15/2021	ELEM HOT LUNCH	335.45	Student Lunch Sales	Food Service
8397 Total				335.45		
8398	14774	3/15/2021	CREDIT CARD DEPOSIT	-72.68	THE BARN SALES	Student Activities
8398	14774	3/15/2021	CREDIT CARD DEPOSIT	-0.32	Sales Taxes Payable	General
8398	14775	3/15/2021	CREDIT CARD DEPOSIT	-2.86	Credit Card Fees	Student Activities
8398	14776	3/15/2021	CREDIT CARD DEPOSIT	72.68	THE BARN SALES	Student Activities
8398	14776	3/15/2021	CREDIT CARD DEPOSIT	0.32	Sales Taxes Payable	General
8398	14777	3/15/2021	CREDIT CARD DEPOSIT	0.32		General
8398	14777	3/15/2021	CREDIT CARD DEPOSIT	72.68		Student Activities
8398 Total				70.14		

**Breckenridge Public School
Receipts for the Month of March 2021**

8399	14778	3/17/2021	STATE OF MINNESOTA	5,459.66	Medical Assistance	General
8399 Total				5,459.66		
8400	14779	3/18/2021	STATE OF MINNESOTA	2,023.33	Summer Food Program	Food Service
8400	14779	3/18/2021	STATE OF MINNESOTA	19,717.30	Summer Food Program	Food Service
8400	14779	3/18/2021	STATE OF MINNESOTA	2,604.84	ESSER 1	General
8400	14779	3/18/2021	STATE OF MINNESOTA	312.46	ESSER 1	General
8400 Total				24,657.93		
8401	14780	3/17/2021	HS GENERAL FUND RECEIPTS	416.50	ACT Fees	General
8401	14780	3/17/2021	HS GENERAL FUND RECEIPTS	420.00	YEARBOOK AD SALES	General
8401	14780	3/17/2021	HS GENERAL FUND RECEIPTS	70.00	HS Band Revenue	Student Activities
8401 Total				906.50		
8402	14781	3/19/2021	PREMIER REBATES	9.69	Food	Food Service
8402 Total				9.69		
8403	14782	3/19/2021	PREMIER REBATES	12.52	Food	Food Service
8403 Total				12.52		
8404	14783	3/22/2021	CREDIT CARD DEPOSIT	111.68	THE BARN SALES	Student Activities
8404	14783	3/22/2021	CREDIT CARD DEPOSIT	0.32	Sales Taxes Payable	General
8404	14784	3/22/2021	CREDIT CARD DEPOSIT	-4.52	CREDIT CARD FEES	Student Activities
8404 Total				107.48		
8405	14785	3/22/2021	COMMUNITY EDUCATION	328.00	CE CLASSES	Community Service
8405	14785	3/22/2021	COMMUNITY EDUCATION	550.00	SACC	Community Service
8405	14785	3/22/2021	COMMUNITY EDUCATION	200.00	BASEBALL	Community Service
8405	14785	3/22/2021	COMMUNITY EDUCATION	1,060.00	VOLLEYBALL	Community Service
8405	14785	3/22/2021	COMMUNITY EDUCATION	210.00	WRESTLING	Community Service
8405 Total				2,348.00		
8406	14786	3/23/2021	HS HOT LUNCH	720.48	Student Lunch Sales	Food Service
8406 Total				720.48		
8407	14787	3/23/2021	HS GENERAL FUND RECEIPTS	16.00		17-Mar General
8407	14787	3/23/2021	HS GENERAL FUND RECEIPTS	80.00		19-Mar General
8407	14787	3/23/2021	HS GENERAL FUND RECEIPTS	8.00		20-Mar General
8407	14787	3/23/2021	HS GENERAL FUND RECEIPTS	264.00		18-Mar General
8407 Total				368.00		
8408	14788	3/23/2021	HS GENERAL FUND RECEIPTS	810.00	Girls Basketball Gate Receipts	General
8408 Total				810.00		
8409	14789	3/23/2021	HS GENERAL FUND RECEIPTS	64.00		11-Mar General
8409	14789	3/23/2021	HS GENERAL FUND RECEIPTS	64.00		16-Mar General
8409 Total				128.00		

Breckenridge Public School
Receipts for the Month of March 2021

8410	14790	3/26/2021	BOYS BASKETBALL BOOSTERS	633.24	CHARTER BUS - WARROAD	General
8410	14791	3/26/2021	BLAZER EXPRESS	50.00	ECFE Scavenger Hunt Donation	Community Service
8410	14792	3/26/2021	BOYS BASKETBALL BOOSTERS	228.11	MASKS	General
8410	14793	3/26/2021	ISD 846	15.70	ANGEL FUND	Food Service
8410	14794	3/26/2021	Misc	50.00	ECFE Scavenger Hunt Donation	Community Service
8410	14795	3/26/2021	BREMER BANK	50.00	ECFE Scavenger Hunt Donation	Community Service
8410	14796	3/26/2021	GATE CITY BANK	190.00	MY SCHOOL SPIRIT CARDS	General
8410	14797	3/26/2021	LAKES COUNTRY SERVICE COOP	115.30	Food	Food Service
8410 Total				1,332.35		
8411	14798	3/30/2021	STATE OF MINNESOTA	403,308.53	2021 GEN ED AID	General
8411 Total				403,308.53		
8412	14799	3/31/2021	MSDMAX	54,148.77	Minn. Sch. Dist Liquid Asset	Food Service
8412	14799	3/31/2021	MSDMAX	5,352.00	Minn. Sch. Dist Liquid Asset	Community Service
8412	14799	3/31/2021	MSDMAX	10,499.23	Minn. Sch. Dist Liquid Asset	General
8412 Total				70,000.00		
8413	14800	3/31/2021	MSDMAX	200,000.00	Minn. Sch. District "max" Fund	General
8413 Total				200,000.00		
8414	14801	3/31/2021	MSDMAX	0.74	Interest Income	General
8414 Total				0.74		
8415	14802	3/31/2021	MSDMAX	77.30	Interest Income	General
8415 Total				77.30		
8416	14803	3/31/2021	MINN-KOTA AG PRODUCTS	120.00		General
8416	14804	3/31/2021	Misc	50.00	ECFE Scavenger Hunt Donation	Community Service
8416 Total				170.00		
8417	14805	3/31/2021	CREDIT CARD DEPOSIT	550.00	ACTIVITY FEES	General
8417	14805	3/31/2021	CREDIT CARD DEPOSIT	1,875.00	ACTIVITY FEES	General
8417	14805	3/31/2021	CREDIT CARD DEPOSIT	152.00		18-Mar General
8417	14805	3/31/2021	CREDIT CARD DEPOSIT	72.00		20-Mar General
8417	14805	3/31/2021	CREDIT CARD DEPOSIT	648.00		18-Mar General
8417	14805	3/31/2021	CREDIT CARD DEPOSIT	376.00		20-Mar General
8417	14805	3/31/2021	CREDIT CARD DEPOSIT	81.90	CONVENIENCE FEE	Food Service
8417	14805	3/31/2021	CREDIT CARD DEPOSIT	22.00	Yearbook Sales	General
8417	14805	3/31/2021	CREDIT CARD DEPOSIT	872.00		17-Mar General
8417	14805	3/31/2021	CREDIT CARD DEPOSIT	976.00		19-Mar General
8417	14805	3/31/2021	CREDIT CARD DEPOSIT	88.00	INDIVIDUAL SECTIONS ROUND 1	General
8417	14805	3/31/2021	CREDIT CARD DEPOSIT	96.00	TEAM SECTIONS	General
8417	14805	3/31/2021	CREDIT CARD DEPOSIT	3,285.05	Student Lunch Sales	Food Service

Breckenridge Public School

Payment Register

Check #	Vendor #	Vendor Name	Date	Amount	Description	Fund
	1052	AMERICAN FAM. LIFE ASSURANCE	3/15/2021	165.71	AFLAC Payable	General
		AMERICAN FAM. LIFE ASSURANCE Total		165.71		
	172	CASH-WA DISTRIBUTING	3/15/2021	14.96	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/15/2021	20.48	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/15/2021	29.25	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/15/2021	1,404.37	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/15/2021	157.11	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	3/15/2021	0.01	Rounding adjustment	Food Service
	172	CASH-WA DISTRIBUTING	3/15/2021	1,740.80	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/15/2021	78.56	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	3/15/2021	-23.64	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/15/2021	26.87	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/15/2021	-0.01	rounding adjustment	Food Service
		CASH-WA DISTRIBUTING Total		3,448.76		
	2277	EDUCATORS BENEFIT ACH	3/15/2021	395.86	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	3/15/2021	916.10	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	3/15/2021	828.65	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	3/15/2021	1,877.63	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	3/15/2021	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	3/15/2021	7,655.75	Tax Shelter Payable	General
		EDUCATORS BENEFIT ACH Total		12,331.91		
	1233	EFPTS	3/15/2021	32,053.10	FICA Payable	General
	1233	EFPTS	3/15/2021	14,336.15	Federal Withholding Payable	General
	1233	EFPTS	3/15/2021	-112.90	FICA Payable	General
	1233	EFPTS	3/15/2021	-51.85	Federal Withholding Payable	General
		EFPTS Total		46,224.50		
	2251	FURTHER (FSA/ HSA)	3/15/2021	6,187.36	HSA Deductions	General
		FURTHER (FSA/ HSA) Total		6,187.36		
	1753	MN STATE RETIREMENT SYSTEM	3/15/2021	125.05	HCSP Payable	General
		MN STATE RETIREMENT SYSTEM Total		125.05		
	39	MN DEPT OF REVENUE (EFT)	3/15/2021	-28.11	MN State Withholding Payable	General
	39	MN DEPT OF REVENUE (EFT)	3/15/2021	5,487.33	MN State Withholding Payable	General
		MN DEPT OF REVENUE (EFT) Total		5,459.22		
	599	P.E.R.A.	3/15/2021	10,575.98	PERA Payable	General
		P.E.R.A. Total		10,575.98		
	600	TEACHERS RETIREMENT ASSN.	3/15/2021	21,627.41	TRA Payable	General

Breckenridge Public School

Payment Register

		TEACHERS RETIREMENT ASSN. Total		21,627.41		
	172	CASH-WA DISTRIBUTING	3/16/2021	260.79	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/16/2021	83.92	General Supply	Food Service
		CASH-WA DISTRIBUTING Total		344.71		
	2251	FURTHER (FSA/ HSA)	3/17/2021	15.00	Flex Deductions 9/1/20-8/31/21	General
		FURTHER (FSA/ HSA) Total		15.00		
	172	CASH-WA DISTRIBUTING	3/22/2021	14.63	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/22/2021	20.48	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/22/2021	1,629.99	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/22/2021	313.13	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	3/22/2021	1,623.38	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/22/2021	92.40	General Supply	Food Service
		CASH-WA DISTRIBUTING Total		3,694.01		
	3538	SCHOOL ADMINISTRATIVE SPECIALTY SERVICES	3/22/2021	11,273.33	S.A.S.S. Contract	General
		SCHOOL ADMINISTRATIVE SPECIALTY SERVICES Total		11,273.33		
	2251	FURTHER (FSA/ HSA)	3/24/2021	40.00	Flex Deductions 9/1/20-8/31/21	General
		FURTHER (FSA/ HSA) Total		40.00		
	172	CASH-WA DISTRIBUTING	3/26/2021	20.48	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/26/2021	43.88	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/26/2021	1,863.20	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/26/2021	108.43	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	3/26/2021	-0.01	rounding adjustment	Food Service
	172	CASH-WA DISTRIBUTING	3/26/2021	1,384.57	Food	Food Service
	172	CASH-WA DISTRIBUTING	3/26/2021	148.51	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	3/26/2021	0.01	Rounding Adjustment	Food Service
	172	CASH-WA DISTRIBUTING	3/26/2021	-23.69	Food	Food Service
		CASH-WA DISTRIBUTING Total		3,545.38		
	3459	AMERITAS LIFE INSURANCE	3/31/2021	223.96	Vision Insurance	General
		AMERITAS LIFE INSURANCE Total		223.96		
	172	CASH-WA DISTRIBUTING	3/31/2021	305.02	Food	Food Service
		CASH-WA DISTRIBUTING Total		305.02		
	2277	EDUCATORS BENEFIT ACH	3/31/2021	1,877.63	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	3/31/2021	916.10	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	3/31/2021	828.65	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	3/31/2021	305.86	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	3/31/2021	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	3/31/2021	7,971.00	Tax Shelter Payable	General

Breckenridge Public School

Payment Register

		EDUCATORS BENEFIT ACH Total		12,647.16		
1233	EFPTS		3/31/2021	38,202.10	FICA Payable	General
1233	EFPTS		3/31/2021	16,655.44	Federal Withholding Payable	General
		EFPTS Total		54,857.54		
2251	FURTHER (FSA/ HSA)		3/31/2021	87.18	Flex Deductions 9/1/20-8/31/21	General
2251	FURTHER (FSA/ HSA)		3/31/2021	6,337.36	HSA Deductions	General
		FURTHER (FSA/ HSA) Total		6,424.54		
1753	MN STATE RETIREMENT SYSTEM		3/31/2021	134.17	HCSP Payable	General
		MN STATE RETIREMENT SYSTEM Total		134.17		
39	MN DEPT OF REVENUE (EFT)		3/31/2021	6,511.64	MN State Withholding Payable	General
		MN DEPT OF REVENUE (EFT) Total		6,511.64		
599	P.E.R.A.		3/31/2021	12,628.16	PERA Payable	General
		P.E.R.A. Total		12,628.16		
600	TEACHERS RETIREMENT ASSN.		3/31/2021	23,697.85	TRA Payable	General
		TEACHERS RETIREMENT ASSN. Total		23,697.85		
1719	ECONO FOODS		4/1/2021	42.67	Food	Food Service
1719	ECONO FOODS		4/1/2021	12.44	Supply	General
1719	ECONO FOODS		4/1/2021	37.31	Food	Food Service
1719	ECONO FOODS		4/1/2021	26.09	Food	Food Service
1719	ECONO FOODS		4/1/2021	3.52	Supply	General
1719	ECONO FOODS		4/1/2021	9.79	Miscellaneous	General
		ECONO FOODS Total		131.82		
2188	P-CARD, HARRIS BANK		4/1/2021	18.34	Supply	General
		P-CARD, HARRIS BANK Total		18.34		
1967	PIZZA RANCH		4/1/2021	360.15	HS Band	Student Activities
		PIZZA RANCH Total		360.15		
3359	WALMART STORE		4/1/2021	48.31	Supply	General
3359	WALMART STORE		4/1/2021	-4.68	Supply	General
		WALMART STORE Total		43.63		
2727	AMERICAN EXPRESS		4/5/2021	62.60	Repair/Equipment	General
2727	AMERICAN EXPRESS		4/5/2021	165.26	Repair/Equipment	General
		AMERICAN EXPRESS Total		227.86		
2274	APPLE COMPUTER, INC.		4/5/2021	10.68	Apple Music Membership	Student Activities
		APPLE COMPUTER, INC. Total		10.68		
172	CASH-WA DISTRIBUTING		4/5/2021	180.48	Food	Food Service
172	CASH-WA DISTRIBUTING		4/5/2021	17.55	Food	Food Service
172	CASH-WA DISTRIBUTING		4/5/2021	932.02	Food	Food Service

