

**BRECKENRIDGE SCHOOL BOARD MEETING
INDEPENDENT SCHOOL DISTRICT #846
WEDNESDAY, MAY 19, 2021
REGULAR MEETING - 4:00 PM
HIGH SCHOOL/AUDITORIUM
710 13TH STREET NORTH
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: 1-864-657-0160 PIN: 927 049 486#

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 31
 - C. Hires
 - D. Retirements
 - E. Resignations
- 1. Gustav Anderson, Language Arts Teacher
 - 2. Christine Schiltz, Para-Educator
 - 1. Perry Reinertson, Technology Coordinator
 - 2. Diane Rettig, Bus Driver
 - 3. Patricia Owens, Para-Educator
 - 1. Shari Schmidt, Para-Educator
 - 2. Noah Christensen, Para-Educator
 - 3. Jeremiah Kramer, Full Time Substitute Teacher
 - 4. Ryan Madden, Part time Custodian
 - 5. Tom Haire, Head Wrestling Coach

6. Teresa Day, K-3 Literacy Tutor (MN Reading Corps)	
F. Extra Curricular Contracts	33
G. Enrollment	34
6. Communications	
A. Superintendent	
B. Business Manager	
C. Elementary Principal	35
D. High School Principal	36
E. Ex-officio Student Representatives	
F. Committee Reports	39
7. Old Business	
A. Community Survey Draft	
B. Adopt Policies 301, 302, 303, 416	40
C. Policies Second Reading - 701, 702, 703, 710, 711, 712, 713, 720, 802, 805, 807	68
8. New Business	
A. Resolution Accepting Donations	104
B. Graduation Diplomas	105
C. Flexible Learning Day Plan	106
D. Staff Development Funds FY20	
E. Workers Comp Insurance	113
F. Contract Settlements	116
G. Tri-Valley Migrant Head Start Program	
H. Policies Review - 304, 305, 306, 701.1, 704, 714, 799, 801	117
I. Policies First Reading - 516, 601, 705, 806	134
9. Adjournment	

The Regular Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota met Wednesday, April 21, 2021, at 4:00 PM in the Elementary School, conference room #233 with a virtual component due to the COVID health pandemic.

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

Members Present: Arnhalt(4:15PM), Ernst, Johnson, Mikkelson, Nepl, Roberts and Superintendent Cordes

Member Absent: Hasbargen

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

Superintendent Cordes extended congratulations to:

- Daniel Erlandson for placing runner up in State Wrestling at 220 on March 27.
- Gina Quamme for qualifying for State Speech in Humorous Interpretation
- Art students artwork showcased at the Plains Art Museum in Fargo include: Mckenna Roberts, Ravyn Michel, and Kynzie Meyer as well as Ms. Dub

Motion by Mikkelson, seconded by Ernst to approve the agenda adding Resignation: Alissa Helm, English Teacher. 5-0

CONSENT AGENDA:

Motion by Roberts, seconded by Nepl to approve the consent agenda. 5-0

Previous month's minutes – March 17, 2021, April 7, 2021

Financial reports as presented including:

Checks #124611 - #124723 in the amount of \$134,032.47

Wire disbursements of \$394,015.64 (3/15/21 through 4/15/21)

Hires: Toviao Hopkins, Special Education Instructor; Grace Ruckheim, Agriculture Education Instructor; Darcie Cribb, Elementary Track Coordinator; Austin Ramos, Jr. High Baseball Coach (.5)

Resignations: Chelsy Filbert, Para Substitute; MaryBeth Peterson, Twin Town Softball Coordinator; Kimberly Quast, Student Council Co-Advisor; Emily Mertes, Student Council Co-Advisor; Alissa Helm, English Teacher

Leave of Absence: Kimberly Quast, BHS Counselor

Extracurricular Contract: Margaret Wilson, Assistant Softball Coach

Reviewed enrollment numbers.

COMMUNICATIONS:

Superintendent – Diane Cordes – driver's ed monthly testing opportunity for students

Business Manager – Neil Kusler – \$2,500 Bayer Fund grant received

Elementary Principal – Corinna Erickson

- ◆ grades 3-6 testing ◆ para educator week ◆ summer school planning
- High School Principal – Craig Peterson
- ◆ last day of classes for seniors Friday, May 28 ◆ prom-grand march/no dance
 - ◆ graduation ceremony Sunday, June 6 - broadcast by Magnitude Sports
- Committee Report – Superintendent Cordes
- ◆ Negotiations – superintendent negotiations

OLD BUSINESS:

Jacqui Coleman, Luke Pfothenauer and Rochelle Van Den Heuvel of InGensa reviewed the data collected at the first community engagement meetings via virtual presentation. A summary overview of the meetings was presented. On Monday and Tuesday, March 29-30, approximately 127 members of the Breckenridge community came together at two in-person and one virtual, community engagement meetings to learn about the schools and provide input on the district’s future. Participants were provided information in a series of “Sticky Stats”, videos and a “Portrait of a Graduate” handout. Participants were encouraged to review all provided information throughout the evening and Superintendent Cordes spoke of the state of the district, accomplishments and future changes. During the event, participants were encouraged to share their feedback in writing via the Mindstorm small-group discussion activity and sign in sheet enabling their opinions and needs to be formally recorded. (copy on file) Next steps were discussed including: forming a task force, scheduling a second engagement meeting, and drafting of the scientific survey.

Motion by Arnhalt to adopt 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; Policy 902 Use of School District Facilities and Equipment; Policy 905 Advertising. Motion seconded by Mikkelson. 6-0

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

NEW BUSINESS:

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

- March donations received:* \$1,075.90
- Breckenridge Education Foundation \$432.10 (speech/language televisions); PartnerSHIP 4 Health \$428.10 (elementary student activities); Lesley Salinas \$15.70 (angel fund); ECFE Scavenger Hunt-Blazer Express \$50, Essentia Health \$50, Bremer Bank \$50, Miller & Associates \$50

Neppl seconded the motion. 6-0 (Resolution on file)

Motion by Neppl to approve the revised curriculum cycle. Ernst seconded the motion. 6-0 (copy on file)

Motion by Arnhalt, seconded by Mikkelson to accept the bid from USI Consulting Group, Inc. (USICG formerly Hildi Inc.) to do an actuary cost analysis in connection with GASB 75 at a cost of \$2,200. GASB 75 reflects the financial liabilities for post-employment healthcare benefits of retirees and is done every two years. 6-0

Motion by Mikkelson to accept the bid from Blue Cross Blue Shield for health insurance coverage for 2021/2022. BCBS offers three plan designs, lower rates than our current carrier, Health Partners, and a second year renewal rate not to exceed 12%. Bids are solicited every two years because of HITA (Health Insurance Transparency Act). Roberts seconded the motion. 6-0 (copy on file)

Motion by Arnhalt to approve contract settlements with the Bus Drivers, Stephanie Beyer, and Dee Nelson. Ernst seconded the motion. 6-0

Motion by Neppel, seconded by Mikkelson to approve the three year superintendent contract with Brad Strand effective July 1, 2021. 6-0

Motion by Ernst, seconded by Arnhalt to open negotiations with the Education Minnesota Breckenridge Local 1299 Teacher Union for a contract for 2021/2022 and 2022/2023 after the legislative session is done. 6-0

First reading was held for Policy 701 Establishment and Adoption of School District Budget; Policy 702 Accounting; Policy 703 Annual Audit; Policy 710 Extracurricular Transportation; Policy 711 Video Recording on School Buses; Policy 712 Video Surveillance Other Than on Buses; Policy 713 Student Activity Accounting; Policy 720 Vending Machines; Policy 802 Disposition of Obsolete Equipment and Material; Policy 805 Waste Reduction and Recycling; Policy 807 Health and Safety Policy.

Motion by Roberts, seconded by Mikkelson to adjourn at 6:16 PM. 6-0

Next regular meeting date Wednesday, May 19, 2021 at 4:00 PM.

Chair

Clerk

The Special Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota met Friday, May 7, 2021, at 7:00 AM in the Elementary School, conference room #233 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, Roberts (virtual), and Superintendent Cordes

Member Absent: Neppl

Chairperson Johnson called the special meeting to order at 7:01 AM with the Pledge of Allegiance recited.

InGensa – Jacqui Coleman, Luke Pfothauer, Rochelle Van Den Heuvel – presented information virtually on the scientific survey that will be drafted for review and approval by the Board. The survey will be mailed to District residents to gauge interest in renewal of the existing operating levy and gather opinion on District facilities. The survey will give community members a voice in what they want in a facility so the Board is able to make a decision based on this input.

Bruce Yaggie presented information on behalf of a community group working on a multi-use facility. This community group is wondering about a potential partnership with the District.

Mike Hoheisel of Baird presented information on strategies to maximize funds so as to minimize additional tax burden.

Options and more information will be presented at the community meeting on Sunday, May 23 @ 6:00 p.m. along with costs, impact and what a project could do for the community.

Motion by Arnhalt, seconded by Hasbargen to adjourn at 8:11 AM. 6-0

Next regular meeting date Wednesday, May 19, 2021 at 4:00 PM.

Chair

Clerk

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

Date of Report: May 7, 2021

For the Month of April 2021

General Ledger Balances

FUNDS	Balance Beg. of Month	Debits	Credits	Balance End of Month
General Fund	\$314,428.33	930,936.62	939,384.60	\$305,980.35
Food Service	82,767.05	68,042.49	49,129.43	\$101,680.11
Comm. Serv.	131,496.77	30,957.50	23,899.95	\$138,554.32
Cap. Exp.	(39,359.76)	2,500.00	3,034.15	(\$39,893.91)
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	58,250.47	1,193.04	2,201.28	\$57,242.23
TOTALS:	\$646,665.81	\$1,033,629.65	\$1,017,649.41	\$662,646.05

Bank Balances

Description	Balance Per Bank	Outstanding Checks and Wires	Deposits in Transit	Balance
Bremer	\$697,558.59	43,362.54	0.00	\$654,196.05
The "Barn" Cash Box				50.00
Bank of the West (Contingent)				8,000.00
Petty Cash				400.00
TOTALS:				\$662,646.05

Investments

Minn. School District Liquid Asset Fund	0.02%	\$7,496.63	
Minn. School District "MAX" Fund	0.04%	\$2,552,470.08	
Bremer Money Market	0.02%	\$103,532.55	
TOTALS:			\$2,663,499.26
TOTAL CASH AND INVESTMENTS:			----- \$3,326,145.31 =====