Breckenridge Public School

Payment Register

172	CASH-WA DISTRIBUTING	4/5/2021	-0.01	adjustment	Food Service
172	CASH-WA DISTRIBUTING	4/5/2021	78.56	General Supply	Food Service
172	CASH-WA DISTRIBUTING	4/5/2021	967.14	Food	Food Service
172	CASH-WA DISTRIBUTING	4/5/2021	158.97	General Supply	Food Service
	CASH-WA DISTRIBUTING Total		2,174.71		
193	GREAT PLAINS NATURAL GAS	4/5/2021	30.89	Heating Fuel	General
193	GREAT PLAINS NATURAL GAS	4/5/2021	371.21	Heating Fuel	General
193	GREAT PLAINS NATURAL GAS	4/5/2021	4,102.43	Heating Fuel	General
193	GREAT PLAINS NATURAL GAS	4/5/2021	5,073.66	Heating Fuel	General
193	GREAT PLAINS NATURAL GAS	4/5/2021	170.75	Gas	General
	GREAT PLAINS NATURAL GAS Total		9,748.94		
1428	HOLIDAY INN	4/5/2021	299.62	Travel	General
	HOLIDAY INN Total		299.62		
3581	SUPPLY HOUSE	4/5/2021	314.99	FLUSH VALVE RETROFIT	General
	SUPPLY HOUSE Total		314.99		
2762	WAHPETON VIDEO & DELI	4/5/2021	40.55	Travel	General
2762	WAHPETON VIDEO & DELI	4/5/2021	37.76	Travel	General
	WAHPETON VIDEO & DELI Total		78.31		
3359	WALMART STORE	4/5/2021	139.80	General Supply	General
	WALMART STORE Total		139.80		
2267	WASTE MANAGEMENT OF ND	4/5/2021	485.52	Garbage	General
2267	WASTE MANAGEMENT OF ND	4/5/2021	649.12	Garbage	General
2267	WASTE MANAGEMENT OF ND	4/5/2021	111.56	Garbage	General
	WASTE MANAGEMENT OF ND Total		1,246.20		
3376	WILKIN DRINK & EATERY	4/5/2021	38.70	Travel/ Lodging	General
	WILKIN DRINK & EATERY Total		38.70		
2251	FURTHER (FSA/ HSA)	4/7/2021	136.80	Flex Deductions 9/1/20-8/31/21	General
	FURTHER (FSA/ HSA) Total		136.80		
14	ND STATE TAX COMMISSIONER	4/7/2021	1,955.82	Nd State Withholding Payable	General
	ND STATE TAX COMMISSIONER Total		1,955.82		
172	CASH-WA DISTRIBUTING	4/9/2021	36.00	Food	Food Service
	CASH-WA DISTRIBUTING Total		36.00		
55	BRECKENRIDGE PUBLIC UTILITIES	4/12/2021	379.75	Electricity	General
55	BRECKENRIDGE PUBLIC UTILITIES	4/12/2021	63.83	Water-Sewer	General
55	BRECKENRIDGE PUBLIC UTILITIES	4/12/2021	4,062.13	Electricity	General
55	BRECKENRIDGE PUBLIC UTILITIES	4/12/2021	661.30	Water-Sewer	General
55	BRECKENRIDGE PUBLIC UTILITIES	4/12/2021	6,434.08	Electricity	General

Breckenridge Public School

Payment Register

	55	BRECKENRIDGE PUBLIC UTILITIES	4/12/2021	678.60	Water-Sewer	General
	55	BRECKENRIDGE PUBLIC UTILITIES	4/12/2021	25.00	Electricity	General
		BRECKENRIDGE PUBLIC UTILITIES Total		12,254.69		
	172	CASH-WA DISTRIBUTING	4/12/2021	-59.18	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	4/12/2021	900.76	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/12/2021	109.43	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	4/12/2021	976.37	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/12/2021	164.26	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	4/12/2021	0.01	rounding adjustment	Food Service
		CASH-WA DISTRIBUTING Total		2,091.65		
	3538	SCHOOL ADMINISTRATIVE SPECIALTY SERVICES	4/14/2021	11,273.33	S.A.S.S. Contract	General
		SCHOOL ADMINISTRATIVE SPECIALTY SERVICES Total		11,273.33		
	1052	AMERICAN FAM. LIFE ASSURANCE	4/15/2021	165.71	AFLAC Payable	General
		AMERICAN FAM. LIFE ASSURANCE Total		165.71		
	2277	EDUCATORS BENEFIT ACH	4/15/2021	395.86	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	4/15/2021	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	4/15/2021	8,196.73	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	4/15/2021	916.10	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	4/15/2021	828.65	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	4/15/2021	1,877.63	Tax Shelter Payable	General
		EDUCATORS BENEFIT ACH Total		12,872.89		
	1233	EFPTS	4/15/2021	33,995.50	FICA Payable	General
	1233	EFPTS	4/15/2021	15,282.76	Federal Withholding Payable	General
	1233	EFPTS	4/15/2021	142.04	FICA Payable	General
	1233	EFPTS	4/15/2021	8.46	Federal Withholding Payable	General
		EFPTS Total		49,428.76		
	2251	FURTHER (FSA/ HSA)	4/15/2021	6,452.36	HSA Deductions	General
		FURTHER (FSA/ HSA) Total		6,452.36		
	1753	MN STATE RETIREMENT SYSTEM	4/15/2021	134.56	HCSP Payable	General
		MN STATE RETIREMENT SYSTEM Total		134.56		
	39	MN DEPT OF REVENUE (EFT)	4/15/2021	0.29	MN State Withholding Payable	General
	39	MN DEPT OF REVENUE (EFT)	4/15/2021	5,949.34	MN State Withholding Payable	General
		MN DEPT OF REVENUE (EFT) Total		5,949.63		
	599	P.E.R.A.	4/15/2021	129.96	PERA Payable	General
	599	P.E.R.A.	4/15/2021	12,103.77	PERA Payable	General
		P.E.R.A. Total		12,323.73		
	600	TEACHERS RETIREMENT ASSN.	4/15/2021	21,617.59	TRA Payable	General

Breckenridge Public School

Payment Register

		TEACHERS RETIREMENT ASSN. Total		21,617.59		
124611	3578	BRECK BRATS INC	3/24/2021	47.26	National Honor Society Supplies	Student Activities
		BRECK BRATS INC Total		47.26		
124612	3278	CHUINARD, JORDAN	3/24/2021	125.00	Officials/ Contracted Services	General
		CHUINARD, JORDAN Total		125.00		
124613	3329	CROOKED LANE FARM FOLK SCHOOL LLC	3/24/2021	157.50	Personal Services	Community Service
		CROOKED LANE FARM FOLK SCHOOL LLC Total		157.50		
124614	2846	ENDRESON, MATT	3/24/2021	125.00	Officials/ Contracted Services	General
		ENDRESON, MATT Total		125.00		
124615	3175	FREDERICKSEN, CHAD	3/24/2021	135.00	Travel	General
		FREDERICKSEN, CHAD Total		135.00		
124616	2238	FURTHER	3/24/2021	67.10	Consulting Fees	General
		FURTHER Total		67.10		
124617	2891	GROCHOW, ARTHUR	3/24/2021	30.00	Officials/ Contracted Services	General
124617	2891	GROCHOW, ARTHUR	3/24/2021	30.00	Officials/ Contracted Services	General
		GROCHOW, ARTHUR Total		60.00		
124618	3018	MARTINSON, RICK S	3/24/2021	165.00	Officials/ Contracted Services	General
		MARTINSON, RICK S Total		165.00		
124619	1875	MSHSL - SECTION 6A	3/24/2021	40.00	Dues	General
		MSHSL - SECTION 6A Total		40.00		
124620	2819	PRATT, MITCHELL W.	3/24/2021	38.50	Officials/ Contracted Services	General
		PRATT, MITCHELL W. Total		38.50		
124621	3359	WALMART STORE	3/24/2021	98.00	Materials for Group Activities	General
124621	3359	WALMART STORE	3/24/2021	98.00	Materials for Group Activities	General
124621	3359	WALMART STORE	3/24/2021	28.94	Supply	Community Service
124621	3359	WALMART STORE	3/24/2021	16.86	General Supply	General
124621	3359	WALMART STORE	3/24/2021	53.35	Supply	Community Service
124621	3359	WALMART STORE	3/24/2021	84.95	Food	Community Service
124621	3359	WALMART STORE	3/24/2021	32.48	General Supply	Community Service
		WALMART STORE Total		412.58		
124622	604	AFSCME COUNCIL 65	3/31/2021	111.87	Custodial Dues Payable	General
		AFSCME COUNCIL 65 Total		111.87		
124623	1823	AMERICAN HEART ASSOCIATION	3/31/2021	115.00	Fund Raiser	General
		AMERICAN HEART ASSOCIATION Total		115.00		
124624	3580	BOURESSA, HAYLEY	3/31/2021	107.19	Speech Supplies	Student Activities
		BOURESSA, HAYLEY Total		97.19		
124625	603	BRECKENRIDGE ED LOCAL 1299	3/31/2021	2,353.52	Breck Federation of Teachers Payable	General

Breckenridge Public School

Payment Register

		BRECKENRIDGE ED LOCAL 1299 Total		2,353.52		
124626	3484	DIAZ, STACY	3/31/2021	168.35	Drama Club Supplies	Student Activities
		DIAZ, STACY Total		168.35		
124627	3582	GOWIN, RACHEL	3/31/2021	57.65	Drama Club Supplies	Student Activities
		GOWIN, RACHEL Total		57.65		
124628	3539	GUARDIAN	3/31/2021	123.66	Voluntary Life Insurance	General
124628	3539	GUARDIAN	3/31/2021	1,209.34	Dental Insurance	General
124628	3539	GUARDIAN	3/31/2021	1,034.28	Life & Disability Payable	General
		GUARDIAN Total		2,367.28		
124629	1872	MN CHILD SUPPORT PAYMENT CTR	3/31/2021	411.00	Child Support Payable	General
		MN CHILD SUPPORT PAYMENT CTR Total		411.00		
124630	1184	MN SCHOOL EMPLOYEES ASSOC	3/31/2021	1,073.16	Breck School Employees Assn Payable	General
		MN SCHOOL EMPLOYEES ASSOC Total		1,073.16		
124631	1381	MSHSL REGION 6A SECRETARY	3/31/2021	16.00	CASH & CHECKS	General
124631	1381	MSHSL REGION 6A SECRETARY	3/31/2021	872.00	CREDIT CARDS	General
124632	1381	MSHSL REGION 6A SECRETARY	3/31/2021	80.00	CASH & CHECKS	General
124632	1381	MSHSL REGION 6A SECRETARY	3/31/2021	976.00	CREDIT CARDS	General
124633	1381	MSHSL REGION 6A SECRETARY	3/31/2021	264.00	CASH & CHECKS	General
124633	1381	MSHSL REGION 6A SECRETARY	3/31/2021	800.00	CREDIT CARDS	General
124634	1381	MSHSL REGION 6A SECRETARY	3/31/2021	8.00	CASH AND CHECKS	General
124634	1381	MSHSL REGION 6A SECRETARY	3/31/2021	448.00	CREDIT CARDS	General
124635	1381	MSHSL REGION 6A SECRETARY	3/31/2021	64.00	CASH & CHECKS	General
124635	1381	MSHSL REGION 6A SECRETARY	3/31/2021	96.00	CREDIT CARDS	General
124636	1381	MSHSL REGION 6A SECRETARY	3/31/2021	64.00	CASH AND CHECKS	General
124636	1381	MSHSL REGION 6A SECRETARY	3/31/2021	88.00	CREDIT CARDS	General
		MSHSL REGION 6A SECRETARY Total		3,776.00		
124637	1779	NCPERS GROUP LIFE INS	3/31/2021	64.00	PERA Life Insurance Payable	General
124637	1779	NCPERS GROUP LIFE INS	3/31/2021	16.00	PERA Life Insurance Payable	General
		NCPERS GROUP LIFE INS Total		80.00		
124638	2503	WANEK, ROBERT W	3/31/2021	25.00	Advertising	General
		WANEK, ROBERT W Total		25.00		
124639	604	AFSCME COUNCIL 65	4/12/2021	118.87	Custodial Dues Payable	General
		AFSCME COUNCIL 65 Total		118.87		
124640	3583	AIGNER, CHRISTINA	4/12/2021	276.53	Class of 2022 Supplies	Student Activities
		AIGNER, CHRISTINA Total		276.53		
124641	603	BRECKENRIDGE ED LOCAL 1299	4/12/2021	2,353.52	Breck Federation of Teachers Payable	General
		BRECKENRIDGE ED LOCAL 1299 Total		2,353.52		

Breckenridge Public School

Payment Register

124642	2265	EDUCATORS BENEFIT CONSULTANTS-AVIBEN	4/12/2021	117.03	Consulting Fees	General
124642	2265	EDUCATORS BENEFIT CONSULTANTS-AVIBEN	4/12/2021	117.03	Consulting Fees	General
		EDUCATORS BENEFIT CONSULTANTS-AVIBEN Total		234.06		
124643	3205	HOPE FOR EDUCATORS LLC	4/12/2021	150.00	Consulting Fees	General
		HOPE FOR EDUCATORS LLC Total		150.00		
124644	1872	MN CHILD SUPPORT PAYMENT CTR	4/12/2021	411.00	Child Support Payable	General
		MN CHILD SUPPORT PAYMENT CTR Total		411.00		
124645	3255	ACCELERATED ENGRAVING & SIGNAGE	4/15/2021	205.00	Supply	General
		ACCELERATED ENGRAVING & SIGNAGE Total		205.00		
124646	1981	ALBERTSON'S PARTS CITY AUTO PA	4/15/2021	10.58	General Supply	General
124646	1981	ALBERTSON'S PARTS CITY AUTO PA	4/15/2021	21.99	Repair/Equipment	General
124646	1981	ALBERTSON'S PARTS CITY AUTO PA	4/15/2021	13.64	Repair/Equipment	General
124646	1981	ALBERTSON'S PARTS CITY AUTO PA	4/15/2021	40.90	Repair/Equipment	General
124646	1981	ALBERTSON'S PARTS CITY AUTO PA	4/15/2021	6.49	Repair/Equipment	General
		ALBERTSON'S PARTS CITY AUTO PA Total		93.60		
124647	1129	AMAZON.COM	4/15/2021	23.99	B0796FP2Q5 Canvaslove Breton Top Pattern 15 inch Waterproof Laptop Shoulder Messenger Bag Case With Rebound Bubble Protection for 14 inch-15.6 inch la	General
124647	1129	AMAZON.COM	4/15/2021	6.78	0062560395 Hero	General
124647	1129	AMAZON.COM	4/15/2021	15.31	B00006IDSG TOPS 63090 Prism Plus Colored Legal Pads, 5 x 8, Green, 50 Sheets (Pack of 12)	General
124647	1129	AMAZON.COM	4/15/2021	13.99	B08V3W3WM2 100 6 x 9 Self-Seal Brown Kraft Catalog Envelopes - 28lb, 100 Count, Ultra Strong Quick-Seal, 6x9 inch (38900)	General
124647	1129	AMAZON.COM	4/15/2021	11.99	B00QSR9URI AmazonBasics Legal/Wide Ruled 8-1/2 by 11-3/4 Legal Pad - White (50 Sheet Paper Pads, 12 pack)	General
124647	1129	AMAZON.COM	4/15/2021	10.99	B07R67X37H Inc, Clip Clicks 50 Count Retractable Black Ballpoint Pens Medium Point 1.0 mm with Comfort Grip for Smooth Writing, Long Lasting Ink for f	General
124647	1129	AMAZON.COM	4/15/2021	0.00	Amazon Shipping Charge	General
124647	1129	AMAZON.COM	4/15/2021	9.95	0871294311 Ten-Minute Theatre	General
124647	1129	AMAZON.COM	4/15/2021	207.50	0961996013 Willow Water	General
124647	1129	AMAZON.COM	4/15/2021	6.90	0871294311 Ten-Minute Theatre	General
124647	1129	AMAZON.COM	4/15/2021	1.25	0930100689 War Baby Express	General