Breckenridge Public School
Receipts for the Month of April 2021

Control #	Receipt #	Date	Received From	Amount	Description	Fund
8420	14808	4/1/2021	COMMUNITY EDUCATION	1,130.00	SCHOOL READINESS/ PRESCHOOL	Community Service
8420 Total				1,130.00		
8421	14809	4/1/2021	COMMUNITY EDUCATION	18.00	CE CLASSES	Community Service
8421	14809	4/1/2021	COMMUNITY EDUCATION	225.00	BASEBALL	Community Service
8421	14809	4/1/2021	COMMUNITY EDUCATION	45.00	VOLLEYBALL	Community Service
8421	14809	4/1/2021	COMMUNITY EDUCATION	30.00	WRESTLING	Community Service
8421	14809	4/1/2021	COMMUNITY EDUCATION	631.00	Ski Trip - 8TH GRADE	General
8421 Total				949.00		
8422	14810	4/8/2021	STATE OF MINNESOTA	2,676.00	PATHWAYS 2	Community Service
8422	14810	4/8/2021	STATE OF MINNESOTA	2,676.00	PATHWAYS 2	Community Service
8422	14810	4/8/2021	STATE OF MINNESOTA	3,409.31	Federal Aid	General
8422	14810	4/8/2021	STATE OF MINNESOTA	5,044.09	Federal Aid	General
8422	14810	4/8/2021	STATE OF MINNESOTA	37,055.35	Federal Aid	General
8422	14810	4/8/2021	STATE OF MINNESOTA	2,557.47	Federal Aid	General
8422	14810	4/8/2021	STATE OF MINNESOTA	33,153.50	Federal Aid	General
8422 Total				86,571.72		
8423	14811	4/9/2021	CARGILL	200.00	Easter Egg Hunt/ Scavenger Hun	Community Service
8423	14812	4/9/2021	Misc	200.00	Easter Egg Hunt/ Scavenger Hun	Community Service
8423	14813	4/9/2021	JAWASKI GLASS INC	50.00	Easter Egg Hunt/ Scavenger Hun	Community Service
8423	14814	4/9/2021	4H LEADERS COUNCIL	200.00	Program Advertising	Community Service
8423	14815	4/9/2021	Life Insurance Payment	12.60	Life & Disability Payable	General
8423	14816	4/9/2021	Life Insurance Payment	24.00	Life & Disability Payable	General
8423	14816	4/9/2021	Health Insurance Payment	1,164.66	Group Health Payable	General
8423	14817	4/9/2021	Misc	50.00	Easter Egg Hunt/ Scavenger Hun	Community Service
8423	14818	4/9/2021	STATE FARM INSURANCE	50.00	Easter Egg Hunt/ Scavenger Hun	Community Service
8423	14819	4/9/2021	BELL BANK	100.00	Easter Egg Hunt/ Scavenger Hun	Community Service
8423	14820	4/9/2021	ECONO FOODS	50.00	Easter Egg Hunt/ Scavenger Hun	Community Service
8423 Total				2,101.26		
8424	14821	4/13/2021	ELEM GENERAL FUND DEPOSITS	115.00	JUMP ROPE FOR HEART	General
8424	14821	4/13/2021	ELEM GENERAL FUND DEPOSITS	410.80	Student Lunch Sales	Food Service
8424 Total				525.80		
8425	14822	4/13/2021	HS HOT LUNCH	492.00	Student Lunch Sales	Food Service
8425 Total				492.00		
8426	14823	4/13/2021	HS GENERAL FUND RECEIPTS	8 20.00	CHROMEBOOK CHARGER	General
8426	14823	4/13/2021	HS GENERAL FUND RECEIPTS	1,950.00	DRIVERS ED	General
8426	14823	4/13/2021	HS GENERAL FUND RECEIPTS	9.97	Sales Taxes Payable	General

Breckenridge Public School
Receipts for the Month of April 2021

8426	14823	4/13/2021	HS GENERAL FUND RECEIPTS	96.00	SPEECH	General
8426	14823	4/13/2021	HS GENERAL FUND RECEIPTS	1,237.50	USER FEES	General
8426	14823	4/13/2021	HS GENERAL FUND RECEIPTS	100.00	YEARBOOK AD SALES	General
8426	14823	4/13/2021	HS GENERAL FUND RECEIPTS	130.99	YEARBOOK - BOOK SALES	General
8426	14823	4/13/2021	HS GENERAL FUND RECEIPTS	595.45	ACT	General
8426	14823	4/13/2021	HS GENERAL FUND RECEIPTS	0.50	POSTAGE	General
8426	14823	4/13/2021	HS GENERAL FUND RECEIPTS	604.00	HS Band Revenue	Student Activities
8426	14823	4/13/2021	HS GENERAL FUND RECEIPTS	71.04	THE BARN	Student Activities
8426 Total				4,815.45		
8427	14824	4/15/2021	MSDMAX	16,410.07	Minn. Sch. Dist Liquid Asset	General
8427	14824	4/15/2021	MSDMAX	63,237.93	Minn. Sch. Dist Liquid Asset	Food Service
8427	14824	4/15/2021	MSDMAX	5,352.00	Minn. Sch. Dist Liquid Asset	Community Service
8427 Total				85,000.00		
8428	14825	4/15/2021	MSDMAX	200,000.00	Minn. Sch. District "max" Fund	General
8428 Total				200,000.00		
8429	14826	4/15/2021	STATE OF MINNESOTA	269,189.36	2021 GEN ED AID	General
8429 Total				269,189.36		
8430	14827	4/16/2021	STATE OF MINNESOTA	57,345.74	Summer Food Program	Food Service
8430	14827	4/16/2021	STATE OF MINNESOTA	5,879.12	Summer Food Program	Food Service
8430	14827	4/16/2021	STATE OF MINNESOTA	119.20	KDGN MILK	Food Service
8430 Total				63,344.06		
8431	14828	4/16/2021	ISD 544 - FERGUS FALLS SCHOOL	348.00		General
8431	14829	4/16/2021	BELL BANK	60.00	CUSTOM CARD DONATION	General
8431	14830	4/16/2021	MATERI INC.	25.00	Easter Egg Hunt/ Scavenger Hun	Community Service
8431	14831	4/16/2021	BREMER BANK	120.00		General
8431	14832	4/16/2021	Misc	200.00	Easter Egg Hunt/ Scavenger Hun	Community Service
8431	14833	4/16/2021	INSPIRATIONAL EDUCATIONAL SERV	279.00	T SHIRTS	General
8431	14834	4/16/2021	Misc	100.00	Easter Egg Hunt/ Scavenger Hun	Community Service
8431	14835	4/16/2021	Misc	50.00	Easter Egg Hunt/ Scavenger Hun	Community Service
8431 Total				1,182.00		
8432	14836	4/21/2021	MSDMAX	65,000.00	Minn. Sch. Dist Liquid Asset	General
8432 Total				65,000.00		
8433	14837	4/21/2021	MSDMAX	100,000.00	Minn. Sch. District "max" Fund	General
8433 Total				100,000.00		
8434	14838	4/23/2021	ISD 544 - FERGUS FALLS SCHOOL	9,142.00		General
8434	14839	4/23/2021	IPS REBATES	70.03	Food	Food Service
8434	14840	4/23/2021	BAYER/ MONSANTO FUND	2,500.00	Misc. Revenue	Capital Outlay

Breckenridge Public School
Receipts for the Month of April 2021

8434 Total				2,712.03		
8435	14841	4/28/2021	STATE OF MINNESOTA	4,539.57	Medical Assistance	General
8435 Total				4,539.57		
8436	14842	4/28/2021	HS GENERAL FUND RECEIPTS	10.00	CHARGER	General
8436	14842	4/28/2021	HS GENERAL FUND RECEIPTS	2,275.00	DRIVERS ED	General
8436	14842	4/28/2021	HS GENERAL FUND RECEIPTS	300.00	TRACK MEET	General
8436	14842	4/28/2021	HS GENERAL FUND RECEIPTS	249.50	USER FEES	General
8436	14842	4/28/2021	HS GENERAL FUND RECEIPTS	225.00	YEARBOOK - AD SALES	General
8436	14842	4/28/2021	HS GENERAL FUND RECEIPTS	380.00	HS Band Revenue	Student Activities
8436	14842	4/28/2021	HS GENERAL FUND RECEIPTS	138.00	THE BARN	Student Activities
8436 Total				3,577.50		
8437	14843	4/30/2021	COMMUNITY EDUCATION	230.00	SCHOOL READINESS	Community Service
8437	14843	4/30/2021	COMMUNITY EDUCATION	48.00	SPEECH OVERPAYMENT	General
8437 Total				278.00		
8438	14844	4/30/2021	COMMUNITY EDUCATION	615.00	SACC	Community Service
8438	14844	4/30/2021	COMMUNITY EDUCATION	90.00	TWIN TOWN BASEBALL	Community Service
8438	14844	4/30/2021	COMMUNITY EDUCATION	190.00	BASKETBALL	Community Service
8438	14844	4/30/2021	COMMUNITY EDUCATION	30.00	SOFTBALL	Community Service
8438	14844	4/30/2021	COMMUNITY EDUCATION	35.00	SUMMER THEATRE	Community Service
8438	14844	4/30/2021	COMMUNITY EDUCATION	650.00	TRACK & POLE VAULT	Community Service
8438	14844	4/30/2021	COMMUNITY EDUCATION	120.00	WRESTLING	Community Service
8438 Total				1,730.00		
8439	14845	4/30/2021	STATE OF MINNESOTA	13,504.30	Due Fm Mn Children	General
8439	14845	4/30/2021	STATE OF MINNESOTA	470,555.07	2021 GEN ED AID	General
8439 Total				484,059.37		
8440	14846	4/30/2021	MSD MAX	250,000.00	Minn. Sch. District "max" Fund	General
8440 Total				250,000.00		
8441	14847	4/30/2021	MSD MAX	0.55	Interest Income	General
8441 Total				0.55		
8442	14848	4/30/2021	MSD MAX	71.39	Interest Income	General
8442	14851	4/30/2021	MSD MAX	71.39	Interest Income	General
8442	14852	4/30/2021	MSD MAX	-71.39		General
8442 Total				71.39		
8443	14849	4/30/2021	CREDIT CARD DEPOSIT	60.00	WRESTLING	Community Service
8443	14849	4/30/2021	CREDIT CARD DEPOSIT	1,095.00	USER FEES	General
8443	14849	4/30/2021	CREDIT CARD DEPOSIT	4,550.00	DRIVER ED FEES	General
8443	14849	4/30/2021	CREDIT CARD DEPOSIT	3,851.50	Student Lunch Sales	Food Service

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

8443	14849	4/30/2021	CREDIT CARD DEPOSIT	465.00	Yearbook Sales	General
8443	14850	4/30/2021	CREDIT CARD DEPOSIT	-79.95	CONVIENCE FEE REFUND	Food Service
8443 Total				10,841.55		
8444	14853	4/30/2021	CREDIT CARD DEPOSIT	4,902.00	Tuition from Patron	Community Service
8444	14853	4/30/2021	CREDIT CARD DEPOSIT	1,980.00	Fees	Community Service
8444	14853	4/30/2021	CREDIT CARD DEPOSIT	450.00	Fees	Community Service
8444	14853	4/30/2021	CREDIT CARD DEPOSIT	2,190.00	Fees	Community Service
8444	14853	4/30/2021	CREDIT CARD DEPOSIT	530.00	Fees	Community Service
8444	14853	4/30/2021	CREDIT CARD DEPOSIT	1,170.00	Fees	Community Service
8444	14853	4/30/2021	CREDIT CARD DEPOSIT	3,105.00	Fees	Community Service
8444	14853	4/30/2021	CREDIT CARD DEPOSIT	1,900.00	Fees	Community Service
8444	14853	4/30/2021	CREDIT CARD DEPOSIT	970.00	Fees	Community Service
8444	14853	4/30/2021	CREDIT CARD DEPOSIT	655.00	Fees	Community Service
8444	14853	4/30/2021	CREDIT CARD DEPOSIT	2,970.00	Fees	Community Service
8444	14853	4/30/2021	CREDIT CARD DEPOSIT	200.00	Fees	Community Service
8444	14853	4/30/2021	CREDIT CARD DEPOSIT	40.00	Fees	Community Service
8444	14854	4/30/2021	CREDIT CARD DEPOSIT	-240.00	Tuition from Patron	Community Service
8444 Total				20,822.00		
8445	14855	4/30/2021	BREMER BANK	1.70	Interest Income	General
8445 Total				1.70		
Grand Total				1,658,934.31		
Fund Summary						
General Fund				1,487,645.90		
Food Service Fund				131,326.37		
Community Service Fund				36,269.00		
Capital Fund				2,500.00		
Debt Service Fund				0.00		
Trust Fund				0.00		
Student Activities Fund				1,193.04		