Breckenridge Public School

Payment Register

124647	1129	AMAZON.COM	4/15/2021	1.99	1575253801 Duo Practice and Competition: 35 8-10 Minute Original Comedic Plays for Two Females (Forensics Series)	General
124647	1129	AMAZON.COM	4/15/2021	21.53	Amazon Shipping Charge	General
124647	1129	AMAZON.COM	4/15/2021	36.00	B08GNNPHPP Twice as Nice 2 Color Click Pens - Cute Creatures - Set of 6	Student Activities
124647	1129	AMAZON.COM	4/15/2021	0.00	Amazon Shipping Charge	Student Activities
124647	1129	AMAZON.COM	4/15/2021	131.96	B075X25Y7Q Plastic Rivets for Cardboard, Coroplast, and Corrugated Plastic 300pieces 3/4" X 11/32" (19mm X 8.7mm) Build and Fasten Sets for Plays, Hob	General
124647	1129	AMAZON.COM	4/15/2021	29.00	B0007852X0 See All PV18-180 Panaramic Full Dome Plexiglas Security Mirror, 180 Degree Viewing Angle, 18" Diameter (Pack of 1)	General
124647	1129	AMAZON.COM	4/15/2021	12.99	B07DXTP9M9 REXBETI 12-Pack Utility Knife, Retractable Box Cutter for Cartons, Cardboard and Boxes, 18mm Wider Razor Sharp Blade, Smooth Mechanism, Per	General
124647	1129	AMAZON.COM	4/15/2021	10.00	Amazon Shipping Charge	General
124647	1129	AMAZON.COM	4/15/2021	14.32	0826944175 Low Pressure Boilers	General
124647	1129	AMAZON.COM	4/15/2021	3.99	Amazon Shipping Charge	General
124647	1129	AMAZON.COM	4/15/2021	29.95	1138909572 Active Literacy Across the Curriculum: Connecting Print Literacy with Digital, Media, and Global Competence, K-12	General
124647	1129	AMAZON.COM	4/15/2021	25.90	1506385575 A Guide to Documenting Learning: Making Thinking Visible, Meaningful, Shareable, and Amplified (Corwin Teaching Essentials)	General
124647	1129	AMAZON.COM	4/15/2021	26.18	1416623051 Bold Moves for Schools: How We Create Remarkable Learning Environments	General
124647	1129	AMAZON.COM	4/15/2021	0.00	Amazon Shipping Charge	General
124647	1129	AMAZON.COM	4/15/2021	25.95	B07QRZ8GJV Kids Headphones Bulk 5 Pack Multi Color for School Classroom Students Children Teen Boys Girls and Adults (Mixed)	General
124647	1129	AMAZON.COM	4/15/2021	15.99	21 B01AXBHEJ0 Dowling Magnets Magnet Math Magnetic Place Value Disks & Headings (Grades 1-3), Multi (DO-732159)	General

Breckenridge Public School

Payment Register

124647	1129	AMAZON.COM	4/15/2021	23.99	B0796FP2Q5 Canvaslove Breton Top Pattern 15 inch Waterproof Laptop Shoulder Messenger Bag Case With Rebound Bubble Protection for 14 inch-15.6 inch la	General
124647	1129	AMAZON.COM	4/15/2021	23.99	B088CWWXZF 131 PCS Jumbo Magnetic Base Ten Blocks - Place Value Blocks - Math Manipulatives K-3 for Elementary Classroom, Number Blocks, Math Counters	General
124647	1129	AMAZON.COM	4/15/2021	17.49	B00FR4YQYK SadoTech Wireless Doorbell and Chimes Wireless Kit for Home At Over 1000-foot Range with 52 USA Doorbell Chime 4 Levels Adjustable Volume a	General
124647	1129	AMAZON.COM	4/15/2021	0.00	Amazon Shipping Charge	General
124647	1129	AMAZON.COM	4/15/2021	12.98	0062971069 I Promise	General
124647	1129	AMAZON.COM	4/15/2021	6.96	0061992275 The One and Only Ivan	General
124647	1129	AMAZON.COM	4/15/2021	7.99	1536202908 Jabari Jumps	General
124647	1129	AMAZON.COM	4/15/2021	13.89	1442402970 Creepy Carrots!	General
124647	1129	AMAZON.COM	4/15/2021	8.13	0062991310 The One and Only Bob (One and Only Ivan)	General
124647	1129	AMAZON.COM	4/15/2021	20.99	B01N3Y72Q1 Canvaslove Breton Top Pattern Water Resistant Laptop Shoulder Messenger Bag for MacBook Pro 15 inch,MacBook 16 inch and 14 inch,15.4 inch,1	General
124647	1129	AMAZON.COM	4/15/2021	14.47	1442402989 Creepy Pair of Underwear!	General
124647	1129	AMAZON.COM	4/15/2021	14.62	0763655996 This Is Not My Hat	General
124647	1129	AMAZON.COM	4/15/2021	9.98	B01COSN7O6 ELEGOO 5PCS HC-SR04 Ultrasonic Module Distance Sensor Compatible with Arduino UNO MEGA2560 Nano Robot XBee ZigBee	General
124647	1129	AMAZON.COM	4/15/2021	10.39	B0819VF8T3 AConnet 6Pcs Solderless Breadboard 400 Points Electronic Breadboard 2 Power Rail Universal Prototype Arduino Small Board for DIY Arduino Pr	General
124647	1129	AMAZON.COM	4/15/2021	24.99	B07H2CQC4G Soldering Gun, NEWACALOX Automatic 60W Electronics Solder Iron Gun Kit, Soldering Tools with Desoldering Pump, Tweezers, Soldering Wires, f	General

Breckenridge Public School

Payment Register

124647	1129	AMAZON.COM	4/15/2021	17.89	B073ZC68QG REXQualis Electronics Component Fun Kit w/Power Supply Module, Jumper Wire, 830 tie-Points Breadboard, Precision Potentiometer,Resistor Com	General
124647	1129	AMAZON.COM	4/15/2021	24.92	B01ER2SKFS Raspberry Pi Camera Module V2-8 Megapixel,1080p (RPI-CAM-V2)	General
124647	1129	AMAZON.COM	4/15/2021	13.98	B07JP5375R MINGER LED Strip Lights 16.4ft, RGB Color Changing LED Lights for Home, Kitchen, Room, Bedroom, Dorm Room, Bar, with IR Remote Control, 505	General
124647	1129	AMAZON.COM	4/15/2021	12.94	B07WK4VG58 REXQualis Nano V3.0, 3pcs Nano Board CH340 / ATmega328P with USB Cable, Compatible with Arduino Nano V3.0 (Nano x 3 with 3 Cable)	General
124647	1129	AMAZON.COM	4/15/2021	7.77	B07D54XMFK REXQualis Resistor Kit, 650 Pieces 22 Values 1/4W 1% Resistor Assortment Kit, 10 Ohm - 1M Ohm (Pack of 650)	General
124647	1129	AMAZON.COM	4/15/2021	18.05	B073ZC68QG REXQualis Electronics Component Fun Kit w/Power Supply Module, Jumper Wire, 830 tie-Points Breadboard, Precision Potentiometer,Resistor Com	General
124647	1129	AMAZON.COM	4/15/2021	13.22	Amazon Shipping Charge	General
124647	1129	AMAZON.COM	4/15/2021	20.75	B00TY647VY MCS 65609 Format Frame, 8.5 x 11 in, Black, 6 Count	General
124647	1129	AMAZON.COM	4/15/2021	13.98	B00AWGIF4A MCS Format Frame, 11 x 17 in, Black	General
124647	1129	AMAZON.COM	4/15/2021	79.98	B01616HZMM MCS 65640 Format Frame, 8.5 x 11 in, Black, 12 Count	General
124647	1129	AMAZON.COM	4/15/2021	0.00	Amazon Shipping Charge	General
124647	1129	AMAZON.COM	4/15/2021	8.50	B01LNWC83U Member's Mark 91% Isopropyl Alcohol (32 Fl. Oz, 2 pk.)	General
124647	1129	AMAZON.COM	4/15/2021	49.95	B00NJ2M33I Sony MDRZX110/BLK ZX Series Stereo Headphones (Black)	General
124647	1129	AMAZON.COM	4/15/2021	3.89	B08CMPRNC3 Ovsor 50PCS Plastic Disposable Transfer Pipettes, 3ml Calibrated Pipette Dropper for Essential Oils and Science Laboratory	General

Breckenridge Public School

Payment Register

124647	1129	AMAZON.COM	4/15/2021	30.99	B086WC1LDD Hanes Reusable Cotton Face Mask, White / Cream, (Pack of 50)	General
124647	1129	AMAZON.COM	4/15/2021	18.00	B077LZDQTS Sharpie Permanent Markers, Fine Point, The Original, Assorted Colors (The Original)	General
124647	1129	AMAZON.COM	4/15/2021	0.00	Amazon Shipping Charge	General
		AMAZON.COM Total		1,070.07		
124648	1295	ARAMARK	4/15/2021	65.79	Miscellaneous	General
124648	1295	ARAMARK	4/15/2021	37.98	Miscellaneous	General
		ARAMARK Total		103.77		
124649	2000	BELSETH, MICHAEL	4/15/2021	650.00	Personal Services	Community Service
		BELSETH, MICHAEL Total		650.00		
124650	3235	BERNSTEIN PLUMBING	4/15/2021	155.69	Repair/Building	General
		BERNSTEIN PLUMBING Total		155.69		
124651	2020	BLICK ART MATERIALS	4/15/2021	152.60	00462-4355 Winsor & Newton Artisan Water Mixable Oil Paint - Cadmium Yellow Hue, 200 ml tube	General
		BLICK ART MATERIALS Total		152.60		
124652	1837	BOLD PRINT	4/15/2021	130.00	HS Choir Supplies	Student Activities
		BOLD PRINT Total		130.00		
124653	3560	BRENCO	4/15/2021	72.00	General Supply	General
124653	3560	BRENCO	4/15/2021	77.00	General Supply	General
124653	3560	BRENCO	4/15/2021	153.00	General Supply	General
		BRENCO Total		302.00		
124654	3566	CENTRAL LAKES COLLEGE	4/15/2021	2,750.00	Tuition to Oth Distr	General
		CENTRAL LAKES COLLEGE Total		2,750.00		
124655	1452	CONNEY SAFETY PRODUCTS	4/15/2021	90.72	FACEMASKS	Community Service
124655	1452	CONNEY SAFETY PRODUCTS	4/15/2021	33.53	GLOVES	Community Service
124655	1452	CONNEY SAFETY PRODUCTS	4/15/2021	33.53	GLOVES	Community Service
124655	1452	CONNEY SAFETY PRODUCTS	4/15/2021	26.23	SHIPPING/ HANDLING	Community Service
		CONNEY SAFETY PRODUCTS Total		184.01		
124656	545	CONTINGENT FUND	4/15/2021	75.00	Miscellaneous	General
124656	545	CONTINGENT FUND	4/15/2021	118.87	Reimbursement	General
124656	545	CONTINGENT FUND	4/15/2021	44.00	Entry Fees/ Student Travel	General
124656	545	CONTINGENT FUND	4/15/2021	248.00	Entry Fees/ Student Travel	General
124656	545	CONTINGENT FUND	4/15/2021	200.00	Entry Fees/ Student Travel	General
124656	545	CONTINGENT FUND	4/15/2021	112.00	Dues-Memberships-Lic-Fees	General

Breckenridge Public School

Payment Register

124656	545	CONTINGENT FUND	4/15/2021	200.00	Officials/ Contracted Services	Community Service
124656	545	CONTINGENT FUND	4/15/2021	25.55	Student Lunch Sales	Food Service
		CONTINGENT FUND Total		1,293.42		
124657	1545	CREATIVE STITCHES	4/15/2021	160.00	Miscellaneous	General
124657	1545	CREATIVE STITCHES	4/15/2021	160.00	Miscellaneous	General
124657	1545	CREATIVE STITCHES	4/15/2021	304.00	General Supply	Community Service
		CREATIVE STITCHES Total		624.00		
124658	111	CULINEX	4/15/2021	31.81	General Supply	Food Service
124658	111	CULINEX	4/15/2021	135.92	General Supply	Food Service
		CULINEX Total		167.73		
124659	2714	CUMMINS SALES AND SERVICES	4/15/2021	72.00	Repair/Equipment	General
		CUMMINS SALES AND SERVICES Total		72.00		
124660	482	DAILY NEWS	4/15/2021	41.76	Advertising	General
124660	482	DAILY NEWS	4/15/2021	36.54	Advertising	General
124660	482	DAILY NEWS	4/15/2021	142.00	Advertising	General
		DAILY NEWS Total		220.30		
124661	1433	EARTHGRAINS COMPANY	4/15/2021	57.90	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	49.36	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	25.20	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	48.16	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	12.00	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	58.11	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	23.11	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	6.00	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	21.46	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	70.35	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	34.05	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	24.00	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	31.50	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	15.75	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	12.60	Food	Food Service
124661	1433	EARTHGRAINS COMPANY	4/15/2021	31.50	Food	Food Service
		EARTHGRAINS COMPANY Total		521.05		
124662	2077	ECKROTH MUSIC	4/15/2021	645.59	Tenor Saxophone Olds 047498	General
124662	2077	ECKROTH MUSIC	4/15/2021	254.00	Trumpet Yamaha 244869A	General
124662	2077	ECKROTH MUSIC	4/15/2021	394.19	Tenor Saxophone Cleveland C74956	General
124662	2077	ECKROTH MUSIC	4/15/2021	33.00	Baritone Bach 06416	General