Breckenridge Public School

Payment Register

Check #	Vendor #	Vendor Name	Date	Amount	Description	Fund
	172	CASH-WA DISTRIBUTING	4/16/2021	40.95	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/16/2021	1,733.77	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/16/2021	65.48	supply	Food Service
	172	CASH-WA DISTRIBUTING	4/16/2021	2,056.67	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/16/2021	76.11	Supply	Food Service
	172	CASH-WA DISTRIBUTING	4/16/2021	-47.28	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/16/2021	-23.16	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/16/2021	-79.83	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/16/2021	38.03	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/19/2021	489.69	Food	Food Service
		CASH-WA DISTRIBUTING Total		4,350.43		
	2251	FURTHER (FSA/ HSA)	4/21/2021	28.08	Flex Deductions 9/1/20-8/31/21	General
		FURTHER (FSA/ HSA) Total		28.08		
	172	CASH-WA DISTRIBUTING	4/23/2021	29.25	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/23/2021	14.63	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/23/2021	1,643.72	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/23/2021	130.96	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/23/2021	2,165.37	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/23/2021	120.06	General Supply	Food Service
		CASH-WA DISTRIBUTING Total		4,103.99		
	2251	FURTHER (FSA/ HSA)	4/28/2021	100.00	Flex Deductions 9/1/20-8/31/21	General
		FURTHER (FSA/ HSA) Total		100.00		
	3459	AMERITAS LIFE INSURANCE	4/30/2021	223.96	Vision Insurance	General
		AMERITAS LIFE INSURANCE Total		223.96		
	172	CASH-WA DISTRIBUTING	4/30/2021	5.85	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/30/2021	2.93	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/30/2021	1,554.50	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/30/2021	130.96	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	4/30/2021	1,338.25	Food	Food Service
	172	CASH-WA DISTRIBUTING	4/30/2021	185.80	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	4/30/2021	-0.01	Rounding Adjustment	Food Service
	172	CASH-WA DISTRIBUTING	4/30/2021	-0.18	Food	Food Service
		CASH-WA DISTRIBUTING Total		3,218.10		
	2277	EDUCATORS BENEFIT ACH	4/30/2021	1,295.86	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	4/30/2021	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	4/30/2021	7,760.13	Tax Shelter Payable	General

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	2277	EDUCATORS BENEFIT ACH	4/30/2021	991.10	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	4/30/2021	828.65	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	4/30/2021	1,877.63	Tax Shelter Payable	General
		EDUCATORS BENEFIT ACH Total		12,511.29		
	1233	EFPTS	4/30/2021	37,168.74	FICA Payable	General
	1233	EFPTS	4/30/2021	16,393.16	Federal Withholding Payable	General
		EFPTS Total		53,561.90		
	2251	FURTHER (FSA/ HSA)	4/30/2021	6,452.36	HSA Deductions	General
	2251	FURTHER (FSA/ HSA)	4/30/2021	43.40	Flex Deductions 9/1/20-8/31/21	General
		FURTHER (FSA/ HSA) Total		6,495.76		
	1753	MN STATE RETIREMENT SYSTEM	4/30/2021	131.63	HCSP Payable	General
		MN STATE RETIREMENT SYSTEM Total		131.63		
	39	MN DEPT OF REVENUE (EFT)	4/30/2021	6,419.96	MN State Withholding Payable	General
		MN DEPT OF REVENUE (EFT) Total		6,419.96		
	599	P.E.R.A.	4/30/2021	11,080.90	PERA Payable	General
	599	P.E.R.A.	4/30/2021	129.96	PERA Payable	General
		P.E.R.A. Total		11,210.86		
	600	TEACHERS RETIREMENT ASSN.	4/30/2021	24,352.61	TRA Payable	General
		TEACHERS RETIREMENT ASSN. Total		24,352.61		
	2251	FURTHER (FSA/ HSA)	5/5/2021	197.78	Flex Deductions 9/1/20-8/31/21	General
		FURTHER (FSA/ HSA) Total		197.78		
	193	GREAT PLAINS NATURAL GAS	5/6/2021	162.76	Gas	General
	193	GREAT PLAINS NATURAL GAS	5/6/2021	3,148.26	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	5/6/2021	2,364.77	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	5/6/2021	163.97	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	5/6/2021	28.52	Heating Fuel	General
		GREAT PLAINS NATURAL GAS Total		5,868.28		
	172	CASH-WA DISTRIBUTING	5/7/2021	38.03	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/7/2021	1,761.19	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/7/2021	239.59	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	5/7/2021	11.70	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/7/2021	1,842.89	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/7/2021	119.82	General Supply	Food Service
		CASH-WA DISTRIBUTING Total		4,013.22		
	55	BRECKENRIDGE PUBLIC UTILITIES	5/10/2021	4,124.23	Electricity	General
	55	BRECKENRIDGE PUBLIC UTILITIES	5/10/2021	616.30	Water-Sewer	General
	55	BRECKENRIDGE PUBLIC UTILITIES	5/10/2021	25.00	Electricity	General

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	55	BRECKENRIDGE PUBLIC UTILITIES	5/10/2021	308.47	Electricity	General
	55	BRECKENRIDGE PUBLIC UTILITIES	5/10/2021	63.83	Water-Sewer	General
	55	BRECKENRIDGE PUBLIC UTILITIES	5/10/2021	6,215.20	Electricity	General
	55	BRECKENRIDGE PUBLIC UTILITIES	5/10/2021	686.10	Water-Sewer	General
		BRECKENRIDGE PUBLIC UTILITIES Total		12,039.13		
	2727	AMERICAN EXPRESS	5/11/2021	182.67	Supply	General
	2727	AMERICAN EXPRESS	5/11/2021	319.00	Miscellaneous	General
		AMERICAN EXPRESS Total		501.67		
	2274	APPLE COMPUTER, INC.	5/11/2021	10.68	Apple Music Membership	Student Activities
		APPLE COMPUTER, INC. Total		10.68		
	2107	CONSUMER REPORTS	5/11/2021	39.00	Periodical	General
		CONSUMER REPORTS Total		39.00		
	1719	ECONO FOODS	5/11/2021	60.59	Food	Food Service
	1719	ECONO FOODS	5/11/2021	4.60	General Supply	General
		ECONO FOODS Total		65.19		
	2743	INTERNATIONAL LITERACY ASSOCIATION	5/11/2021	44.00	Travel	General
		INTERNATIONAL LITERACY ASSOCIATION		44.00		
	314	MASBO	5/11/2021	110.00	Inservice	General
		MASBO Total		110.00		
	1216	MINN STATE UNIV. -- MOORHEAD	5/11/2021	927.48	Tuition to Oth Distr	General
		MINN STATE UNIV. -- MOORHEAD Total		927.48		
	3209	MINNESOTA ASSOCIATION FOR PUPIL TRANSPORTATION	5/11/2021	736.33	Travel	General
		MINNESOTA ASSOCIATION FOR PUPIL		736.33		
	1714	MN BOARD OF SCHOOL ADMIN	5/11/2021	102.49	Dues	General
	1714	MN BOARD OF SCHOOL ADMIN	5/11/2021	102.49	Dues	General
		MN BOARD OF SCHOOL ADMIN Total		204.98		
	2784	NATIONAL PEN	5/11/2021	96.12	Miscellaneous	General
		NATIONAL PEN Total		96.12		
	2188	P-CARD, HARRIS BANK	5/11/2021	11.00	General Supply	General
	2188	P-CARD, HARRIS BANK	5/11/2021	83.55	Miscellaneous	Food Service
	2188	P-CARD, HARRIS BANK	5/11/2021	57.00	Travel	General
		P-CARD, HARRIS BANK Total		151.55		
	3359	WALMART STORE	5/11/2021	1415.08	Supply	Community Service
	3359	WALMART STORE	5/11/2021	43.12	Easter Egg Hunt Supp	Community Service
	3359	WALMART STORE	5/11/2021	86.35	Food	Community Service

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	3359	WALMART STORE	5/11/2021	99.90	General Supply	General
		WALMART STORE Total		244.45		
	2267	WASTE MANAGEMENT OF ND	5/11/2021	491.06	Garbage	General
	2267	WASTE MANAGEMENT OF ND	5/11/2021	656.60	Garbage	General
	2267	WASTE MANAGEMENT OF ND	5/11/2021	112.84	Garbage	General
		WASTE MANAGEMENT OF ND Total		1,260.50		
	2251	FURTHER (FSA/ HSA)	5/12/2021	320.94	Flex Deductions 9/1/20-8/31/21	General
		FURTHER (FSA/ HSA) Total		320.94		
	1052	AMERICAN FAM. LIFE ASSURANCE	5/14/2021	165.71	AFLAC Payable	General
		AMERICAN FAM. LIFE ASSURANCE Total		165.71		
	2277	EDUCATORS BENEFIT ACH	5/14/2021	395.86	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	5/14/2021	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	5/14/2021	7,874.33	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	5/14/2021	991.10	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	5/14/2021	828.65	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	5/14/2021	1,877.63	Tax Shelter Payable	General
		EDUCATORS BENEFIT ACH Total		12,625.49		
	1233	EFPTS	5/14/2021	34,909.92	FICA Payable	General
	1233	EFPTS	5/14/2021	16,279.63	Federal Withholding Payable	General
	1233	EFPTS	5/14/2021	872.84	FICA Payable	General
	1233	EFPTS	5/14/2021	105.93	Federal Withholding Payable	General
		EFPTS Total		52,168.32		
	2251	FURTHER (FSA/ HSA)	5/14/2021	6,452.36	HSA Deductions	General
	2251	FURTHER (FSA/ HSA)	5/14/2021	-166.24	HSA Deductions	General
		FURTHER (FSA/ HSA) Total		6,286.12		
	1753	MN STATE RETIREMENT SYSTEM	5/14/2021	129.15	HCSP Payable	General
		MN STATE RETIREMENT SYSTEM Total		129.15		
	39	MN DEPT OF REVENUE (EFT)	5/14/2021	27.09	MN State Withholding Payable	General
	39	MN DEPT OF REVENUE (EFT)	5/14/2021	6,211.26	MN State Withholding Payable	General
		MN DEPT OF REVENUE (EFT) Total		6,238.35		
	599	P.E.R.A.	5/14/2021	630.69	PERA Payable	General
	599	P.E.R.A.	5/14/2021	-129.96	PERA Payable	General
	599	P.E.R.A.	5/14/2021	11,912.44	PERA Payable	General
		P.E.R.A. Total		12,413.17		
	600	TEACHERS RETIREMENT ASSN.	5/14/2021	22,821.12	TRA Payable	General
		TEACHERS RETIREMENT ASSN. Total		22,821.12		
124724	3585	DIAZ, KYLA	4/23/2021	400.00	Officials/ Contracted Services	General

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		DIAZ, KYLA Total		400.00		
124725	3476	GOLDADE, STANLEY	4/23/2021	34.57	National Honor Society Supplies	Student Activities
		GOLDADE, STANLEY Total		34.57		
124726	3340	INSTITUTE FOR MULTI-SENSORY EDUCATION	4/23/2021	1,275.00	Intermediate Virtual IMSE Orton-Gillingham Training	General
		INSTITUTE FOR MULTI-SENSORY		1,275.00		
124728	3018	MARTINSON, RICK S	4/23/2021	163.00	Umpires	General
		MARTINSON, RICK S Total		163.00		
124729	2903	MASTEL, WAYNE	4/23/2021	45.00	Officials/ Contracted Services	General
124729	2903	MASTEL, WAYNE	4/23/2021	45.00	Officials/ Contracted Services	General
124729	2903	MASTEL, WAYNE	4/23/2021	45.00	Officials/ Contracted Services	General
124729	2903	MASTEL, WAYNE	4/23/2021	45.00	Officials/ Contracted Services	General
		MASTEL, WAYNE Total		180.00		
124730	3307	MOATS, KENNETH	4/23/2021	143.00	Umpires	General
124730	3307	MOATS, KENNETH	4/23/2021	91.50	Umpires	General
		MOATS, KENNETH Total		234.50		
124731	1952	NEWS - 2 YOU, INC.	4/23/2021	199.68	NEWS TO YOU SUBSCRIPTION	General
		NEWS - 2 YOU, INC. Total		199.68		
124732	2897	NORDICK, JOSHUA	4/23/2021	71.50	Umpires	General
		NORDICK, JOSHUA Total		71.50		
124733	2818	PETERSON, RICHARD	4/23/2021	115.00	Umpires	General
		PETERSON, RICHARD Total		115.00		
124734	3359	WALMART STORE	4/23/2021	25.03	Supply	General
124734	3359	WALMART STORE	4/23/2021	44.30	Food	Community Service
		WALMART STORE Total		69.33		
124735	604	AFSCME COUNCIL 65	4/28/2021	111.87	Custodial Dues Payable	General
		AFSCME COUNCIL 65 Total		111.87		
124736	603	BRECKENRIDGE ED LOCAL 1299	4/28/2021	2,353.52	Breck Federation of Teachers Payable	General
		BRECKENRIDGE ED LOCAL 1299 Total		2,353.52		
124737	3539	GUARDIAN	4/28/2021	123.66	Voluntary Life Insurance	General
124737	3539	GUARDIAN	4/28/2021	1,209.34	Dental Insurance	General
124737	3539	GUARDIAN	4/28/2021	1,050.47	Life & Disability Payable	General
		GUARDIAN Total		2,383.47		
124738	2912	HOPKINS, TOVIAO LEE	4/28/2021	115.00	Officials/ Contracted Services	General
		HOPKINS, TOVIAO LEE Total		115.00		
124739	1872	MN CHILD SUPPORT PAYMENT CTR	4/28/2021	424.00	Child Support Payable	General
		MN CHILD SUPPORT PAYMENT CTR Total		424.00		

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124740	1184	MN SCHOOL EMPLOYEES ASSOC	4/28/2021	1,073.16	Breck School Employees Assn Payable	General
		MN SCHOOL EMPLOYEES ASSOC Total		1,073.16		
124741	1779	NCPERS GROUP LIFE INS	4/28/2021	80.00	PERA Life Insurance Payable	General
		NCPERS GROUP LIFE INS Total		80.00		
124742	2635	BRECKENRIDGE SCHOOL FOOD SERVICE	5/4/2021	106.00	ANGEL FUND	Food Service
		BRECKENRIDGE SCHOOL FOOD SERVICE		106.00		
124743	3573	J GRAMMOND PHOTOGRAPHY	5/4/2021	45.00	Community Ed Class Instructor/ Contracted Servic	Community Service
		J GRAMMOND PHOTOGRAPHY Total		45.00		
124744	3065	MCNARY, KELLY	5/4/2021	143.00	Umpires	General
		MCNARY, KELLY Total		143.00		
124745	3307	MOATS, KENNETH	5/4/2021	143.00	Umpires	General
		MOATS, KENNETH Total		143.00		
124746	2836	MORROW, JEFFREY A.	5/4/2021	71.50	Umpires	General
124746	2836	MORROW, JEFFREY A.	5/4/2021	115.00	Umpires	General
		MORROW, JEFFREY A. Total		186.50		
124747	2818	PETERSON, RICHARD	5/4/2021	57.50	Umpires	General
		PETERSON, RICHARD Total		57.50		
124748	2911	THIELEN, THOMAS ANDREW	5/4/2021	115.00	Umpires	General
124748	2911	THIELEN, THOMAS ANDREW	5/4/2021	115.00	Officials/ Contracted Services	General
		THIELEN, THOMAS ANDREW Total		230.00		
124749	3393	DAIGLE, ELIZABETH	5/7/2021	275.00	Officials/ Contracted Services	General
		DAIGLE, ELIZABETH Total		275.00		
124750	138	DOUBLE A DJ	5/7/2021	795.00	DJ for Prom	Student Activities
		DOUBLE A DJ Total		795.00		
124751	3307	MOATS, KENNETH	5/7/2021	163.00	Umpires	General
		MOATS, KENNETH Total		163.00		
124752	2897	NORDICK, JOSHUA	5/7/2021	143.00	Umpires	General
		NORDICK, JOSHUA Total		143.00		
124753	2911	THIELEN, THOMAS ANDREW	5/7/2021	115.00	Umpires	General
		THIELEN, THOMAS ANDREW Total		115.00		
124754	1981	ALBERTSON'S PARTS CITY AUTO PA	5/13/2021	6.58	Repair/Equipment	General
124754	1981	ALBERTSON'S PARTS CITY AUTO PA	5/13/2021	19.99	Repair/Equipment	General
		ALBERTSON'S PARTS CITY AUTO PA Total		26.57		
124755	1129	AMAZON.COM	5/13/2021	5.45	B076X5ZHSM 50 Pack LOOPACELL AG13 / LR44 / L1154 / 357 / A76 / Battery	General
124755	1129	AMAZON.COM	5/13/2021	0.00	Amazon Shipping Charge	General

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124755	1129	AMAZON.COM	5/13/2021	15.76	B000EIGVOS Command 17205-16ES 3M Small Picture Hanging Strips Create Gallery Walls, Strong and Versatile, 16 Pairs, White	General
124755	1129	AMAZON.COM	5/13/2021	0.00	Amazon Shipping Charge	General
124755	1129	AMAZON.COM	5/13/2021	45.98	B08214FJ5M Sntieecr 10 Pack 12 Inch Large Metal Floral Hoop Wreath Macrame Gold Hoop Rings for Making Wedding Wreath Decor and DIY Dream Catcher Wall	General
124755	1129	AMAZON.COM	5/13/2021	32.81	B005E9LEIY Colorations DIY Drum Kit, Set of 12, Native American, Foam Craft Kit, Self-Adhesive, for Kids, Toys for Kids, Early Learning, Multi-Cultura	General
124755	1129	AMAZON.COM	5/13/2021	0.00	Amazon Shipping Charge	General
124755	1129	AMAZON.COM	5/13/2021	6.25	B07MVGJVJR LR43 AG12 SR43 386 LR1142 Button Cell Watch Battery for Thermometer 30pcs	General
124755	1129	AMAZON.COM	5/13/2021	6.99	B07LGJH4X7 CR2032 3V Lithium Battery (20pcs)	General
124755	1129	AMAZON.COM	5/13/2021	25.98	B082251QT1 Amazon Basics Premium-Certified Braided HDMI Cable - Supports Ethernet, 3D, 4K HDR and ARC (4K@60Hz, 18Gbps) - 15 Foot	Capital Outlay
124755	1129	AMAZON.COM	5/13/2021	0.00	Amazon Shipping Charge	Capital Outlay
124755	1129	AMAZON.COM	5/13/2021	93.20	B07QC97BXB Fun Express See Through Bug Box Jars - 10 Pieces - Science Educational and Learning Activities for Kids	Community Service
124755	1129	AMAZON.COM	5/13/2021	155.87	B08QRDD2QJ 12 Pieces Fine Motor Skill Toys Includes 6 Handy Scoopers 6 Jumbo Tweezers Bug Insects Catcher Backyard Explorer Outdoor Tool Sensory Learn	Community Service
124755	1129	AMAZON.COM	5/13/2021	107.88	B07VJB65P8 KISEER 7 Pieces Colourful Telescopic Kids Fishing Net Butterfly Net Catching Insects Bugs Nets Beach Toys for Kids Outdoor Playing	Community Service
124755	1129	AMAZON.COM	5/13/2021	18 0.00	Amazon Shipping Charge	Community Service
124755	1129	AMAZON.COM	5/13/2021	50.58	B0017U7QD6 Raymond Geddes Birthday Assorted Pencils (Pack of 144)	General

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124755	1129	AMAZON.COM	5/13/2021	0.00	Amazon Shipping Charge	General
124755	1129	AMAZON.COM	5/13/2021	26.02	B01M145SWB Command Picture Hanging Strips Value Pack, Small, White, 16-Sets (32 Strips)	General
124755	1129	AMAZON.COM	5/13/2021	0.00	Amazon Shipping Charge	General
124755	1129	AMAZON.COM	5/13/2021	20.75	B00TY647VY MCS 65609 Format Frame, 8.5 x 11 in, Black, 6 Count	General
124755	1129	AMAZON.COM	5/13/2021	39.99	B01616HZMM MCS 65640 Format Frame, 8.5 x 11 in, Black, 12 Count	General
124755	1129	AMAZON.COM	5/13/2021	0.00	Amazon Shipping Charge	General
124755	1129	AMAZON.COM	5/13/2021	138.16	B00IPR0IQQ Edwards Signaling 434-4N5 Bell 4" 120V 60HZ	General
124755	1129	AMAZON.COM	5/13/2021	0.00	Amazon Shipping Charge	General
124755	1129	AMAZON.COM	5/13/2021	59.96	B0197KG32W Koobar Year-Round Holiday Stickers Variety Pack: Fun Assortment of Designs for a Whole Year (400 Stickers)	Community Service
124755	1129	AMAZON.COM	5/13/2021	7.99	B07TPS77H7 Realistic Zoo Animal Sticker Safari Animal Jungle 200Pcs Per Roll for Kids	Community Service
124755	1129	AMAZON.COM	5/13/2021	17.98	B01A7838W6 Fish004-6 Sheets Small Fish Stickers Self-adhesive Glitter Metallic Foil Reflective Decorative Scrapbook for Kids - Size 4 X 5.25 Inch./she	Community Service
124755	1129	AMAZON.COM	5/13/2021	7.98	B07MPT624B HORIECHALY Transportation Stickers for Kids 12 Sheets with Cars, Airplane, Train, Motorbike, Ambulance, Police Car, Fire Trucks, School Bus	Community Service
124755	1129	AMAZON.COM	5/13/2021	0.00	Amazon Shipping Charge	Community Service
124755	1129	AMAZON.COM	5/13/2021	41.97	B07SSVF19X Tsocent 4 Colors Mixed Pinwheels (Pack of 36) - Party Favors Plastic Toy Pinwheels Educational Wind Spinners 36 Pcs Gifts for Kids - Outdoor	Community Service
124755	1129	AMAZON.COM	5/13/2021	71.82	B06Y2FXW7M 16" Rainbow Color Party Pack Inflatable Beach Balls - Beach Pool Party Toys (12 Pack)	Community Service