Breckenridge Public School

Payment Register

124662	2077	ECKROTH MUSIC	4/15/2021	19.98	Essential Elements Book 2 Trombone	General
124662	2077	ECKROTH MUSIC	4/15/2021	42.92	Lescher Oboe Reeds Medium	General
124662	2077	ECKROTH MUSIC	4/15/2021	32.99	Vandoren alto saxophone reeds strength 3	General
124662	2077	ECKROTH MUSIC	4/15/2021	26.12	Vandoren Clarinet Reeds 3	General
124662	2077	ECKROTH MUSIC	4/15/2021	26.12	Vandoren Clarinet Reeds 2.5	General
124662	2077	ECKROTH MUSIC	4/15/2021	10.99	Essential Elements Book 1 - bassoon	General
124662	2077	ECKROTH MUSIC	4/15/2021	74.00	Trumpet Yamaha 239374A	General
124662	2077	ECKROTH MUSIC	4/15/2021	74.00	Trumpet A8485	General
		ECKROTH MUSIC Total		1,453.90		
124663	3303	ECOLAB	4/15/2021	82.80	Repair	Food Service
		ECOLAB Total		82.80		
124664	3273	EQUIPMENT SERVICES CORPORATION	4/15/2021	115.00	Miscellaneous	General
124664	3273	EQUIPMENT SERVICES CORPORATION	4/15/2021	312.77	Miscellaneous	General
		EQUIPMENT SERVICES CORPORATION Total		427.77		
124665	2148	FARGO PUBLIC SCHOOLS	4/15/2021	280.53	Tuition to Oth Distr	General
124665	2148	FARGO PUBLIC SCHOOLS	4/15/2021	93.51	Tuition to Oth Distr	General
		FARGO PUBLIC SCHOOLS Total		374.04		
124666	1994	FARM CITY SUPPLY	4/15/2021	29.57	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	6.09	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	20.57	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	16.99	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	31.68	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	38.97	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	17.97	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	67.45	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	12.18	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	2.78	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	18.39	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	4.52	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	37.98	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	152.70	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	19.98	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	12.58	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	4.08	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	265.31	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	4.98	General Supply	General
124666	1994	FARM CITY SUPPLY	4/15/2021	2.97	General Supply	General

Breckenridge Public School

Payment Register

124666	1994	FARM CITY SUPPLY	4/15/2021	7.99	General Supply	General
		FARM CITY SUPPLY Total		515.73		
124667	153	FARMERS UNION OIL CO	4/15/2021	307.74	Gasoline & Oil	General
124667	153	FARMERS UNION OIL CO	4/15/2021	5,894.44	Gasoline & Oil	General
		FARMERS UNION OIL CO Total		6,202.18		
124668	2774	FIRST ADVANTAGE BACKGROUND SERVICES C	4/15/2021	9.34	Miscellaneous	General
		FIRST ADVANTAGE BACKGROUND SERVICES CORP Total		9.34		
124669	2238	FURTHER	4/15/2021	67.10	Consulting Fees	General
		FURTHER Total		67.10		
124670	1499	GOPHER STATE ONE-CALL	4/15/2021	2.70	Miscellaneous	General
		GOPHER STATE ONE-CALL Total		2.70		
124671	1432	GRIPPERS SPORTS TROPHYS	4/15/2021	589.00	Supply	Community Service
124671	1432	GRIPPERS SPORTS TROPHYS	4/15/2021	1,079.00	General Supply	General
		GRIPPERS SPORTS TROPHYS Total		1,668.00		
124672	3435	HEALTH PARTNERS	4/15/2021	46,062.57	Group Health Payable	General
		HEALTH PARTNERS Total		46,062.57		
124673	1529	HILLYARD /HUTCHINSON	4/15/2021	233.99	General Supply	General
124673	1529	HILLYARD /HUTCHINSON	4/15/2021	109.67	General Supply	Food Service
124673	1529	HILLYARD /HUTCHINSON	4/15/2021	28.80	General Supply	General
124673	1529	HILLYARD /HUTCHINSON	4/15/2021	24.58	General Supply	General
124673	1529	HILLYARD /HUTCHINSON	4/15/2021	186.32	General Supply	General
124673	1529	HILLYARD /HUTCHINSON	4/15/2021	250.60	General Supply	Food Service
124673	1529	HILLYARD /HUTCHINSON	4/15/2021	139.31	General Supply	General
124673	1529	HILLYARD /HUTCHINSON	4/15/2021	49.16	General Supply	General
124673	1529	HILLYARD /HUTCHINSON	4/15/2021	239.40	General Supply	General
124673	1529	HILLYARD /HUTCHINSON	4/15/2021	241.24	General Supply	General
		HILLYARD /HUTCHINSON Total		1,503.07		
124674	226	IND. SCHOOL DIST. NO. 152	4/15/2021	558.33	Tuition to Oth Distr	General
		IND. SCHOOL DIST. NO. 152 Total		558.33		
124675	1505	INNOVATIVE OFFICE SOLUTIONS	4/15/2021	21.17	SMD12143 FOLDER,1/3CUT,LTR,GN	General
124675	1505	INNOVATIVE OFFICE SOLUTIONS	4/15/2021	1.83	UNV01117 RUBBERBANDS,SIZE 117,1LB	General
124675	1505	INNOVATIVE OFFICE SOLUTIONS	4/15/2021	3.68	UNV00133 RUBBERBANDS,SIZE 33,1LB	General
124675	1505	INNOVATIVE OFFICE SOLUTIONS	4/15/2021	1.84	UNV00119 RUBBERBANDS,SIZE 19,1LB	General
124675	1505	INNOVATIVE OFFICE SOLUTIONS	4/15/2021	12.00	BWK7440EA SOAP,DISH,ULTRA,40OZ	General
124675	1505	INNOVATIVE OFFICE SOLUTIONS	4/15/2021	221.94	LEO77365 COMPASS,W/LOCK,12",SV	General
		INNOVATIVE OFFICE SOLUTIONS Total		62.46		
124676	1900	INTERQUEST DETECTION CANINES	4/15/2021	320.00	General Supply	General

Payment Register

		INTERQUEST DETECTION CANINES Total		320.00		
124677	3039	J. H. LARSON COMPANY	4/15/2021	261.90	SYL FO28/841/XP/SS/ECO3/22179	General
124677	3039	J. H. LARSON COMPANY	4/15/2021	321.27	SYL QHE-2X32TX/UNV-ISN-SC49853 BALLAST	General
124677	3039	J. H. LARSON COMPANY	4/15/2021	0.01	Rounding Adjustment	General
		J. H. LARSON COMPANY Total		583.18		
124678	3092	JK SPORTS	4/15/2021	24.95	Supply	General
		JK SPORTS Total		24.95		
124679	2325	JOHN DEERE FINANCIAL	4/15/2021	100.00	Repair/Equipment	General
		JOHN DEERE FINANCIAL Total		100.00		
124680	2551	JOHNSON PLASTICS	4/15/2021	47.08	LBWHK031 Maple Pen Holder Box	General
124680	2551	JOHNSON PLASTICS	4/15/2021	173.89	WHK141-EA Maple Keepsake Box	General
124680	2551	JOHNSON PLASTICS	4/15/2021	16.46	LBWHK034-EA Wood Rectangle Keychain	General
124680	2551	JOHNSON PLASTICS	4/15/2021	25.92	WHK114 Triangular Single Pen Box Maple	General
124680	2551	JOHNSON PLASTICS	4/15/2021	62.30	WTW027 Maple Memo Pen Holder	General
		JOHNSON PLASTICS Total		325.65		
124681	1929	JOSTENS	4/15/2021	1,064.66	Printing & Binding	General
		JOSTENS Total		1,064.66		
124682	2556	JW PEPPER	4/15/2021	15.95	Allegro from Beethoven's Fifth Symphony Woodwind Quintet	General
124682	2556	JW PEPPER	4/15/2021	3.99	Shipping/Handling	General
		JW PEPPER Total		19.94		
124683	1086	KBMW 1450	4/15/2021	465.00	Advertising	General
124683	1086	KBMW 1450	4/15/2021	600.00	Live Streamng Music Concerts	General
		KBMW 1450 Total		1,065.00		
124684	3100	KEMPS LLIC	4/15/2021	116.45	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	210.75	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	137.06	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	326.73	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	137.49	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	316.65	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	231.93	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	168.93	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	337.16	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	263.97	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	285.44	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	316.12	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	158.60	Milk	Food Service

Breckenridge Public School

Payment Register

124684	3100	KEMPS LLIC	4/15/2021	211.35	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	168.63	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	74.33	Milk	Food Service
124684	3100	KEMPS LLIC	4/15/2021	63.58	Milk	Food Service
		KEMPS LLIC Total		3,335.17		
124685	518	LAKES COUNTRY SERVICE COOP	4/15/2021	88.50	Miscellaneous	General
124685	518	LAKES COUNTRY SERVICE COOP	4/15/2021	15.00	Travel	General
		LAKES COUNTRY SERVICE COOP Total		103.50		
124686	1220	LAKESHORE	4/15/2021	5.68	TS281 TS281 - Easy-Squeeze Scissors	Community Service
124686	1220	LAKESHORE	4/15/2021	16.14	EV214 EV214 - Brilliant Dot Art Painters - 6-Color Set	Community Service
124686	1220	LAKESHORE	4/15/2021	13.29	KW5851 KW5851 - Art Tissue Paper - 100 Sheets	Community Service
124686	1220	LAKESHORE	4/15/2021	37.98	TA5314 TA5314 - Watercolor Paper	Community Service
124686	1220	LAKESHORE	4/15/2021	18.80	RS4 RS4 - Best-Buy School Glue - 4 Ounces	Community Service
124686	1220	LAKESHORE	4/15/2021	13.29	RS264 RS264 - Best-Buy School Glue - Gallon	Community Service
124686	1220	LAKESHORE	4/15/2021	16.14	EV212 EV212 - Regular Dot Art Painters - 6-Color Set	Community Service
124686	1220	LAKESHORE	4/15/2021	31.34	BS525Z BS525Z - Washable Watercolor Set - Dozen	Community Service
124686	1220	LAKESHORE	4/15/2021	47.49	PP709 Jumbo Double-Sided Magnetic Money	General
		LAKESHORE Total		200.15		
124687	3328	MARCO TECHNOLOGIES, LLC	4/15/2021	1,620.92	Copier/Printer Maintenance	General
		MARCO TECHNOLOGIES, LLC Total		1,620.92		
124688	3350	MINNKOTA ENVIRO SERVICES	4/15/2021	30.00	Garbage	General
		MINNKOTA ENVIRO SERVICES Total		30.00		
124689	3577	MISSION MECHANICAL	4/15/2021	588.00	Repair/Building	General
124689	3577	MISSION MECHANICAL	4/15/2021	343.00	Repair/Building	General
		MISSION MECHANICAL Total		931.00		
124690	2718	MN STATE COMMUNITY AND TECHNICAL COL	4/15/2021	59.99	Textbook/ Curriculum	Capital Outlay
124690	2718	MN STATE COMMUNITY AND TECHNICAL COL	4/15/2021	41.55	Textbook/ Curriculum	Capital Outlay
124690	2718	MN STATE COMMUNITY AND TECHNICAL COL	4/15/2021	127.30	Textbook/ Curriculum	Capital Outlay
124690	2718	MN STATE COMMUNITY AND TECHNICAL COL	4/15/2021	168.00	Textbook/ Curriculum	Capital Outlay
		MN STATE COMMUNITY AND TECHNICAL COLLEGE Total		396.84		
124691	360	NDSCS	4/15/2021	3,157.23	Tuition to Oth Distr	General
124691	360	NDSCS	4/15/2021	465.36	Rental of Auditorium for band concert	General
		NDSCS Total		3,622.59		
124692	1243	NORTH CENTRAL TRUCK EQUIPMENT	4/15/2021	52.84	Repair/Equipment	General

Breckenridge Public School

Payment Register

124692	1243	NORTH CENTRAL TRUCK EQUIPMENT	4/15/2021	155.62	Repair/Equipment	General
		NORTH CENTRAL TRUCK EQUIPMENT Total		208.46		
124693	927	NW LINKS	4/15/2021	1,612.43	Internet	General
		NW LINKS Total		1,612.43		
124694	3157	OTTERTAIL/ MINN-DAKOTA COACHES	4/15/2021	1,533.24	Travel	General
		OTTERTAIL/ MINN-DAKOTA COACHES Total		1,533.24		
124695	2193	PEMBERTON, SORLIE, RUFER &	4/15/2021	98.00	Consulting Fees	General
		PEMBERTON, SORLIE, RUFER & Total		98.00		
124696	682	POPLER'S MUSIC STORE	4/15/2021	31.60	14041605 Hide and Seek SATB Heap	General
		POPLER'S MUSIC STORE Total		31.60		
124697	2131	PROTECTION SYSTEMS, INC	4/15/2021	1,028.00	Security Camera Replacements	General
		PROTECTION SYSTEMS, INC Total		1,028.00		
124698	3419	QUADIANT LEASING USA, INC.	4/15/2021	183.09	Rent/Lease	General
124698	3419	QUADIANT LEASING USA, INC.	4/15/2021	183.09	Rent/Lease	General
		QUADIANT LEASING USA, INC. Total		366.18		
124699	3572	RED RIVER TELEPHONE ASSN	4/15/2021	30.58	Telephone	General
124699	3572	RED RIVER TELEPHONE ASSN	4/15/2021	35.99	Telephone	General
124699	3572	RED RIVER TELEPHONE ASSN	4/15/2021	345.41	Telephone	General
124699	3572	RED RIVER TELEPHONE ASSN	4/15/2021	345.42	Telephone	General
		RED RIVER TELEPHONE ASSN Total		757.40		
124700	411	REGION I COMPUTER SERVICES	4/15/2021	1,758.21	Dues	General
124700	411	REGION I COMPUTER SERVICES	4/15/2021	2,637.31	Data Processing Svcs	Capital Outlay
		REGION I COMPUTER SERVICES Total		4,395.52		
124701	1705	RIXSTINE RECOGNITION	4/15/2021	26.95	PB0912-AMC 9x12 Plaque	General
124701	1705	RIXSTINE RECOGNITION	4/15/2021	12.50	AMC Winner Plate 2021, AMC 10, Alex Ohm, Colin Suko	General
124701	1705	RIXSTINE RECOGNITION	4/15/2021	12.50	AMC Winner Plate 2021, AMC 12, Aidan Ruddy	General
124701	1705	RIXSTINE RECOGNITION	4/15/2021	20.40	Shipping	General
		RIXSTINE RECOGNITION Total		72.35		
124702	3224	SANFORD HEALTH OCCUPATION MEDICINE C	4/15/2021	100.00	Miscellaneous	General
		SANFORD HEALTH OCCUPATION MEDICINE CLINIC Total		100.00		
124703	2006	SCHMITTY'S PBLG, HTG & SHTMTL	4/15/2021	358.00	Repair/Building	General
124703	2006	SCHMITTY'S PBLG, HTG & SHTMTL	4/15/2021	178.45	Repair/Building	General
124703	2006	SCHMITTY'S PBLG, HTG & SHTMTL	4/15/2021	309.00	Repair/Building	General
124703	2006	SCHMITTY'S PBLG, HTG & SHTMTL	4/15/2021	574.40	Repair/Building	General
		SCHMITTY'S PBLG, HTG & SHTMTL Total		1,209.85		