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124755	1129	AMAZON.COM	5/13/2021	77.97	B08QCS56YD Elcoho 24 Pack Colorful Jump Rope Set Adjustable Plastic Jump Rope Skipping Rope Outdoor Jump Ropes Great Party Favor	Community Service
124755	1129	AMAZON.COM	5/13/2021	83.98	B071JGRTLW 50 Bulk Tote Bag Mega Pack - 15" x 16" Large Reusable Shopping Bags (Multi)	Community Service
124755	1129	AMAZON.COM	5/13/2021	104.97	B07YYLKYKX Kicko Toy Binoculars with Neck String - 24 Pack - 3.5 x 5 Inch - Novelty Binoculars for Children, Sightseeing, Birdwatching, Wildlife, Outd	Community Service
124755	1129	AMAZON.COM	5/13/2021	104.93	B08D9DK8L3 12 Pack Flower Pots Indoor with Saucers,5.5 Inch Plastic Planter Pots with Drainage, Perfect Plant Container for Seedlings/Nursery/Starting	Community Service
124755	1129	AMAZON.COM	5/13/2021	38.97	B07Q4MQZH7 24 Pieces Foldable Flying Disc Fans Set Folding Pocket Beach Flying Disc for Fun Birthday Party Creative Gift Halloween Christmas New Year	Community Service
124755	1129	AMAZON.COM	5/13/2021	95.96	B07DFYP3DJ Sidewalk Chalk Party Pack – 30 x Pack of 4 Multi-Color Jumbo Street Chalks – 4 Bright & Cheerful Colors – Nontoxic, Washable Tapered Chalks	Community Service
124755	1129	AMAZON.COM	5/13/2021	34.90	B013B4AOZC Habelyi 50pcs Amazing Led Light Arrow Rocket Helicopter Flying Toy Party Fun Gift Elastic Slingshot Flying Copters Summer Outdoor Game for	Community Service
124755	1129	AMAZON.COM	5/13/2021	65.97	B08743Z4T8 Oojami 30 Pack Bubble Wand Assortment Bulk Supreme Value Pack for Hours of Summer Fun Ideal for Birthday Party Toy Favors, Baby Shower, Bub	Community Service
124755	1129	AMAZON.COM	5/13/2021	83.94	B07CHC8379 PROLOSO 15-Pack LED Light Up Flashing UFO Spinning Tops with Gyroscope Novelty Bulk Toys Party Favors	Community Service
124755	1129	AMAZON.COM	5/13/2021	29.99	20 B0834TMXF2 TURNMEON 500 Glow Sticks Bulk Party Favors,Glow In the Dark Party Supplies Mardi Gras Glow Stick Necklaces Bracelets with Connectors 8" Glo	Community Service

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124755	1129	AMAZON.COM	5/13/2021	0.00	Amazon Shipping Charge	Community Service
		AMAZON.COM Total		1,700.95		
124756	3587	AMBITIOUSLY LAZY APPAREL	5/13/2021	510.00	General Supply	Community Service
		AMBITIOUSLY LAZY APPAREL Total		510.00		
124757	1295	ARAMARK	5/13/2021	36.75	Miscellaneous	General
124757	1295	ARAMARK	5/13/2021	65.11	Miscellaneous	General
124757	1295	ARAMARK	5/13/2021	37.98	Miscellaneous	General
		ARAMARK Total		139.84		
124758	1697	BIG WOODS ELECTRIC MOTOR	5/13/2021	714.80	Repair/Building	General
		BIG WOODS ELECTRIC MOTOR Total		714.80		
124759	2020	BLICK ART MATERIALS	5/13/2021	53.40	30452-8716 Amaco Artist's Choice Glaze - Pint, Camel	General
124759	2020	BLICK ART MATERIALS	5/13/2021	53.40	30452-7926 Amaco Artist's Choice Glaze - Pint, Seafoam Green	General
124759	2020	BLICK ART MATERIALS	5/13/2021	33.27	30456-7246 Speedball Earthenware Glaze - 16 oz, Grass Green	General
124759	2020	BLICK ART MATERIALS	5/13/2021	73.02	30456-5056 Speedball Earthenware Glaze - 16 oz, Royal Blue	General
124759	2020	BLICK ART MATERIALS	5/13/2021	28.56	30456-6516 Speedball Earthenware Glaze - 16 oz, Violet	General
124759	2020	BLICK ART MATERIALS	5/13/2021	64.08	30452-5116 Amaco Artist's Choice Glaze - Pint, Aztec Turquoise	General
		BLICK ART MATERIALS Total		305.73		
124760	1837	BOLD PRINT	5/13/2021	43.59	Supply	General
		BOLD PRINT Total		43.59		
124761	2635	BRECKENRIDGE SCHOOL FOOD SERVICE	5/13/2021	20.00	ANGEL FUND	Food Service
		BRECKENRIDGE SCHOOL FOOD SERVICE		20.00		
124762	3560	BRENCO	5/13/2021	98.00	General Supply	General
124762	3560	BRENCO	5/13/2021	231.20	General Supply	General
124762	3560	BRENCO	5/13/2021	24.50	General Supply	General
		BRENCO Total		353.70		
124763	3586	BURKETT CUSTOMS	5/13/2021	370.00	Miscellaneous	General
		BURKETT CUSTOMS Total		370.00		
124764	3360	CHILLER SYSTEMS, INC	5/13/2021	3,086.00	Repair/ Building	General
		CHILLER SYSTEMS, INC Total		3,086.00		
124765	3331	COMPUTER SPORTS MEDICINE, INC	5/13/2021	250.00	503597-Y SWOL Floating User License: Licenses 1-4 at \$250 each (ANNUAL FEE)	General

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124765	3331	COMPUTER SPORTS MEDICINE, INC	5/13/2021	200.00	504086 SWOL Site License: Concussion Toolbox (ANNUAL FEE)	General
		COMPUTER SPORTS MEDICINE, INC Total		450.00		
124766	545	CONTINGENT FUND	5/13/2021	45.00	Miscellaneous	General
124766	545	CONTINGENT FUND	5/13/2021	-10.00	Miscellaneous	General
124766	545	CONTINGENT FUND	5/13/2021	43.99	Supply	General
124766	545	CONTINGENT FUND	5/13/2021	30.00	Officials/ Contracted Services	General
124766	545	CONTINGENT FUND	5/13/2021	30.00	Officials/ Contracted Services	General
124766	545	CONTINGENT FUND	5/13/2021	13.39	Supply	General
124766	545	CONTINGENT FUND	5/13/2021	238.88	Personal Services	General
124766	545	CONTINGENT FUND	5/13/2021	350.00	Entry Fees/ Student Travel	General
124766	545	CONTINGENT FUND	5/13/2021	44.80	Inservice	General
124766	545	CONTINGENT FUND	5/13/2021	30.00	Officials/ Contracted Services	General
124766	545	CONTINGENT FUND	5/13/2021	35.91	Travel	General
124766	545	CONTINGENT FUND	5/13/2021	112.50	Entry Fees/ Student Travel	General
124766	545	CONTINGENT FUND	5/13/2021	30.00	Officials/ Contracted Services	General
124766	545	CONTINGENT FUND	5/13/2021	112.50	Entry Fees/ Student Travel	General
124766	545	CONTINGENT FUND	5/13/2021	100.00	Miscellaneous	General
124766	545	CONTINGENT FUND	5/13/2021	200.00	Easter Egg Hunt Supp	Community Service
124766	545	CONTINGENT FUND	5/13/2021	590.00	Entry Fees/ Student Travel	Community Service
124766	545	CONTINGENT FUND	5/13/2021	98.35	Student Lunch Sales	Food Service
		CONTINGENT FUND Total		2,095.32		
124767	111	CULINEX	5/13/2021	140.49	General Supply	Food Service
124767	111	CULINEX	5/13/2021	113.39	General Supply	Food Service
124767	111	CULINEX	5/13/2021	44.68	General Supply	Food Service
		CULINEX Total		298.56		
124768	482	DAILY NEWS	5/13/2021	46.98	Advertising	General
124768	482	DAILY NEWS	5/13/2021	31.32	Advertising	General
124768	482	DAILY NEWS	5/13/2021	120.00	Advertising	General
		DAILY NEWS Total		198.30		
124769	1433	EARTHGRAINS COMPANY	5/13/2021	81.91	Food	Food Service
124769	1433	EARTHGRAINS COMPANY	5/13/2021	12.60	Food	Food Service
124769	1433	EARTHGRAINS COMPANY	5/13/2021	13.36	Food	Food Service
124769	1433	EARTHGRAINS COMPANY	5/13/2021	44.10	Food	Food Service
124769	1433	EARTHGRAINS COMPANY	5/13/2021	2226.40	Food	Food Service
124769	1433	EARTHGRAINS COMPANY	5/13/2021	18.90	Food	Food Service
124769	1433	EARTHGRAINS COMPANY	5/13/2021	59.85	Food	Food Service

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124769	1433	EARTHGRAINS COMPANY	5/13/2021	26.40	Food	Food Service
124769	1433	EARTHGRAINS COMPANY	5/13/2021	53.55	Food	Food Service
124769	1433	EARTHGRAINS COMPANY	5/13/2021	55.20	Food	Food Service
124769	1433	EARTHGRAINS COMPANY	5/13/2021	4.80	Food	Food Service
		EARTHGRAINS COMPANY Total		397.07		
124770	2077	ECKROTH MUSIC	5/13/2021	128.00	French Horn Conn #L00190	General
124770	2077	ECKROTH MUSIC	5/13/2021	47.84	Vandoren Tenor Saxophone Reeds 3	General
		ECKROTH MUSIC Total		175.84		
124771	3303	ECOLAB	5/13/2021	82.80	Repair	Food Service
		ECOLAB Total		82.80		
124772	2265	EDUCATORS BENEFIT CONSULTANTS-AVIBEN	5/13/2021	117.03	Consulting Fees	General
		EDUCATORS BENEFIT CONSULTANTS-		117.03		
124773	2148	FARGO PUBLIC SCHOOLS	5/13/2021	654.57	Tuition to Oth Distr	General
		FARGO PUBLIC SCHOOLS Total		654.57		
124774	1994	FARM CITY SUPPLY	5/13/2021	9.98	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	15.07	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	22.57	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	42.33	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	14.96	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	21.76	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	14.37	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	45.99	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	1.01	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	3.00	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	40.38	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	85.23	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	54.75	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	19.36	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	7.79	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	1.20	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	13.99	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	25.47	General Supply	General
124774	1994	FARM CITY SUPPLY	5/13/2021	35.45	General Supply	General
		FARM CITY SUPPLY Total		2874.66		
124775	153	FARMERS UNION OIL CO	5/13/2021	21.27	General Supply	General
124775	153	FARMERS UNION OIL CO	5/13/2021	16.66	Gasoline & Oil	General

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124775	153	FARMERS UNION OIL CO	5/13/2021	5,030.07	Gasoline & Oil	General
		FARMERS UNION OIL CO Total		5,068.00		
124776	1211	FERGUS FALLS AREA SPEC. EDUC.	5/13/2021	32,900.00	FF Special Ed Coop Fees	General
124776	1211	FERGUS FALLS AREA SPEC. EDUC.	5/13/2021	25,000.00	Sp Ed Ben Pur F Other D	General
		FERGUS FALLS AREA SPEC. EDUC. Total		57,900.00		
124777	2774	FIRST ADVANTAGE BACKGROUND SERVICES CORP	5/13/2021	2.67	Miscellaneous	General
		FIRST ADVANTAGE BACKGROUND SERVICES		2.67		
124778	3325	ORIENTAL TRADING COMPANY, INC/ FUN EXPRESS	5/13/2021	31.96	#6/1247 Colorful Plush Stars "You're a Star"	Community Service
124778	3325	ORIENTAL TRADING COMPANY, INC/ FUN EXPRESS	5/13/2021	6.95	Shipping	Community Service
		ORIENTAL TRADING COMPANY, INC/ FUN		38.91		
124779	2238	FURTHER	5/13/2021	67.10	Consulting Fees	General
		FURTHER Total		67.10		
124780	1666	GERRELLS SPORTS CENTER, INC.	5/13/2021	22.00	Supply	General
124780	1666	GERRELLS SPORTS CENTER, INC.	5/13/2021	22.00	Supply	General
		GERRELLS SPORTS CENTER, INC. Total		44.00		
124781	3534	HILLS 210 CAFE & SUBS	5/13/2021	815.40	National Honor Society Supplies	Student Activities
		HILLS 210 CAFE & SUBS Total		815.40		
124782	1529	HILLYARD /HUTCHINSON	5/13/2021	319.20	General Supply	General
124782	1529	HILLYARD /HUTCHINSON	5/13/2021	172.22	General Supply	General
124782	1529	HILLYARD /HUTCHINSON	5/13/2021	8.67	General Supply	General
124782	1529	HILLYARD /HUTCHINSON	5/13/2021	277.79	General Supply	General
124782	1529	HILLYARD /HUTCHINSON	5/13/2021	109.67	General Supply	Food Service
124782	1529	HILLYARD /HUTCHINSON	5/13/2021	114.48	General Supply	General
124782	1529	HILLYARD /HUTCHINSON	5/13/2021	112.08	General Supply	General
124782	1529	HILLYARD /HUTCHINSON	5/13/2021	274.09	General Supply	Food Service
124782	1529	HILLYARD /HUTCHINSON	5/13/2021	164.42	General Supply	Food Service
124782	1529	HILLYARD /HUTCHINSON	5/13/2021	279.48	General Supply	General
124782	1529	HILLYARD /HUTCHINSON	5/13/2021	136.90	General Supply	General
124782	1529	HILLYARD /HUTCHINSON	5/13/2021	101.76	General Supply	General
124782	1529	HILLYARD /HUTCHINSON	5/13/2021	152.40	General Supply	General
		HILLYARD /HUTCHINSON Total		2,223.16		
124783	3205	HOPE FOR EDUCATORS LLC	5/13/2021	250.00	Travel	General
		HOPE FOR EDUCATORS LLC Total		150.00		
124784	2177	IND. SCHOOL DIST. NO. 850	5/13/2021	289.45	Consulting Fees	Community Service

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		IND. SCHOOL DIST. NO. 850 Total		289.45		
124785	1505	INNOVATIVE OFFICE SOLUTIONS	5/13/2021	5.38	MMMC38BK DISPENSER,TAPE,DESK,BK	General
124785	1505	INNOVATIVE OFFICE SOLUTIONS	5/13/2021	6.60	UNV79000 STAPLES,CHSEL PT,5M/BX	General
124785	1505	INNOVATIVE OFFICE SOLUTIONS	5/13/2021	4.19	MIINON25510 BANDAGES,KNUCKLE,GN	General
124785	1505	INNOVATIVE OFFICE SOLUTIONS	5/13/2021	34.12	GPC47410 TISSUE,FACIAL,ENVISION,WE	General
124785	1505	INNOVATIVE OFFICE SOLUTIONS	5/13/2021	8.40	SAN30001 MARKER,SHARPIE,FINE PT,BK	General
		INNOVATIVE OFFICE SOLUTIONS Total		58.69		
124786	1900	INTERQUEST DETECTION CANINES	5/13/2021	320.00	General Supply	General
		INTERQUEST DETECTION CANINES Total		320.00		
124787	1954	INTERSTATE POWER SYSTEMS, INC	5/13/2021	171.07	General Supply	General
		INTERSTATE POWER SYSTEMS, INC Total		171.07		
124788	3180	ISTE	5/13/2021	580.00	ISTE CONFERENCE	General
124788	3180	ISTE	5/13/2021	135.00	ISTE CONFERENCE	General
		ISTE Total		715.00		
124789	3584	JAN MILLER BURKINS CONSULTING, LLC	5/13/2021	837.00	SHIFTING THE BALANCE ONLINE CLASS	General
124789	3584	JAN MILLER BURKINS CONSULTING, LLC	5/13/2021	25.00	SHIFTING THE BALANCE ONLINE CLASS	General
		JAN MILLER BURKINS CONSULTING, LLC		862.00		
124790	3092	JK SPORTS	5/13/2021	59.90	Supply	General
124790	3092	JK SPORTS	5/13/2021	59.90	Supply	General
124790	3092	JK SPORTS	5/13/2021	479.60	General Supply	Community Service
		JK SPORTS Total		599.40		
124791	2325	JOHN DEERE FINANCIAL	5/13/2021	88.96	Repair/Equipment	General
124791	2325	JOHN DEERE FINANCIAL	5/13/2021	105.00	Repair/Equipment	General
		JOHN DEERE FINANCIAL Total		193.96		
124792	1929	JOSTENS	5/13/2021	273.44	Supply	General
		JOSTENS Total		273.44		
124793	1086	KBMW 1450	5/13/2021	120.00	Advertising	General
		KBMW 1450 Total		120.00		
124794	3100	KEMPS LLIC	5/13/2021	176.86	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	94.24	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	322.88	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	146.49	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	83.64	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	187.79	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	2525.63	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	353.87	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	115.05	Milk	Food Service

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124794	3100	KEMPS LLIC	5/13/2021	333.41	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	197.92	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	94.17	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	146.49	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	323.08	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	166.68	Milk	Food Service
124794	3100	KEMPS LLIC	5/13/2021	104.55	Milk	Food Service
		KEMPS LLIC Total		2,972.75		
124795	518	LAKES COUNTRY SERVICE COOP	5/13/2021	630.00	Entry Fees/ Student Travel	General
124795	518	LAKES COUNTRY SERVICE COOP	5/13/2021	15.00	Travel	General
124795	518	LAKES COUNTRY SERVICE COOP	5/13/2021	50.00	Technology Equipment	Capital Outlay
		LAKES COUNTRY SERVICE COOP Total		695.00		
124796	273	LILLEGARD, INC	5/13/2021	470.50	Repair/Equipment	General
		LILLEGARD, INC Total		470.50		
124797	3536	MAGNITUDE SPORTS MEDIA NETWORK	5/13/2021	500.00	Class of 2021	Student Activities
		MAGNITUDE SPORTS MEDIA NETWORK		500.00		
124798	3328	MARCO TECHNOLOGIES, LLC	5/13/2021	1,620.92	Copier/Printer Maintenance	General
		MARCO TECHNOLOGIES, LLC Total		1,620.92		
124799	2957	MARTIN, MICHAEL R	5/13/2021	35.00	Officials/ Contracted Services	General
124799	2957	MARTIN, MICHAEL R	5/13/2021	35.00	Officials/ Contracted Services	General
124799	2957	MARTIN, MICHAEL R	5/13/2021	35.00	Officials/ Contracted Services	General
124799	2957	MARTIN, MICHAEL R	5/13/2021	35.00	Officials/ Contracted Services	General
		MARTIN, MICHAEL R Total		140.00		
124800	303	MASSP	5/13/2021	100.00	High School Student Council Supplies	Student Activities
		MASSP Total		100.00		
124801	3065	MCNARY, KELLY	5/13/2021	38.95	Supply	General
		MCNARY, KELLY Total		38.95		
124802	337	NASCO	5/13/2021	32.80	9724421(F) Speedball Low-Fire Earthenware Glaze - Pint - Celadon	General
124802	337	NASCO	5/13/2021	42.24	9724421(P) Speedball Low-Fire Earthenware Glaze - Pint - Purple	General
124802	337	NASCO	5/13/2021	24.60	9724421(U) Speedball Low-Fire Earthenware Glaze - Pint - Grey	General
124802	337	NASCO	5/13/2021	26 51.80	9725870(B) AMACO Lead-Free Low-Fire Artists Choice Glaze (Cone 05) - A-24 Exotic Blue - Pint	General
		NASCO Total		151.44		

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124803	1243	NORTH CENTRAL TRUCK EQUIPMENT	5/13/2021	330.00	Repair/Equipment	General
124803	1243	NORTH CENTRAL TRUCK EQUIPMENT	5/13/2021	53.42	Repair/Equipment	General
124803	1243	NORTH CENTRAL TRUCK EQUIPMENT	5/13/2021	18.35	Repair/Equipment	General
		NORTH CENTRAL TRUCK EQUIPMENT Total		401.77		
124804	2104	OK TIRE STORES	5/13/2021	24.68	Repair/Equipment	General
		OK TIRE STORES Total		24.68		
124805	2193	PEMBERTON, SORLIE, RUFER &	5/13/2021	295.50	Consulting Fees	General
		PEMBERTON, SORLIE, RUFER & Total		295.50		
124806	3366	POPP BINDING & LAMINATING INC.	5/13/2021	431.20	25"x250' 3 mil clear film	General
124806	3366	POPP BINDING & LAMINATING INC.	5/13/2021	82.18	Freight	General
		POPP BINDING & LAMINATING INC. Total		513.38		
124807	3572	RED RIVER TELEPHONE ASSN	5/13/2021	30.58	Telephone	General
124807	3572	RED RIVER TELEPHONE ASSN	5/13/2021	35.99	Telephone	General
124807	3572	RED RIVER TELEPHONE ASSN	5/13/2021	345.41	Telephone	General
124807	3572	RED RIVER TELEPHONE ASSN	5/13/2021	345.42	Telephone	General
		RED RIVER TELEPHONE ASSN Total		757.40		
124808	3224	SANFORD HEALTH OCCUPATION MEDICINE CLINIC	5/13/2021	200.00	Miscellaneous	General
		SANFORD HEALTH OCCUPATION MEDICINE		200.00		
124809	2006	SCHMITTY'S PBLG, HTG & SHTMTL	5/13/2021	180.45	Repair/Building	General
		SCHMITTY'S PBLG, HTG & SHTMTL Total		180.45		
124810	1550	SCHOLASTIC BOOK CLUBS, INC.	5/13/2021	75.00	#27B8 "Frog on a log"	Community Service
124810	1550	SCHOLASTIC BOOK CLUBS, INC.	5/13/2021	73.50	#66B8 " Read Aloud Favorites Pack"	Community Service
		SCHOLASTIC BOOK CLUBS, INC. Total		148.50		
124811	3433	STETZ. MARY DONOHUE	5/13/2021	28.86	Speech Supplies	Student Activities
		STETZ. MARY DONOHUE Total		28.86		
124812	461	STURDEVANT'S AUTO PARTS	5/13/2021	17.98	General Supply	General
		STURDEVANT'S AUTO PARTS Total		17.98		
124813	467	SUPREME SCHOOL SUPPLY CO	5/13/2021	27.30	109NCR Activity Fund Receipts Money Received	General
124813	467	SUPREME SCHOOL SUPPLY CO	5/13/2021	16.34	Freight	General
		SUPREME SCHOOL SUPPLY CO Total		43.64		
124814	2585	TECTA AMERICA GREENBERG ROOFING	5/13/2021	2,419.68	Repair/Building	General
		TECTA AMERICA GREENBERG ROOFING		2,419.68		
124815	2397	THE FORUM	5/13/2021	2709.82	39 weeks	General
		THE FORUM Total		209.82		
124816	2911	THIELEN, THOMAS ANDREW	5/13/2021	115.00	Officials/ Contracted Services	General