Breckenridge Public School

Payment Register

124704	3259	SCHOOL HEALTH CORPORATION	4/15/2021	114.00	34397 Safetec ABHC Instant Hand Sanitizer, 2 oz. flip top	General
		SCHOOL HEALTH CORPORATION Total		114.00		
124705	919	SCHOOL NURSE SUPPLY INC.	4/15/2021	3.49	#18115 Bacitracin Ointment	General
124705	919	SCHOOL NURSE SUPPLY INC.	4/15/2021	5.90	#22036 Burn Spray	General
124705	919	SCHOOL NURSE SUPPLY INC.	4/15/2021	3.50	#18355 Hydrocortisone Cream	General
124705	919	SCHOOL NURSE SUPPLY INC.	4/15/2021	5.95	Freight	General
		SCHOOL NURSE SUPPLY INC. Total		18.84		
124706	1126	SCHOOL SPECIALTY	4/15/2021	74.00	408928 Jack Richeson Plastic Flexible Super Safety Painting Knife Set, Set of 5	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	131.80	1405580 Crescent Canvas Board, 15 x 20 Inches, Pack of 15	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	7.34	1353819 Jack Richeson Acid-Free Economy Masque Liquid, 3.75 oz	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	4.67	404007 Duck Tape Colored Duct Tape, 1.88 in x 20 yd, Yellow	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	4.67	404006 Duck Tape Colored Duct Tape, 1.88 in x 20 yd, Red	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	4.67	2004099 Duck Tape Printed Duct Tape, 1-7/8 Inch x 10 Yards, Mermaid	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	4.67	2004098 Duck Tape Printed Duct Tape, 1-7/8 Inch x 20 Yards, Fluorescent Citrus	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	4.67	404012 Duck Tape Colored Duct Tape, 1.88 in x 20 yd, White	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	4.67	2004095 Duck Tape Printed Duct Tape, 1-7/8 Inch x 10 Yards, Neon Floral	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	4.67	1436310 Duck Tape Colored Duct Tape, 1.88 in x 20 yd, Aqua	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	17.35	086380 Scotch 3650 Moving and Storage Tape, 1.88 Inches x 38.20 Yards, Pack of 4	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	41.25	015741 FOLDER FILE LTR 1/3-CUT TAB PACK OF 100 - SCHOOL SMART	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	72.78	1434788 TAPE PACKING 1.88X109YD.6 CLEAR MMM3350L6 PACK OF 6	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	9.08	027445 PAPER LEGAL PADS 5X8 WHITE 50 SHTS PK OF 12 SCHOOL SMART	General

Breckenridge Public School

Payment Register

124706	1126	SCHOOL SPECIALTY	4/15/2021	3.37	1375273 TAPE PACKAGING W/REFILLABLE DISPENSER 2X800 CLEAR MMM145	General
124706	1126	SCHOOL SPECIALTY	4/15/2021	3.11	1466605 TAPE GREENER COMRCL GRADE SHP/PKG TAPE 1.88 IN X 19.40 YD 1 ROLL W/DISP	General
		SCHOOL SPECIALTY Total		392.77		
124707	647	SMITH MOTORS INC	4/15/2021	76.48	Repair/Equipment	General
		SMITH MOTORS INC Total		76.48		
124708	3524	SOLUTIONS	4/15/2021	2,500.00	Consulting Fees	General
		SOLUTIONS Total		2,500.00		
124709	3269	SOUTHERN VALLEY MECHANICAL	4/15/2021	118.94	Repair	Food Service
		SOUTHERN VALLEY MECHANICAL Total		118.94		
124710	1583	SOUTHWEST STATE UNIVERSITY	4/15/2021	13,200.00	Tuition to Oth Distr	General
		SOUTHWEST STATE UNIVERSITY Total		13,200.00		
124711	1553	SUMMERSVILLE ELECTRIC, INC.	4/15/2021	125.00	Repair/Building	General
124711	1553	SUMMERSVILLE ELECTRIC, INC.	4/15/2021	757.44	Repair/Building	General
124711	1553	SUMMERSVILLE ELECTRIC, INC.	4/15/2021	103.24	Repair/Building	General
124711	1553	SUMMERSVILLE ELECTRIC, INC.	4/15/2021	337.46	Repair	Food Service
		SUMMERSVILLE ELECTRIC, INC. Total		1,323.14		
124712	3527	TEAMBUILDR	4/15/2021	300.00	PLATINUM LICENSE - UP O 500 ATHLETES	General
124712	3527	TEAMBUILDR	4/15/2021	900.00	PLATINUM LICENSE - UP O 500 ATHLETES	Community Service
		TEAMBUILDR Total		1,200.00		
124713	1516	TELIN TRANSPORTATION GROUP	4/15/2021	61.67	Repair/Equipment	General
		TELIN TRANSPORTATION GROUP Total		61.67		
124714	1245	THE INSTRUMENTALIST COMPANY	4/15/2021	61.00	Sousa Combination Award	General
124714	1245	THE INSTRUMENTALIST COMPANY	4/15/2021	61.00	Jazz Combination Award	General
124714	1245	THE INSTRUMENTALIST COMPANY	4/15/2021	12.00	Shipping	General
124714	1245	THE INSTRUMENTALIST COMPANY	4/15/2021	56.00	Certificate Frame	General
124714	1245	THE INSTRUMENTALIST COMPANY	4/15/2021	70.00	Sousa Add-On Plaque	General
124714	1245	THE INSTRUMENTALIST COMPANY	4/15/2021	111.00	Jazz Wall Plaque	General
124714	1245	THE INSTRUMENTALIST COMPANY	4/15/2021	18.00	Sousa Plaqu/A-O Repl Plate	General
124714	1245	THE INSTRUMENTALIST COMPANY	4/15/2021	22.00	Shipping	General
		THE INSTRUMENTALIST COMPANY Total		411.00		
124715	3532	TODAY'S DRIVING SCHOOL	4/15/2021	330.00	Community Ed Class Instructor/ Contracted Servic	Community Service
		TODAY'S DRIVING SCHOOL Total		130.00		
124716	2162	TOTAL FILTRATION SERVICES, INC	4/15/2021	325.43	General Supply	General

Breckenridge Public School

Payment Register

		TOTAL FILTRATION SERVICES, INC Total		325.43		
124717	3579	TOWN AND COUNTRY HEATING, COOLING &	4/15/2021	158.40	Repair	Food Service
		TOWN AND COUNTRY HEATING, COOLING & REFRIGERA		158.40		
124718	2424	ULINE	4/15/2021	241.00	S-14244 40x48" 200 lb Corrugated Pads - White	General
124718	2424	ULINE	4/15/2021	55.21	Shipping & Handling	General
		ULINE Total		296.21		
124719	1409	US FOODS, INC	4/15/2021	158.19	Food	Food Service
124719	1409	US FOODS, INC	4/15/2021	150.47	General Supply	Food Service
124719	1409	US FOODS, INC	4/15/2021	296.28	Food	Food Service
124719	1409	US FOODS, INC	4/15/2021	111.39	General Supply	Food Service
124719	1409	US FOODS, INC	4/15/2021	200.23	Food	Food Service
124719	1409	US FOODS, INC	4/15/2021	54.30	General Supply	Food Service
124719	1409	US FOODS, INC	4/15/2021	24.18	Food	Food Service
124719	1409	US FOODS, INC	4/15/2021	253.68	Food	Food Service
124719	1409	US FOODS, INC	4/15/2021	161.46	General Supply	Food Service
124719	1409	US FOODS, INC	4/15/2021	25.01	Food	Food Service
124719	1409	US FOODS, INC	4/15/2021	258.35	Food	Food Service
124719	1409	US FOODS, INC	4/15/2021	86.10	General Supply	Food Service
124719	1409	US FOODS, INC	4/15/2021	387.03	Food	Food Service
124719	1409	US FOODS, INC	4/15/2021	37.14	General Supply	Food Service
124719	1409	US FOODS, INC	4/15/2021	248.59	Food	Food Service
124719	1409	US FOODS, INC	4/15/2021	54.16	General Supply	Food Service
124719	1409	US FOODS, INC	4/15/2021	239.11	Food	Food Service
124719	1409	US FOODS, INC	4/15/2021	52.92	General Supply	Food Service
124719	1409	US FOODS, INC	4/15/2021	69.20	Food	Food Service
124719	1409	US FOODS, INC	4/15/2021	72.76	Food	Food Service
124719	1409	US FOODS, INC	4/15/2021	36.39	Food	Food Service
		US FOODS, INC Total		2,976.94		
124720	1945	WAHPETON ACE HARDWARE	4/15/2021	4.34	General Supply	General
124720	1945	WAHPETON ACE HARDWARE	4/15/2021	101.41	General Supply	General
		WAHPETON ACE HARDWARE Total		105.75		
124721	1569	WAHPETON AUTO VALUE	4/15/2021	66.11	Repair/Equipment	General
124721	1569	WAHPETON AUTO VALUE	4/15/2021	-154.99	Repair/Equipment	General
124721	1569	WAHPETON AUTO VALUE	4/15/2021	37.24	Repair/Equipment	General
124721	1569	WAHPETON AUTO VALUE	4/15/2021	33.30	Repair/Equipment	General
124721	1569	WAHPETON AUTO VALUE	4/15/2021	12.99	Repair/Equipment	General
		WAHPETON AUTO VALUE Total		4.65		

Payment Register

124722	688	WILKIN COUNTY TREASURER	4/15/2021	255.00	Taxes and Special Assesments	General
124722	688	WILKIN COUNTY TREASURER	4/15/2021	255.00	Taxes and Special Assesments	General
		WILKIN COUNTY TREASURER Total		510.00		
124723	1190	ANDERSON'S	4/15/2021	339.99	#19N2 - Garden Glamour Arch Kit	Student Activities
124723	1190	ANDERSON'S	4/15/2021	39.96	#220211 - White Wire Arch	Student Activities
124723	1190	ANDERSON'S	4/15/2021	199.98	#BBLED - Brown Branch Wire Tree	Student Activities
124723	1190	ANDERSON'S	4/15/2021	89.90	#250362PK - Pink Cherry Blossom Spray	Student Activities
124723	1190	ANDERSON'S	4/15/2021	239.94	#HX202 - 3-piece Square Wooden Planters Set	Student Activities
124723	1190	ANDERSON'S	4/15/2021	27.98	#250449IVPK - White and Pink Artificial Flower Garland	Student Activities
124723	1190	ANDERSON'S	4/15/2021	50.94	#250411 - Artificial Leaf Garland	Student Activities
124723	1190	ANDERSON'S	4/15/2021	259.98	#TUL54GLD - Decorating Tulle - 54' x 100 yds	Student Activities
124723	1190	ANDERSON'S	4/15/2021	129.96	#19N18 - Midnight Glow Lanterns Kit (set of 4)	Student Activities
124723	1190	ANDERSON'S	4/15/2021	334.87	Freight	Student Activities
		ANDERSON'S Total		1,713.50		
		Grand Total		528,048.11		
		Wire Disbursements		394,015.64		
		Check Disbursements		134,032.47		
				528,048.11		
		Fund Summary				
		General Fund		494,819.14		
		Food Service Fund		23,830.62		
		Community Service Fund		3,466.89		
		Capital Fund		3,034.15		
		Debt Service Fund		0.00		
		Trust Fund		0.00		
		Student Activities Fund		2,897.31		

Breckenridge Public Schools

Student Activities Account

31-Mar-21

UFARS Crs #		03/01/2021 Balance	Deposits	Expenses	03/31/2021 Balance
921	Class of 2021	3,252.00			3,252.00
922	Class of 2022	13,772.40		8,071.15	5,701.25
978	National Honor Society	2,437.68		47.26	2,390.42
979	HS Student Council	5,780.77			5,780.77
980	Letterclub	3,857.45		10.68	3,846.77
981	Mathletes	237.36			237.36
982	HS Band	12,763.76	277.00		13,040.76
983	Boys Golf	62.53			62.53
984	HS Choir	6,017.36		130.00	5,887.36
986	FFA	0.00			0.00
987	Close Up	1,620.79			1,620.79
988	Speech	4,944.32	-50.00	97.19	4,797.13
989	Drama Club	3,875.55	-550.00	226.00	3,099.55
990	DECA	4,634.77	321.36	10.73	4,945.40
991	Robotics	3,553.38			3,553.38
	Totals	66,810.12	-1.64	8,593.01	58,215.47

Breckenridge Public School-Contingent Account
Account Summary
March 2021

	<u>Mar 21</u>
Ordinary Income/Expense	
Expense	
01005010000899000 Sch Bd Misc	75.00
01100203000430000 Elem Supply	118.87
01100791000054000 Ski Trip	44.00
01300291000369288 Spch Entry Fe	518.00
01300294000369212 Wrsting Entry	200.00
01300294000820201 Baseball Memb	112.00
04005591000319211 Yth Volleybal	200.00
R02005770701601000 Lunch Refund	25.55
	<hr/>
Total Expense	1,293.42
	<hr/>
Net Ordinary Income	-1,293.42
	<hr/>
Net Income	<u><u>-1,293.42</u></u>

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Mar 21				
03/02/2021	26491	Lynda Wahl	Lunch Refund	-25.55
03/02/2021	26492	Minnesota BCA	Dodge	-15.00
03/02/2021	26493	Region 6A	Section Wrestling March 16	-200.00
03/03/2021	26494	Watertown-Mayer High School	Speech 3/4/2021	-36.00
03/03/2021	26495	Battle Lake Public School	Speech 3/6/2021	-60.00
03/03/2021	26496	DGF Public School	VB 3/20 & 4/10/21	-200.00
03/19/2021	26497	Parkers Prairie School	Speech 3/20/21	-54.00
03/19/2021	26498	Perham Public School	Speech 3/13/21	-192.00
03/19/2021	26499	Kevin Hiedeman	Baseball dues	-58.50
03/19/2021	26500	Jack Hiedeman	Baseball dues	-53.50
03/19/2021	26501	Julie Ernst	Ski Trip Reimbursement	-24.00
03/19/2021	26502	Kyle Hirschey	Ski Trip Reimbursement	-20.00
03/19/2021			Deposit	288.97
03/19/2021	26503	Minnesota BCA	Differding,Langston,Masterson	-45.00
03/22/2021			Void Ck 26308	15.70
03/22/2021	26504	Breckenridge Public School	Angel Funds-Lesley Salinas	-15.70
03/26/2021	26505	Melrose Area Schools	Speech 3/27/21	-60.00
03/26/2021	26506	SpeechWire Tournament Services	Speech 3/18/21	-116.00
03/26/2021	26507	Corinna Erickson	Supply	-118.87
03/26/2021	26508	Minnesota BCA	Kjeseth	-15.00
Mar 21				

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	47		45
1		36	36	37	37	38	38	37	38		32
2		28	28	28	29	30	30	30	30		48
3		44	44	45	45	45	46	46	46		42
4		32	34	36	37	37	38	39	39		51
5		42	43	49	49	49	50	50	50		50
6		47	47	48	48	49	50	50	50		47
7		46	46	46	46	46	45	44	45		41
8		34	34	35	35.5	33.5	35.5	37.5	36.5		43
9		48	47	50	51	52	51	51	51		63
10		59	59	60	59	59	61	63	63		50
11		47	47	48	47	46	46	46	46		49
12		48	50	49	49	49	48	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	589.5	0	628
Pre-School		57	57	57	59	58	58	60	62		83
Elementary Virtual		34	32	18	18	18	10	10	10		
Middle Virtual		7	8	7	5.5	4.5	3.5	3.5	3.5		
High Virtual		8	11	11	9	9	1	1	1		
VL		7	9	6	6	7	9	7	7		8
Grand Total		664	674	677	677	676	666	669	673	0	719
MS St. Mary's		32	32	32	32	32	32	32	32		22
ALP Concurrent											13
NDSCS Concurrent		5	5	5	5	5	5	5	5		15
Homeschool Part-time		0	0	0	0	0	0	0	0		2

Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel



Elementary Board Report:

April 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.