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		THIELEN, THOMAS ANDREW Total		115.00		
124817	3117	U.S. AWARDS, INC.	5/13/2021	65.00	METAL LARGE BAR W/BORDER	General
124817	3117	U.S. AWARDS, INC.	5/13/2021	65.00	METAL BAND PIN	General
124817	3117	U.S. AWARDS, INC.	5/13/2021	16.25	METAL TRAP PIN	General
124817	3117	U.S. AWARDS, INC.	5/13/2021	15.23	Freight	General
		U.S. AWARDS, INC. Total		161.48		
124818	1409	US FOODS, INC	5/13/2021	69.20	Food	Food Service
124818	1409	US FOODS, INC	5/13/2021	69.18	Food	Food Service
124818	1409	US FOODS, INC	5/13/2021	202.59	Food	Food Service
124818	1409	US FOODS, INC	5/13/2021	302.49	General Supply	Food Service
124818	1409	US FOODS, INC	5/13/2021	22.62	General Supply	Food Service
124818	1409	US FOODS, INC	5/13/2021	264.45	Food	Food Service
124818	1409	US FOODS, INC	5/13/2021	50.93	General Supply	Food Service
124818	1409	US FOODS, INC	5/13/2021	23.07	Food	Food Service
124818	1409	US FOODS, INC	5/13/2021	274.16	Food	Food Service
124818	1409	US FOODS, INC	5/13/2021	91.67	General Supply	Food Service
124818	1409	US FOODS, INC	5/13/2021	259.33	Food	Food Service
124818	1409	US FOODS, INC	5/13/2021	134.64	General Supply	Food Service
124818	1409	US FOODS, INC	5/13/2021	391.46	Food	Food Service
124818	1409	US FOODS, INC	5/13/2021	26.43	General Supply	Food Service
124818	1409	US FOODS, INC	5/13/2021	23.79	Food	Food Service
124818	1409	US FOODS, INC	5/13/2021	228.69	Food	Food Service
124818	1409	US FOODS, INC	5/13/2021	56.61	General Supply	Food Service
124818	1409	US FOODS, INC	5/13/2021	218.15	Food	Food Service
124818	1409	US FOODS, INC	5/13/2021	349.23	Food	Food Service
124818	1409	US FOODS, INC	5/13/2021	112.44	General Supply	Food Service
		US FOODS, INC Total		3,171.13		
124819	1945	WAHPETON ACE HARDWARE	5/13/2021	55.81	General Supply	General
		WAHPETON ACE HARDWARE Total		55.81		
124820	1569	WAHPETON AUTO VALUE	5/13/2021	9.98	Repair/Equipment	General
124820	1569	WAHPETON AUTO VALUE	5/13/2021	40.57	General Supply	General
124820	1569	WAHPETON AUTO VALUE	5/13/2021	28.35	Repair/Equipment	General
		WAHPETON AUTO VALUE Total		78.90		
124821	604	AFSCME COUNCIL 65	5/14/2021	118.87	Custodial Dues Payable	General
		AFSCME COUNCIL 65 Total		118.87		
124822	603	BRECKENRIDGE ED LOCAL 1299	5/14/2021	2,353.52	Breck Federation of Teachers Payable	General
		BRECKENRIDGE ED LOCAL 1299 Total		2,353.52		

Payment Register

124823	1872	MN CHILD SUPPORT PAYMENT CTR	5/14/2021	424.00	Child Support Payable	General
		MN CHILD SUPPORT PAYMENT CTR Total		424.00		
		Grand Total		378,610.41		
		Wire Disbursements		266,387.30		
		Check Disbursements		112,223.11		
		Fund Summary				
		General Fund		348,948.66		
		Food Service Fund		23,524.72		
		Community Service Fund		3,776.54		
		Capital Fund		75.98		
		Debt Service Fund		0.00		
		Trust Fund		0.00		
		Student Activities Fund		2,284.51		

Breckenridge Public Schools

Student Activities Account

30-Apr-21

UFARS Crs #		04/01/2021 Balance	Deposits	Expenses	04/30/2021 Balance
921	Class of 2021	3,252.00			3,252.00
922	Class of 2022	5,701.25		1,990.03	3,711.22
978	National Honor Society	2,390.42		34.57	2,355.85
979	HS Student Council	5,780.77			5,780.77
980	Letterclub	3,846.77		10.68	3,836.09
981	Mathletes	237.36			237.36
982	HS Band	13,040.76	984.00	360.15	13,664.61
983	Boys Golf	62.53			62.53
984	HS Choir	5,887.36		130.00	5,757.36
986	FFA	0.00			0.00
987	Close Up	1,620.79			1,620.79
988	Speech	4,797.13		36.00	4,761.13
989	Drama Club	3,099.55			3,099.55
990	DECA	4,945.40	209.04		5,154.44
991	Robotics	3,553.38			3,553.38
	Totals	58,215.47	1,193.04	2,561.43	56,847.08

**Breckenridge Public School-Contingent Account
Account Summary
April 2021**

	Apr 21
Ordinary Income/Expense	
Expense	
01005010000899000 Sch Bd Misc	45.00
01005110000899000 Busnes Office	-10.00
01100203000430000 Elem Supply	43.99
01201294000319210 Boy Trck Ofcl	30.00
01201296000319210 Grl Trck Ofcl	30.00
01300211000430000 HS Supply	13.39
01300258000319102 Band CntrtSvc	238.88
01300291000369288 Spch Entry Fe	350.00
01300292000367216 AD Inservice	44.80
01300294000319210 Boy Trck Ofcl	30.00
01300294000366212 Wrsting Travl	35.91
01300294000369210 Boy Trck Etry	112.50
01300296000319210 Grl Trck Ofcl	30.00
01300296000369210 Grl Trck Etry	112.50
01300810000899000 Maintanc Misc	100.00
04005505321405000 Ester Eg Supl	200.00
04005591000369201 Bsebal Ent Fe	590.00
R02005770701601000 Lunch Refund	98.35
	2,095.32
Total Expense	2,095.32
Net Ordinary Income	-2,095.32
Net Income	-2,095.32

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Apr 21				
04/12/2021			Refund from Bank of the West	10.00
04/12/2021	26509	Jonathan LaFlamme	Solo & Ensemble Judge 4-14-21	-238.88
04/12/2021	26510	Corinna Erickson	T-signs	-43.99
04/12/2021	26511	Eric Erlandson	Gas	-35.91
04/12/2021	26512	Section 6A-Speech contest	Sub Section 4/9/21	-175.00
04/12/2021	26513	Minnesota Department of Labor ...	PLT Registration Fees	-100.00
04/13/2021	26514	Section 6A	Section 6A - 4/17/2021	-175.00
04/13/2021	26515	Samantha McLaren	Lunch Refund	-98.35
04/14/2021	26516	Minnesota BCA	Hopkins	-15.00
04/20/2021			Deposit	1,293.42
04/27/2021	26517	Lakes Region Babe Ruth	Babe Ruth Baseball Dues	-590.00
04/27/2021	26518	Minnesota BCA	Strand, Schiltz	-30.00
04/27/2021	26519	Christy Haire	Track Meet 4/22/21	-40.00
04/27/2021	26520	Kathy Deal	Track Meet 4/22/21	-40.00
04/27/2021	26521	Tanner Rabbithead	Track Meet 4/22/21	-40.00
04/27/2021	26522	Chad Fredericksen	Mileage	-44.80
04/27/2021	26523	Marijo Bjorlin	Supply	-13.39
04/27/2021	26524	Chahinkapa Carousel	Carousel tickets	-200.00
04/27/2021	26525	Kiwanis Track Meet	Track Meet 4/27/21	-75.00
04/27/2021	26526	DGF Public School	Track Meet 4/29/2021	-150.00
Apr 21				

Name

Jennifer Sanchez

Caryn Brenden

Dee Nelson

Julie Ernst

Activity

Babe Ruth Baseball Coordinator

Elementary Track & Field Coordinator - Summer

Youth Enrichment Coordinator - Summer

Northern League Baseball Coordinator

Breckenridge Public Schools Enrollment Numbers 2020 - 2021

STU601	August	September	October	November	December	January	February	March	April	May	June '20
K		40	42	47	47	46	46	46	47	48	45
1		36	36	37	37	38	38	37	38	38	32
2		28	28	28	29	30	30	30	30	30	48
3		44	44	45	45	45	46	46	46	47	42
4		32	34	36	37	37	38	39	39	39	51
5		42	43	49	49	49	50	50	50	50	50
6		47	47	48	48	49	50	50	50	49	47
7		46	46	46	46	46	45	44	45	44	41
8		34	34	35	35.5	33.5	35.5	37.5	36.5	36.5	43
9		48	47	50	51	52	51	51	51	51	63
10		59	59	60	59	59	61	63	63	63	50
11		47	47	48	47	46	46	46	46	46	49
12		48	50	49	49	49	48	48	48	48	57
PSEO		0	0	0	0	0	0	0	0	0	1
ALP only		0	0	0	0	0	0	0	0	0	9
Total		551	557	578	579.5	579.5	584.5	587.5	589.5	589.5	628
Pre-School		57	57	57	59	58	58	60	62	62	83
Elementary Virtual		34	32	18	18	18	10	10	10	10	
Middle Virtual		7	8	7	5.5	4.5	3.5	3.5	3.5	3.5	
High Virtual		8	11	11	9	9	1	1	1	1	
VL		7	9	6	6	7	9	7	7	12	8
Grand Total		664	674	677	677	676	666	669	673	678	719
MS St. Mary's		32	32	32	32	32	32	32	32	32	22
ALP Concurrent											13
NDSCS Concurrent		5	5	5	5	5	5	5	5	5	15
Homeschool Part-time		0	0	0	0	0	0	0	0	0	2

Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel



Elementary Board Report:

May 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.

DAC (District Assessment Coordinator) - Spring State Testing

- MCA testing nearly completed - make-up tests remain at elementary.
- Middle School will wrap up this week.
- Last day to test is May 21st.