COVID (as of 4/15/21) Cases:

- 14 Quarantined due to close contact
- Five Bus #6 students came back Monday (4/19/21)

DAC (District Assessment Coordinator) - Spring State Testing

- Testing has started at the elementary for grades 3-6

ParaEducator Week - Celebrated first week of April

- Treats daily for the paras and pizza on Wednesday
- So grateful for all they do on a daily basis!

Standards Based Report Cards

- Teachers have made and submitted changes for next year
- Science and ELA standards implementation have been delayed due to COVID

Summer School Planning

- Draft plan - 16 days for K-3rd graders (120 students) in June and July - 2 sections each grade, 15 max per classroom.

Planning for next year

- Staffing
- Educator Excellence Plan changes to the mentor/mentee program - postponed a year due to COVID - taking more of a team approach.

**Breckenridge High School
School Board Report
Wed. April 21, 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:

-

Old Business

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

-<https://newtechnetwork.org>

Facilitator Teams:

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

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

*****Update:** Thurs. April 8, the NTN leadership team (Miriam T., Jack H., Margaret W. and I) met with our NTN coach to set the agenda and goals for the 2021-2022 school year.

Goal #1: How do we make PBL, Prbl, Inquiry based learning a reality for the 2021-2022 school year?

Goal #2: What does successful participation look like for the adults? For the students?

Goal #3: Written Communication

*****Met with the Gr. 9-10 team** on Mon. April 12 for our 1st meeting. Gr. 9-10 team will be going through the NTN 101 process.

2.2021-2022 School Year:

-We are planning the 2021-2022 School Year

- Master Schedule: Goal is by May

Goals:

1.How do we make PBL a reality for the next school year (2021-2022)?

2. What does successful participation look like for the adults? For the students?

3.Written Communication

New Business:

1. New Tech Network Learner Outcomes

- Agency
- Communication (Oral and Written)
- **Knowledge and Thinking: Curriculum Mapping; Working on this**
- Collaboration

2. Discussion Topics:

- Graduation:** Sun. June 6 @ 2pm; Graduation letter and Graduation details letter is attached
- Prom:** Sat. May 8
- MCA testing:** Gr. 7-8 will start testing Wed. May 5 (Science), Wed. May 12 (Math) and Wed. May 19 (Reading) in the afternoon; Gr. 10 Science test will be in May

3. 7th and 8th grade Chromebooks

- We have Finalized the 7th and 8th grade student Digital test on Google Forms

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

- Thurs. May 27 and Fri. May 28: 7th grade project

5. Summer School Organization

- We are working on Summer School instruction and organization
- Looking at sessions in June and in August

May Reports and Updates:

1. Approve Preliminary list of 2021 Graduates
2. 2021-2022 Master Schedule (Approval)
3. FINAL Summer School organization

New Projects the High School is working on:

1. Adult Learning in our School: GOAL
2. OPPORTUNITY CELEBRATIONS and OPPORTUNITY GAPS

Announcements/Calendar of Events:

- Wed. April 14: 2 Revolutions training (Grant meeting)
- Thurs. April 22: Staff Development meeting
- Fri. April 23: Summer School Organization
- Wed. April 28: NDSCS fall registration conversation
- Wed. April 28: 2 Revolutions training (Grant meeting)
- Mon. May 10: Registration starts for students in grades 8-11 for the 2021-2022 school year
- Wed. May 12: 2 Revolutions training (Grant meeting)
- Fri. May 14: Curriculum Mapping
- Mon. May 17: Student Showcase Night (5pm-8:30pm)**



Breckenridge High School

"Home of the Cowboys & Cowgirls"

710 North 13th Street, Breckenridge MN 56520
Telephone: 218-643-2694 FAX: 218-643-5229
www.breckenridge.k12.mn.us



April 12, 2021

Dear Parent/Guardian of 2021 Senior:

Congratulations! Your son or daughter will soon graduate from Breckenridge High School as a member of the Class of 2021. It has been a great privilege to get to know your son/daughter and your family over the past 4 years as Principal. The Class of 2021 has handled themselves with class, grit and resilience. The COVID class of 2021 definitely had a unique Senior year.

The purpose of this letter is to inform you of the end of the year scheduled events for seniors and their families.

1. The recommendation to the Breckenridge School Board will be that the **last day of regular classes for Seniors is Friday May 28**. All seniors will take their final tests before this date.
2. All seniors must have all their fees paid, detention and seat time hours made up and all other school responsibilities taken care of before they will be allowed to walk in the graduation ceremony.
3. The graduation ceremony for the Class of 2021 will be on Sunday, June 6 at 2:00pm on the high school football field. All seniors walking will receive at least 6 tickets per family for the graduation ceremony. **Seniors should be at the high school football field shed/concession stand by 1:00pm on graduation day**. It is expected that all students will dress and conduct themselves appropriately for graduation services.
****Note: In case of inclement weather, the graduation ceremony will be held in the high school gym on Monday June 7, 2021 @ 7:00pm.*
4. **ALL current CDC, Minnesota Department of Health Guidelines, Minnesota Department of Education guidelines and local Wilkin County Public Health COVID guidelines will be enforced at the Breckenridge graduation ceremony**. This includes wearing masks, seating charts (contact tracing) and other guidelines.
****Note: We will send out COVID graduation guidance to all Seniors and their families by Friday May 28.*
5. Scholarship applications have been given to students through our Breckenridge guidance counseling office. If you have any questions about scholarships, please contact Mrs. Quast at the Breckenridge high school or check the Class of 2021 google classroom.
6. **The senior academic awards will be scheduled for Wednesday June 2nd at 6:00pm in the high school gym.**

Breckenridge Public School District #846 does not discriminate on the basis of race, color, national origin, sex, or disability.



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7. **The senior scholarship ceremony is scheduled for Wednesday June 2nd at 6:30pm in the high school auditorium.** Each scholarship winner will have his/her name listed in the commencement program as a recipient of each scholarship. We encourage all parents/guardians to attend. ****Note: Need to be Present to Win*
8. **Graduation rehearsal will take place on Thursday June 3rd** starting at approximately 10:30am on the high school football field. **ALL SENIORS MUST BE PRESENT!**
9. *NO SKIP day is recognized by Breckenridge high school.* If a senior chooses to skip school, he or she will make up the time before Friday, June 4. If he or she does not make up the time missed, they will not be allowed to participate in the commencement services. All seniors have been informed of these consequences and understand the impact of this decision.
10. To participate in graduation ceremony at Breckenridge High School, **students must have passing grades in the required 24 credits to graduate** before their diploma will be signed.
11. We have enclosed your son or daughter's **high school transcript for your review.** You can also check your son's/daughter's academic transcript on ParentVue.

If you have any questions or concerns in regards to graduation or the schedule of events for your son/daughter please do not hesitate to contact me or Mrs. Quast at the high school

We look forward to having a great last two months with your Senior student before graduation!

Sincerely,

Craig J. Peterson
Principal
Breckenridge High School
218-641-4005
peteronc@breckenridge.k12.mn.us

Kim Quast
Counselor
Breckenridge High School
218-641-4013
quastk@breckenridge.k12.mn.us

**BRECKENRIDGE SCHOOL DISTRICT #846
NEGOTIATIONS COMMITTEE MEETING
MONDAY, MARCH 29, 2021
4:00 PM
ELEMENTARY CONFERENCE ROOM #233**

Committee members present: Steve Arnhalt, Justin Nepl, Shawn Roberts

Others present: Neil Kusler, Renee Fedderson, Jolynn Werner, Cathy Affield

Steve Arnhalt reported on his meeting with Mr. Brad Strand in regard to negotiating a contract for the superintendent position.

Reviewed total contract value numbers from area schools for comparison.

The recommendation of the negotiations committee to be brought to the full board is as follows:

- Term: three year contract
- Salary: \$139,000 fixed for three years
- Health Insurance Allowance: \$650/month (unused balance can be applied to HSA)
- Life Insurance: \$100,000
- Long Term Disability Coverage: \$120,000 (maximum salary)
- 403(b) Match: \$4,000 per year
- Vacation Days: Year 1: 20 days, Year 2: 22 days, Year 3: 24 days
- Holidays: 10 per year
- Sick Leave: 12 days per year, accumulative to 100 days

A special board meeting will be scheduled virtually Wednesday, April 7, 2021 @ 7:00 a.m.

Adopted: 04/21/2021.

Breckenridge ISD 846 Policy 610

Orig. 1995

Revised:

Rev. 2012

610 FIELD 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. 2019

613 GRADUATION REQUIREMENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade 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 a minimum of 24 credits, as determined by the school district, the following high school level credits for graduation:

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
- C. An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- D. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
- F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
- G. Other local graduation credit requirements include: .5 Speech, .5 Personal Finance, 1 Health, .5 Physical Education
- H. A minimum of seven elective credits.
- I. 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.

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. A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
- 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.

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. 2017

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

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*.
 - 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. Confirm that on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form is posted.

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.
 - k. 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.
 - l. 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. 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.
- h. Return secure test materials as outlined in applicable manuals and resources.
- i. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.

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 information regarding 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.

2. Responsibilities on testing day(s).

a. Distribute materials to test monitors 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*.
 - 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. 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.
 - (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.
- B. Students will be informed of the following:
 1. The importance of test security;
 2. Expectation that students will keep test content secure;

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

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

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

C. Staff will be informed of the following:

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

V. **REQUIRED DOCUMENTATION FOR PROGRAM AUDIT**

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

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

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

Legal References:

Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process)
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)

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/GuidelinesforAccommodandLS_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)

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

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.
 2. The Advisory Committee (World's Best Workforce Committee) will be established by the school board, as recommended by the Superintendent, 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. See Form 616F Breckenridge Curriculum Review Cycle
- C. Implementation of Graduation Requirements
1. The 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 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 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. 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 will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota 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)
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)

Breckenridge Curriculum Review Cycle

Phase	Year 1	Year 2	Year 3	Year 4	Year 5
Major Task	Research/Plan/ Evaluate current	Development	Resource Selection & Purchase*	Implement/Train/ Evaluate	Monitor/Adjust common assessments
20-21	Social Studies/ World Lang	Language Arts	Science/ Health & PE	Math	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool
21-22	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool	Social Studies/ World Lang	Language Arts	Science/ Health & PE	Math
22-23	Math	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool	Social Studies/ World Lang	Language Arts	Science/ Health & PE
23-24	Science/ Health & PE	Math	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool	Social Studies/ World Lang	Language Arts
24-25	Language Arts	Science/ Health & PE	Math	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool	Social Studies/ World Lang
25-26	Social Studies/ World Lang	Language Arts	Science/ Health & PE	Math	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool
26-27	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool	Social Studies/ World Lang	Language Arts	Science/ Health & PE	Math

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.
- 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.

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. 89 Student ID or MARSS Number _____

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)

620 CREDIT FOR LEARNING

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 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

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

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)

624 ONLINE LEARNING OPTIONS

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.

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)

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 902

Orig. 1995

Revised: 04/21/2021

Rev. 2012

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond

schedule, and payment procedure shall be presented for review and approval by the school board.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: Policy 801 (Equal Access to School Facilities)
Policy 901 (Community Education)

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 905

Orig. 1996

Revised: 04/21/2021

Rev. 2015

905 ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from

an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.

- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: Policy 421 (Gifts to Employees and School Board Members)
Policy 702 (Accounting)

Adopted: 07/13/2004

Revised: 04/21/2021

Breckenridge ISD 846 Policy 301

Orig. 1995

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

416 DRUG AND ALCOHOL TESTING

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

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.

D. Alcohol and Controlled Substances Testing Program Manager

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

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until 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

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

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a

conditional offer of employment.

- c. 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.
- 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

- 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

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

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty 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.

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.

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

7. Refusal to Submit and Attendant Consequences

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 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

- 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

- 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.
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.
- 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
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.

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

c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.

d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.

- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's 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.

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)

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)
Date	Received From	Amount Requested Purpose
3/5/2021	West Central Initiative (Breckenridge Education Foundation)	432.10 Speech/Language Televisions
3/5/2021	Clay County (PartnerSHIP 4 Health)	428.10 Elementary Student Activities
3/26/2021	Blazer Express	50.00 ECFE Scavenger Hunt
3/26/2021	Lesley Salinas	15.70 Angel Fund
3/26/2021	Essentia Health	50.00 ECFE Scavenger Hunt
3/26/2021	Bremer Bank	50.00 ECFE Scavenger Hunt
3/26/2021	Miller & Associates	50.00 ECFE Scavenger Hunt

Total for Month of March \$1,075.90

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

Whereupon, said Resolution was declared duly adopted on April 21, 2021

By: _____
Chair

By: _____
Clerk

Driving Question: How do we develop a relevant, modern curriculum that equips all students for the real world and targets our Portrait of a Graduate?

Breckenridge Curriculum Review Cycle					
Phase	Year 1	Year 2	Year 3	Year 4	Year 5
Major Task	Research/Plan/ Evaluate current	Development	Resource Selection & Purchase*	Implement/Train/ Evaluate	Monitor/Adjust common assessments
20-21	Social Studies/ World Lang	Language Arts	Science/ Health & PE	Math	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool
21-22	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool	Social Studies/ World Lang	Language Arts	Science/ Health & PE	Math
22-23	Math	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool	Social Studies/ World Lang	Language Arts	Science/ Health & PE
23-24	Science/ Health & PE	Math	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool	Social Studies/ World Lang	Language Arts
24-25	Language Arts	Science/ Health & PE	Math 137	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool	Social Studies/ World Lang

25-26	Social Studies/ World Lang	Language Arts	Science/ Health & PE	Math	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool
26-27	Career Tech Ed/ Music/Art /SpEd & Other Services*/Preschool	Social Studies/ World Lang	Language Arts	Science/ Health & PE	Math

*The SpEd & other services listed would focus on SEL and other non-content required curriculum outside of the core disciplines.

Design

Cycles are established based on the results of program evaluation. Curriculum updates are ongoing and focus is placed on specific curricular areas as a result of identified needs. The goal is to develop instructional practices and strategies for differentiated, innovative, and effective teaching and learning based on the adopted curriculum standards and school goals.

Year 1: Research, plan, evaluate current curriculum

- **Purpose:** Evaluate existing curriculum documents including standards, scope and sequence, as well as an analysis of best practice research and multiple data sources to identify areas of strength and concern.
- **Essential Question:** How do we achieve depth in critical topics at each grade level? How do we ensure that our curriculum and materials are future focused?
- **To do:**
 - Evaluate current curriculum sequence and resources
 - Analyze multiple sources of data including MCA results (benchmark reports), STAR data, common assessments and other relevant data sources identifying areas of strength and concern
 - Compare and revise existing subject area standards/benchmarks to the most current state and national standards
 - Develop essential learning outcomes for every grade level and/or course
 - Based on assessment data and/or standards revisions, produce [appropriate unit planners](#) to identify scope and sequence
 - Analyze current curriculum materials

- **Considerations:** Study current best practices & research
 - Conference attendance
 - Explore what's new or coming in your area
 - Converse with PLNs

Year 2: Development

- **Purpose:** Update/Develop curriculum map for each grade level and course in the discipline; map the curriculum across the grade levels.
- **Essential Question:** How do we ensure our curriculum meets the highest standards of the rigor and relevance framework? In what ways do the learner outcomes build across the grade levels and contribute to the skills needed in a [Breckenridge Portrait of a Graduate?](#)
- **To do:** Produce curriculum map to include:
 - Review/Develop scope and sequence section for all courses/grade levels
 - [Unit planners](#) that identify the following:
 - all essential learner outcomes
 - related standards
 - examples of rigor
 - prior skills needed
 - when outcomes will be taught during the school year
 - Common assessments

Year 3: Resource Selection

- **Purpose:** Explore and map curriculum material & resource purchases
 - Strongly encouraged to consider OER and digital materials
- **Essential Question:** How do we make certain our materials and resources are future focused, providing opportunities for student choice and differentiation?
- **To do:** Develop 5 year budget for admin review and possible approval
 - Include evaluation processes to be used in year 4 and beyond to determine ongoing viability of materials & resources
 - Principals & Pk-12 vertical team meet to review budget plan and [guidelines](#)
- **Considerations:** Exploration of curriculum purchases
 - Talk with other districts

- Visit other schools
- Ask for suggestions through PLNs
- Vendor discussions/presentations

***Proposed Budgeting:** A significant portion of the curriculum budget will be used during this year of the cycle with a focus on large purchases, such as text sets, program implementation, etc. Remaining portions of the budget will be divided between grade levels and disciplines on a yearly basis for ongoing curricular materials and resources, such as online subscriptions and other materials in accordance with state statute and district policy. More information is available in the [budget guidelines](#).

Year 4: Implement, train, and evaluate

- **Purpose:** Execute lesson plans and assessments in accordance with the curriculum map for each grade and discipline while evaluating the impact of all materials on learner outcomes.
- **Essential Question:** What are the benefits and consequences of our curricular decisions on our students? How can we ensure transparency with our community regarding our curriculum?
- **To Do:** Ongoing review & adjustments
 - Determine any training needs for implementation of new materials and resources
 - Use data to determine ongoing viability of curriculum map and common assessments (ongoing process)
 - Evaluate impact of materials & resources on learner outcomes (ongoing process)

Year 5: Monitor and adjust common assessments

- **Purpose:** Continue to monitor student data and make adjustments to common assessments to improve the differentiation process
- **Essential Question:** What factors shape our decisions about continued use of current assessments, resources, and materials?
- **To Do:** Ongoing review & adjustments
 - Use data to determine ongoing viability of curriculum map and common assessments (ongoing process)
 - Evaluate impact of materials & resources on learner outcomes (ongoing process)

Curriculum Mapping Objectives

Increase in student achievement. Teachers who have a better understanding of the curriculum will be more flexible in their teaching methods. They will be able to ensure their students completely understand important concepts by structuring classes around the big picture.

Create a school's identity or persona. Curriculum maps help to create a bridge between standards and lesson plans, by bringing new resources into the classroom. This has implications on every stakeholder within the school district community. New initiatives, such as PBL, STEM or design thinking, that districts take on can be referenced directly in the curricular units to provide evidence of the work.

Encourages collaboration. Curriculum maps encourage teachers to discuss best practices and share resources, improving the overall level of teaching across the school district. Parents benefit from structured curriculum maps in that they know the exact learning targets for their children. Students are given a coherent curriculum throughout the class, with a constant flow of knowledge from term to term and year to year.

Build a common resource center. Being able to capture assessments, lesson plans, and best practices within one place can improve teachers' instruction. Knowledge can be easily shared from a master teacher to a new teacher. Within a curriculum map, the outcome is a comprehensive resource pool that includes hyperlinks to resources in context.

Better utilize budget for curricular purposes. Schools creating their own curriculum maps, taking advantage of open ed resources and other resources have more autonomy and greater flexibility.

Creating a Curriculum Map

The most robust type of curriculum map includes a complete description of how the curriculum standards will be converted into lesson plans. However, a basic curriculum map can simply include the scope of the class and the sequence in which topics will be taught.

A basic curriculum map includes:

- **Standards** – State, governmental or other standards related to the class.
- **Sequence** – The order in which standards will be taught in the class.

More advanced curriculum maps will include content, skills, pacing guides, assessments, and resources. Adding the following fundamentals to your basic standards and sequence curriculum maps will make sure that teachers have a clear understanding of the material that must be covered in their classes:

- **Content** – The subject matter itself. This includes the key concepts, facts and events that are being taught. Content is expressed as a noun (multiplication, evolution). There are three common formats for content:
 - **Discipline based:** focuses on a subject.
 - **Interdisciplinary:** focuses on connections between two or more subjects.
 - **Student-centered:** focuses on student-developed interests.
- **Skills** – Strategies that students should be able to do. These are what teachers are assessing, observing, and documenting. Skills are expressed as verbs (write, calculate). These skills relate to the goals that the school has for their students beyond standards, although often expressed in similar language.
- **Assessments** – Any number of broad approaches to gauge student learning.
- **Activities** – Specific actions conducted within a classroom to drive student mastery in skills and/or standards.
- **Resources** – Additional information that can be accessed in order to enhance the student’s understanding of content.
- **Essential Questions** – Questions that students should be able to answer at the end of the class that indicate their understanding of the content that was presented and their mastery of skills.
- **Timelines** – The expected time that it will take to teach each unit within the class.
- **Pacing Guide** – Help teachers stay on track and to ensure curricular continuity across schools in the district.
- **Units** – Concepts and learning goals that are taught over a period of time.

Curriculum Mapping Tips

Before getting started, it is recommended that you consider the following questions, so that you have a better understanding of why the school district is curriculum mapping, and what type of maps will serve you best.

These questions should be reviewed during Year 1: Research and planning.

- Why are we mapping?
- How does mapping relate to our school improvement plans and initiatives?
- What are the obstacles/constraints of mapping in our school?
- How are we going to introduce the curriculum mapping process?
- What professional development and support will be needed?
- Do our maps contain accurate data?
- What do we do when areas of need or concern are identified?
- How can we keep the process simple and purposeful?
- How do we keep communication open and clear?
- How do we celebrate successes along the way?
- How do we support teachers, administration, and the process?
- How can we access technology to assist us?
- How will we use maps as part of our everyday work?
- How do we use data to make informed curriculum decisions?
- How will we support the next cycle of mapping?

Curriculum Mapping Framework Examples

[Massachusetts Dept. of Ed. Elementary and Secondary Education Model Curriculum Units](#)

[Stillwater, MN Curriculum Framework](#)

[New Ulm, MN Curriculum Review Process](#)

[NTN LitGeo Curriculum Map example](#)

[NTN Algebra 1 Curriculum Map example](#)

Suggestions for Data Collection

Standardized tests

- Allows for understanding the major gaps students might have in their learning
- Allows teachers to identify subjects that need additional teaching time, anticipate student skill gaps, and create individual assessments

Individual assessments

- Provides deep understanding of students' personalities and abilities, insight into individual learning styles
- Allows broader curriculum goals to be modified to reflect individual needs of students

Summative assessments

- Includes grades on individual assignments, essays, and exams
- Provides information about individual function and classroom performance
- Allows teachers to identify learning roadblocks or overall curriculum dysfunction

Formative assessments

Considered the most important data set

- Involves informal, low-stakes assessments (i.e. thumbs up/thumbs down, stoplight method, exit slips, etc.)
- Allows for quick modification to the next class's plan
- Identifies learning gaps before they show up in a summative assessment or on standardized testing
- **Common assessments** fall under this category. These are team-designed, intentional measures used for monitoring student attainment of essential learning targets throughout the instructional process. These assessments provide information about which students need additional support or extension and allow teams to examine the effects of their practice to gain insight as to which instructional strategies yield high levels of learning. This data is used to provide frequent feedback to students that they can use to adjust their own learning strategies.

The collection of data from the standardized, formal, and informal assessment levels gives teachers a way to understand student needs in order to design (and adjust) lesson plans to ensure continuous improvement of student learning.

AGREEMENT FOR CONSULTING SERVICES

This Agreement for Consulting Services (“Agreement”) is entered into and dated March 31, 2021 by and between USI Consulting Group, Inc. (USICG - earlier as **Hildi Inc.**) USICG with offices located at 8000 Norman Center Drive, Suite 400, Bloomington, MN 55437 with headquarters at 95 Glastonbury Blvd., Suite 102, Glastonbury, CT 06033 (hereinafter referred to as the “Consultant”) and Breckenridge Public Schools with offices located at 810 Beede Avenue, Breckenridge, MN 56520 (hereinafter referred to as the “Company”). Company and Consultant are jointly referred to as the “parties.”

IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY OF WHICH IS HEREBY ACCEPTED, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Description of Services. Consultant will perform certain services for Company upon terms and conditions specified herein and as such services are more particularly described in Exhibit(s), which are attached hereto and incorporated by this reference.
2. Prices and Payment. Company agrees to pay Consultant the fees set forth in the applicable Exhibit(s). Consultant anticipates invoicing the Company monthly for services provided. Payment will be due in full within fifteen (15) days of receipt of Consultant’s invoice. Company agrees to pay interest on all overdue amounts at a rate of twelve percent (12%) per annum or the rate allowed by law, which ever is less, plus costs of collection, court costs, and reasonable attorney fees on all such amounts.
3. Travel Expenses. Company agrees to reimburse Consultant for its reasonable and necessary out-of-pocket lodging, transportation, and food incurred at the Company’s request. Consultant agrees to provide reasonable expense documentation. Whenever possible, Consultant agrees to take advantage of travel discounts. All air travel by Consultant shall be on major national or regional airlines, and Consultant and its representatives may keep their frequent flier miles earned for their personal usage.
4. Ownership of Work Product. Ownership of, and all rights in, the work product which is the subject matter of this Agreement (the “Work”), including trademarks, patents and copyrights applicable to same, shall belong exclusively to Company. The parties expressly agree to consider as a “work made for hire” any Work ordered or commissioned by the Company which qualifies as such under the United States copyright laws. To the extent that the Work cannot be a “work made for hire” or where necessary for any other reason, Consultant will provide Company with all such assignments of rights, covenants and other assistance which may be required for Company, through trademark, patent or copyright applications or otherwise, to obtain the full benefit of the rights provided for

herein. If the Work contains materials previously developed or copyrighted by Consultant or others, Consultant grants and agrees to grant to Company, or obtain for Company, an unrestricted, royalty-free license to use and copy such materials. Any license so granted or obtained shall include the right for Company to grant an unrestricted, royalty-free license to any affiliate of Company. Consultant is allowed to retain one copy of the Work for archival purposes. Consultant shall place a copyright notice on the Work at Company's request. The Work shall be considered "Information" under the Section entitled "Nondisclosure."

5. Nondisclosure. Any technical or business information, including, but not limited to, computer programs, files, specifications, drawings, sketches, models, samples, tools, cost data, customer information, financial data, business or marketing plans or other data, whether oral, written or otherwise ("Information"), furnished or disclosed to Consultant hereunder or in contemplation hereof, shall remain Company's property. No license, express or implied, under any trademark, patent or copyright is granted by Company to Consultant by virtue of such disclosure. All such information in written, graphic or other tangible form shall be returned to the Company immediately upon request and copies shall be returned to the Company or, at Company's option, certified by Consultant as having been located and destroyed. Consultant shall be allowed to retain one copy of the Information for archival purposes. Unless such Information was previously known to Consultant free of any obligation to keep it confidential, is lawfully obtained by Consultant from any source other than Company or has been or is subsequently made public by Company or a nonparty to this Agreement, is approved for release by written authorization of the Company, or is required by law to be disclosed in response to a valid order of a court of competent jurisdiction or authorized governmental agency, provided the Company receives adequate notice to allow it to request a protective order and the Consultant reasonably cooperates with the Company's efforts to receive a protective order, it shall be kept confidential by Consultant for the benefit of Company, shall be used only in performing under this Agreement and shall not be used for other purposes except upon such terms as may be agreed upon by Company in writing. Consultant shall take reasonable steps to protect such Information to a similar extent that Consultant protects its own Information.
6. Liability. Consultant shall indemnify Company and its affiliates against, and shall hold Company and its affiliates harmless from, any loss, damage, expense or liability that may in any way arise out of or result from the performance of Consultant hereunder and caused by or resulting from the gross negligence or intentional misconduct of Consultant, including but not limited to any knowing infringement, or claim of infringement, of any patent, trademark, copyright, trade secret or other proprietary right of a third party or of Consultant or anyone claiming through Consultant who may be eligible to terminate any assignment or transfer made hereunder pursuant to the terms of the copyright laws up to the amount paid by the Company to the Consultant under a given applicable Exhibit(s). Consultant shall defend or settle, at its own expense, any action or

suit against Company or its affiliates for which it is responsible hereunder. Company shall notify Consultant of any such claim, action or suit and shall reasonably cooperate with the Consultant (at Consultant's expense) to facilitate the defense of any such claim.

7. Limitation. In no event shall company or consultant be liable, one to the other, for indirect, special, incidental, or consequential damages arising out of or in connection with the furnishing, performance or use of any products or services provided pursuant to this agreement.
8. Limited Warranties. Consultant warrants and represents that it has full authority to enter into this Agreement and to consummate the transactions contemplated hereby and that this Agreement is not in conflict with any other agreement to which Consultant is a party or by which it may be bound.

Consultant warrants and represents that Consultant has the proper skill, training and background so as to be able to perform in a competent and professional manner and that all work will be performed in accordance with professional standards in the industry and/or field.

9. Headings. Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.
10. Insurance. Upon request by Company, Consultant shall provide to Company, copies of certificates of insurance evidencing the workers compensation, general liability and automobile insurance coverage that Consultant has in effect and Consultant shall maintain such insurance in effect through the duration of the Agreement.
11. Amendment and Waiver. No provision of this Agreement may be modified, waived, terminated or amended except by a written instrument executed by the parties. No waiver of a material breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or other provisions hereof.
12. Relationship. The Consultant shall be and act as an independent contractor hereunder, and neither Consultant nor any employee, agent, associate, representative or subcontractor shall be deemed to be employees of the Company for any purpose whatsoever.
13. Force Majeure. Neither party will be liable for any failure or delay in performance due to any cause beyond its reasonable control, including, but not limited to acts of nature, strikes, fire, flood, explosion, riots, or wars, provided that personnel changes, including unanticipated employee departures, shall not be considered to be an event or condition of force majeure.

14. Notices. All notices and other communications required or permitted under this Agreement shall be in writing, and hand delivered or sent by registered or certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either party shall have notified the other party:

If to Company: Mr. Neil Kusler
 Business Manager
 Breckenridge Public Schools
 810 Beede Avenue
 Breckenridge, MN 56520

If to Consultant: USI Consulting Group, Inc. (USICG- earlier as **Hildi Inc.**)
 8000 Norman Center Drive
 Suite 400
 Bloomington, MN 55437
 Attn: Jill Urdahl, FSA
 Minnesota Practice Leader / Consulting Actuary

15. Assignment. Consultant shall not assign this Agreement or delegate the services to be performed hereunder, in whole or in part, or any of its rights, interest, or obligations hereunder without Company's express written consent.
16. Law Government. This Agreement shall be governed by the laws of the State of Minnesota, without regard to or application of conflicts of law rules or principles.
17. Taxes. Consultant shall assume full responsibility for the payment of all taxes imposed by any federal, state, local taxes or foreign taxing authority and all contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to performance of services for Company hereunder.
18. Termination. Any Exhibit(s) to this Agreement may be terminated by either party upon thirty (30) days written notice to the other party. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party. Company agrees to pay for all services provided by Consultant and related travel expenses incurred by Consultant through the date of termination of the Exhibit(s) and/or the Agreement as applicable.
19. Entire Agreement. This constitutes the entire agreement between the parties regarding the subject matter hereof. This Agreement shall be binding on the affiliates, administrators, executors, heirs, successors in interest, or assigns of Consultant.

IN WITNESS WHEREOF, authorized representatives of the Company and the Consultant have executed this Agreement in duplicate.

Company: Breckenridge Public Schools

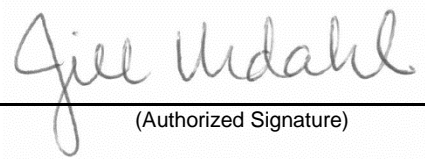
Consultant: USICG (earlier as Hildi Inc.)

By: _____
(Authorized Signature)

Name: Neil Kusler
(Print or Type)

Title: Business Manager
(Print or Type)

Date: _____

By: 

(Authorized Signature)

Name: Jill Urdahl

Title: Minnesota Practice Leader and Actuary

Date: March 31, 2021

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

In Process

**Exhibit 1 to
AGREEMENT FOR CONSULTING SERVICES
Consultant and Rate Schedule**

Consultant Representative's Name	Title	Effective Start Date	Expected End Date
USICG (Hildi Inc.) Actuaries and Consultants	Consulting Actuaries	July 1, 2021	June 30, 2023
Base Fees			
The approximate budget for USICG (Hildi Inc.) consulting services is as follows:			
	2021-2022 Fiscal Year	2022-2023 Fiscal Year	
GASB 75	\$2,200	July 1, 2021 actuarial valuation to be used as base results. GASB 75 disclosures to be developed for the year ending June 30, 2023. Approximately \$550	
<p>These Base Actuarial Fees include the following:</p> <ul style="list-style-type: none"> • An Actuarial Report including all information required by the GASB Statements. USICG (Hildi Inc.) will provide an electronic copy of the actuarial report. One to three hard copies of the report can be sent, too, if requested. • A results meeting by conference call to discuss the results. • Teleconferencing with the actuaries on pending or anticipated issues which may affect the actuarial valuation/report. If any work is needed based on one of the outcomes of a teleconference, a fee will be agreed upon before any work is initiated. • Periodic memos and telephone calls to provide updates on developments that may affect future actuarial reports. 			
<p>All quotes assume the plan provisions and assumptions remain unchanged from the last actuarial valuation or year-end disclosure. Additional charges may occur if there is out of scope work due to an OPEB Trust, changes in funding or investment policy for the OPEBs, changes in plan provisions or assumptions, or changes in the GASB disclosure requirements.</p>			

SERVICES OR REQUIREMENTS:

The Agreement for Consulting Services is dated March 31, 2021.

Company: Breckenridge Public Schools

Consultant: USICG (earlier as Hildi Inc.)

(Authorized Signature)



(Authorized Signature)

(Date)

March 31, 2021

(Date)

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

Certificate Of Completion

Envelope Id: AD62F662F9A44F8B824BD4EE4E33CB4F	Status: Delivered
Subject: Please DocuSign: Breckenridge Schools Hildi Inc.USI Consulting Contract 7.1.2021.pdf	
Source Envelope:	
Document Pages: 6	Signatures: 0
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Lori Goble
Time Zone: (UTC-06:00) Central Time (US & Canada)	200 Summit Lake Drive Ste 350
	Valhalla, NY 10595
	lori.goble@usi.com
	IP Address: 139.60.216.9

Record Tracking

Status: Original	Holder: Lori Goble	Location: DocuSign
3/31/2021 12:08:43 PM	lori.goble@usi.com	

Signer Events

Signature	Timestamp
Neil Kusler	Sent: 3/31/2021 12:10:48 PM
kuslern@breckenridge.k12.mn.us	Viewed: 3/31/2021 2:15:44 PM
Business Manager	
Wilkin County Independent School Dist 846	
Security Level: Email, Account Authentication (None)	
Electronic Record and Signature Disclosure:	
Accepted: 3/31/2021 2:15:44 PM	
ID: 51100e8a-a5a7-4252-b456-52817b56ebd8	

In Process

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	3/31/2021 12:10:48 PM
Certified Delivered	Security Checked	3/31/2021 2:15:44 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, USI Holdings Corporation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact USI Holdings Corporation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: michael.pomer@usi.biz

To advise USI Holdings Corporation of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at michael.pomer@usi.biz and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from USI Holdings Corporation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to michael.pomer@usi.biz and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with USI Holdings Corporation

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to michael.pomer@usi.biz and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify USI Holdings Corporation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by USI Holdings Corporation during the course of my relationship with you.

Contract Settlements:

Bus Drivers

2020/2021 year

- One Time Stipend based on number of hours a driver worked from July 1, 2020 – March 15,2021

Hours Worked July 1, 2020 - March 15, 2021	One Time Stipend
51-399	\$250.00
400-700	\$350.00
701-1000	\$450.00
1001+	\$550.00

-
- Step advancement
- Provide Jackets to drivers

2021/2022 year

- Any wage adjustment will be addressed after the legislative session is over

Steph Beyer

2020/2021 year

- One Time Stipend of 3.75% of 2019/2020 contract amount

2021/2022 year

- Any wage adjustment will be addressed after the legislative session is over

Dee Nelson

2020/2021 year

- One Time Stipend of 3.75% of 2019/2020 contract amount

2021/2022 year

- Any wage adjustment will be addressed after the legislative session is over

4/6/21

Mr. Brett Johnson
Chairperson
Board of Education
Independent School District No. 846
810 Beede Ave.
Breckenridge, MN 56520

Dear Mr. Johnson:

The attached BMS form of "Notice of Desire to Negotiate" serves as written notice pursuant to M.S. 179A.14, subd. 1 of the Public Employment Labor Relations Act and Article XVII of the Master Agreement that the Breckenridge Education Association desires to commence negotiations with Independent School District No. 846 for a successor agreement to cover the 2021-23 school years.

I suggest that our respective committees meet on Monday, May 17th at 7:00 a.m. in the Board Room for the purpose of discussing negotiation procedures and establishing an initial schedule of negotiations meetings.

If the suggested date, time or place for the meeting is not convenient, please advise me and the Local shall consider any alternate suggestion that the School Board may have.

Sincerely,



Stacy Busta, President

Breckenridge Education Association, Local #1299

cc: Education Minnesota Field Office
Superintendent
Local Head Negotiator

Adopted: 09/14/2004 _____

Breckenridge ISD 846 Policy 701

Orig. 1995

Revised: 06/16/2021 _____

Rev. 2011

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

~~*[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]*~~

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure

budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required

relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)
~~Minn. Stat. 126C.23 (Allocation of General Education Revenue)~~

Cross References: Policy 701.1 (Modification of School District Budget)
Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

Adopted: 09/14/2004 _____

Breckenridge ISD 846 Policy 702

Orig. 1995

Revised: 06/16/2021 _____

Rev. ~~2002~~ 2006

702 ACCOUNTING

~~*[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]*~~

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. §123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. **Each year**, the school district shall also ~~on or before October 1 of each year~~, provide for the publication of the financial information specified in Minn. Stat. §123B.10 **in the manner specified therein**.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.10 (Publication of Financial Information)

Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn. Stat. § 123B.75 (Revenue)
Minn. Stat. § 123B.76 (Expenditures)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding

Adopted: 09/14/2004 _____

Breckenridge ISD 846 Policy 703

Orig. 1995

Revised: 06/16/2021 _____

Rev. ~~2000~~ 2019

703 ANNUAL AUDIT

~~*[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]*~~

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance **Audit** Guide issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements;
Statement for Comparison and Correction)

Cross References: Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

Adopted: 09/14/2004 _____

Breckenridge ISD 846 Policy 710

Orig. 1995

Revised: 06/16/2021 _____

Rev. ~~2007~~ 2012

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as

soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

THE FOLLOWING IS INCLUDED FOR REFERENCE AND WILL BE DELETED WHEN FINAL

[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An “emergency or other unforeseeable circumstance” does not include situations where regular transportation is available or scheduled.

For example, if a scheduled extracurricular event occurs outside of the school district and the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee’s use of this exception.

Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students’ advancement was not predicted. These circumstances may justify an employee’s use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

Cross References: Policy 610 (Field Trips)
Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

Adopted: 09/14/2004 _____

Breckenridge ISD 846 Policy 711

Orig. 1995

Revised: 06/16/2021 _____

Rev. ~~2009~~ 2012

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students **and employees** on the bus is a significant factor in the safety and efficiency of school bus transportation. Student **and employee** misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers **and employees** on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers **and/or employees** may be used by the school district as evidence in any disciplinary action brought against any student **or employee** arising out of the student's **or employee's** conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.

3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

THE FOLLOWING IS INCLUDED FOR REFERENCE AND WILL BE DELETED WHEN FINAL

[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 506 (Student Discipline)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 709 (Student Transportation Safety Policy)
Policy 712 (Video Surveillance Other Than on Buses)
MSBA Service Manual, Chapter 2, Transportation

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 712

Orig. 1996

Revised: 06/16/2021

Rev. ~~2010~~ 2012

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

~~{See Model Policy 711 for Video Recording on School Buses}~~

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.

3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: **Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)**
Policy 406 (Public and Private Personnel Data)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 506 (Student Discipline)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 709 (Student Transportation Safety Policy)
Policy 711 (Video Recording on School Buses)
MSBA Service Manual, Chapter 2, Transportation

REPLACES POLICY IN OLD POLICY BOOK

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:
 - a. in compliance with school district policies and procedures;
 - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.

5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy. **REWRITE TO WHAT WE DO**

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

[Note: The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)

Policy 510 (School Activities)
Policy 511 (Student Fundraising)
Policy 701 (Establishment and Adoption of School District Budget)
Policy 701.1 (Modification of School District Budget)
Policy 702 (Accounting)
Policy 703 (Annual Audit)
Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
Policy 706 (Acceptance of Gifts)

Adopted: 09/14/2004 _____

Breckenridge ISD 846 Policy 720

Orig. 1996

Revised: 06/16/2021 _____

Rev. ~~2008~~ 2019

720 VENDING MACHINES

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of the school district is to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

~~*[Note: This provision can be narrowed to apply only to specific facilities.]*~~

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be

operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.

- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.

~~*[Note: These provisions may need to be amended if the school board determines to contract for vending machine services on an exclusive and district-wide basis.]*~~

- B. If the estimated aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52.

~~*[Note: This dollar figure is lower than the **\$175,000** statutory requirement for sealed bids but is recommended to protect the interests of the public.]*~~

- C. If the estimated aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.

~~*[Note: This dollar figure is lower than the **\$25,000** statutory requirement for quotations but is recommended to protect the interests of the public.]*~~

- D. The contracting process shall be conducted in compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.

- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash

payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.

- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

Legal References: Minn. Stat. § 123B.20 (Dealing in Supplies)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Contracts)
Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: Policy 210 (Conflict of Interest – School Board Members)
Policy 702 (Accounting)

Adopted: 09/14/2004 _____

Breckenridge ISD 846 Policy 802

Orig. 1995

Revised: 06/16/2021 _____

Rev. ~~2008~~ 2019

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly

executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, **including a tablet device**, by conveying the property and title to:

- a. another school district;

- b. the state department of corrections;
 - c. the board of trustees of Minnesota State Colleges and Universities;
 - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
 - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: 02/24/2011 _____

Breckenridge ISD 846 Policy 805

Orig. 1996

Revised: 06/16/2021 _____

Rev. ~~2015~~ 2016

805 WASTE REDUCTION AND RECYCLING

~~*[Note: The obligations stated in this policy are substantial and are virtually all governed by statute. Accordingly, you will see statutory references throughout the policy. Obviously a school district may choose to add obligations by policy.]*~~

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

(Minn. Stat. § 115A.03, Subd. 24b)

- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. “Source-separated compostable materials” means materials that:
 - 1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 - 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 - 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 - 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA’s class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and

5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32a)

- L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
 2. increasing the life span of a product;
 3. reducing material or the toxicity of material used in production or packaging; or
 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for

in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the PCA; or
3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;

3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.931)

K. The school district may not place a telephone directory:

1. in solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or
2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16C.073, Subd.3(a))

B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16C.073, Subd.

3(b))

C. Whenever practicable, the school district will:

1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
3. purchase paper which has not been dyed with colors, excluding pastel colors;
4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
5. use reusable binding materials or staples and bind documents by methods that do not use glue;
6. use soy-based inks;
7. purchase printer or duplication cartridges that:
 - a. have 10 percent post-consumer material; or
 - b. are purchased as remanufactured; or
 - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minn. Stat. § 115A.03, Subd. 25b;
8. produce reports, publications, and periodicals that are readily recyclable;
9. purchase paper which has been made on a paper machine located in Minnesota; and
10. print documents on both sides of the paper where commonly accepted publishing practices allow.

(Minn. Stat. § 16C.073, Subd. 2)

D. The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)

E. In developing bid specifications, the school district will consider the extent to

which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16C.073, Subd. 3(b))

- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16C.073, Subd. 3(b))

VI. OTHER

The policy of the school district is to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References:

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Breckenridge ISD 846 Policy 807

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Rev. ~~2014~~ 2015

807 HEALTH AND SAFETY POLICY

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. ~~The provisions of this policy substantially reflect statutory requirements.~~ This policy has been approved by the Minnesota Department of Education.

The subdivisions of Minn. Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall

include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens

11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify

potential hazards and safety concerns.

- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
Policy 701 (Establishment and Adoption of School District Budget)
Policy 806 (Crisis Management Policy)