Celebrations and Thank yous:

Teacher Appreciation Week - Celebrated first week of May

- So grateful for all the teachers and the work they do every day!
- Treated them all week long to surprises and notes of appreciation!

Lunch School Hero Day

- Staff and students showered lunch ladies with lots of appreciation.

Summer School Planning

- 16 days for K-3rd graders (120 students) in June and July - 2 sections each grade, 15 max per classroom. Will send out invites after spring benchmark assessments take place next week.

Openings for next year

- SPED/Substitute - can't to post for this position.
- Para positions will advertise for these in August.
- 2 Reading Corps positions

**Breckenridge High School
School Board Report
Wed. May 19, 2021
Principal: Craig J. Peterson
4:00pm**

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

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

Celebrations:

- Thank you to our Food Service Staff. They provide food, meals and positive energy for our students and staff. They do an outstanding job!!
- Thank you to our entire school staff, our school community and our whole community of Breckenridge in the support of our public schools. This year has been a challenge. We adapted, we were flexible and we used resilience/grit to “separate” this year.
- Thank you to Stacy Diaz for her insight, thoughts and organization in helping to create the 2021-2022 Master Learner Schedule with me. We did a “Fats and Skinnies” schedule.

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

2. Summer Staff Development

-A lot of Staff Development requests came in at our last meeting; July and August work time

3. Planning for the 2021-2022 School Year:

-2021-2022 Master Learner Schedule is ready to go

-Registration with students in grades 7-11 will be given out on Mon. May 17 and emailed out to all students and parents/guardians.. (I'll meet again with Gr. 11 on Wed.)

2021-2022 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
- Senior Awards and Scholarship Night on Wed. June 2 @ 6pm and 6:30pm
- **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 was done on Wed. May 12

3. Mon. May 17: Student Showcase Night (5:00pm-8:30pm)

https://docs.google.com/document/d/1WAav_qcD_4zMGEtsIkCo-GdV9wV8lBR-BDroIdHjrc/edit?usp=sharing

4. Summer School Organization

- Sessions in June and August (16 days each session) in the HS Library
- Mon.-Thurs; 8am-12pm

June Reports and Updates:

1. 2021-2022 Master Schedule (Approval)

New Projects the High School is working on:

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

Announcements/Calendar of Events:

- Sun. May 23: 2nd Community Engagement meeting (6:00pm) in HS gym
- Wed. May 26: 2 Revolutions Meeting (1:30pm)
- Fri. May 28: Seniors Last Day
- Wed. June 2: Senior Awards and Senior Scholarship night in HS Auditorium (Awards @ 6:00pm; Scholarship @ 6:30pm)
- Wed. June 2 and Thurs. June 3: FINALS
- Thurs. June 3: Last Day of School
- Fri. June 4: Staff Development Day (Finish School year)
- Sun. June 6: GRADUATION @ 2:00pm on HS Football Field

- Wed. June 9: ALL 2nd Semester GRADES are DUE
- Wed. June 9: 2 Revolutions meeting @ 1:30pm

**BRECKENRIDGE SCHOOL DISTRICT #846
ACTIVITIES COMMITTEE MEETING
WEDNESDAY, APRIL 28, 2021
7:00 AM
ELEMENTARY CONFERENCE ROOM #233**

Committee members: Clayton Ernst, Ty Mikkelson

Others present: Activities Director-Chad Fredericksen
Wrestling Coaches-Tom Haire, Eric Erlandson
Belinda Slettedahl, Cathy Affield

Discussed:

- The future of the wrestling program and possibly cooping with Wahpeton
- Developing a wrestling program for the younger kids
- What's best for kids that wrestle and what do they want
- The need for good practice partners
- Lower number of kids interested in the wrestling program
- Not wanting to lose Breck identity
- Difficulty with scheduling around other activities
- Holding a workshop to brainstorm with other coaches on getting kids involved in extra-curricular programs
- Challenges with declining enrollment and extra-curricular participation
- Need Breckenridge coaches provided to Wahpeton-if we coop
- Get everything in writing so expectations are clear if we do coop

Coach Haire and Coach Erlandson supported exploring a wrestling coop opportunity with Wahpeton.

Adopted: 07/13/2004 _____

Breckenridge ISD 846 Policy 301

Orig. 1995

Revised: 05/19/2021 _____

Rev. 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

Revised: 05/19/2021

Orig. 1995

Rev. 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 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)

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

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)

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. 2006

702 ACCOUNTING

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 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. 2019

703 ANNUAL AUDIT

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. 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.

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

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.

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

712 VIDEO SURVEILLANCE OTHER THAN ON 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

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.

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular 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 be disbursed according to the instructions on the last activity purpose form on file. 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.

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 annually which will be reviewed by the school board no later than September. The report will list the activity and type of fundraisers.

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. 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

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.

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.
- 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.
- 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.
- 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.

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. 2019

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

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)

805 WASTE REDUCTION AND RECYCLING

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:

Adopted: 07/19/2012

Breckenridge ISD 846 Policy 807

Orig. 2012

Revised: 06/16/2021

Rev. 2015

807 HEALTH AND SAFETY POLICY

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)

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)
Cargill	200.00	ECFE Scavenger Hunt
James Anderson, Ltd	200.00	ECFE Scavenger Hunt
Jawaski Glass, Inc.	50.00	ECFE Scavenger Hunt
Bell Bank	100.00	ECFE Scavenger Hunt
Amanda Frederick Insurance Agency, Inc	50.00	ECFE Scavenger Hunt
Lies, Bullis, & Hatting, PLLP	50.00	ECFE Scavenger Hunt
Scholarship Management/ Doosan	50.00	ECFE Scavenger Hunt
Inspirational Educational Services	279.00	T-Shirts
Sanford	100.00	ECFE Scavenger Hunt
Wahpeton Ace Hardware	50.00	ECFE Scavenger Hunt
Wilkin Drink and Eatery	25.00	ECFE Scavenger Hunt
Bell Bank	60.00	
Clark Equipment Company	200.00	ECFE Scavenger Hunt
Bayer/ Monsanto	2,500.00	Band

Total for Month of April \$3,914.00

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

Whereupon, said Resolution was declared duly adopted on May 19, 2021

By: _____
Chair

By: _____
Clerk

Diplomas 2021

First Name	Middle Name	Last Name
Jared	Kenneth	Aamold
Hayden	Gerald	Amdahl
Madelyn	Sue	Anderson
Sebastian	Kade	Anderson
Kaitlyn	Grace	Banken
Shelby	Lyn	Birch
Jonah	Francis	Christensen
Anthony	Richard	Conzemius
Grace	Helen	Conzemius
Savanna	Jean	Conzemius
Blaine	Zander	Dick
Austin	Grant	Erickson
Daniel	William	Erlandson
Naomi	Cynthia	Eshenko-Krause
Emma	Alana Elizabeth	Haavig
Andrew	Jon	Hansen
Nikki	Jean	Hanson
August	Michael	Hasbargen
William	Christian	Hasbargen
Bryant	Jacob	Hasse
Jace	Edwin	Hegge
Jude	Stephanie	Held
Victoria	Maye	Hubrig
Gavin	Valentine	Johnson
Paige	Marie	Kelsen
Madeline	Ruth	Korinek
Arianna	Nichole	Kroll
Ben	Michael	Krump
Logan	Michael	Mammenga
McKynzie	Jean	Meyer
Chase	James	Moderow
Kaylin	Irene	Nicholson
Christian	Joshua	Nieto
Adam	James	Ohm
Chloë	Leigh	Olson-Neels
Reese	Matthew	Pederson
Francisco	Rene	Perez
David	Isaac	Portales
Seth	Charles	Schreiber
Sawyer	Robert	Schuler
Levi	Gorden	Severson
Isaiah	Edward	Stetz
Alexis	Elizabeth	Tschakert
Connor	Richard	Twidwell
Hope	Ann	Vergal
Jacob	Bradley	Vizenor
Jayce	Curtis	Werner
Cooper	Robert	Yaggie

Breckenridge Public Schools Flexible Learning Days (FLD) Plan

Board Approved 12/18/2017

Board Approved Revised 3/11/2020 / Board Reviewed 5/19/2021

	Breckenridge ES Grades K-6	Breckenridge HS Grades 7-8	Breckenridge HS Grades 9-12
Vision	We envision that on days when school is cancelled due to inclement weather, students and teachers will utilize developmentally appropriate resources to communicate and engage in flexible learning experiences that are related to current classroom curriculum goals and skills.		
TEACHERS K-6 GRADE-LEVELS 7-12 SUBJECT AREAS K-12 SPECIALISTS K-12 SPECIAL EDUCATION	<p>On a flexible learning day, teachers will:</p> <ul style="list-style-type: none"> • post learning goals and activity directions and reminders to the teachers' website by 10 AM • submit flexible learning day work plans (for students and yourself) to administrators by 10 AM • monitor email and other digital communications to answer questions and provide feedback to students and parents between 10 AM and 3 PM • communicate activity guidelines and expectations for flexible learning day activities to parents and students <p>In advance, teachers will:</p> <ul style="list-style-type: none"> • design flexible learning day activities that include options with the assumption that students do not have Internet access 	<p>On a flexible learning day, teachers will:</p> <ul style="list-style-type: none"> • post learning goals, activities and assignments in the appropriate Google Classroom by 10 AM • post overview of assignments to teacher website or Synergy • submit flexible learning day work plans (for students and yourself) to administrators by 10 AM • monitor email to answer questions and provide feedback to students and/or parents between 10 AM and 3 PM • communicate activity guidelines and expectations for flexible learning day activities to parents <p>In advance, teachers will:</p> <ul style="list-style-type: none"> • collaborate with specialists and other staff who will have access to the grade level teachers' Google 	<p>On a flexible learning day, teachers will:</p> <ul style="list-style-type: none"> • post learning goals, activities and assignments in the appropriate Google Classroom by 10 AM • post overview of assignments to teacher website or Synergy • submit flexible learning day work plans (for students and yourself) to administrators by 10 AM • monitor email and other digital communications to answer questions and provide feedback to students between 10 AM and 3 PM • communicate activity guidelines and expectations for flexible learning day activities to parents <p>In advance, teachers will:</p> <ul style="list-style-type: none"> • communicate pertinent and timely information regarding learning goals, activities and

	<ul style="list-style-type: none"> ● design flexible activities that provide multiple options and choices for students to complete while utilizing the resources available to them at home ● design activities that address current standards and enhance appropriate grade level curriculum ● collaborate to develop options that incorporate appropriate accommodations for students <p>After, teachers will:</p> <ul style="list-style-type: none"> ● Communicate within 3 days of FLD with office staff to report absent students (those not completing work by due time) ● Reflect on their accomplishments for the day and communicate via email to their respective principal after 3 pm that day 	<p>Classroom to assist and provide accommodations for students</p> <ul style="list-style-type: none"> ● Work individually with students without Internet access to make appropriate accommodations for work completion ● design flexible learning day assignments with the expectation that students will be able to complete all assigned tasks for the day <p>After, teachers will:</p> <ul style="list-style-type: none"> ● Communicate within 3 days of FLD with office staff to report absent students (those not completing work by due time) ● Reflect on their accomplishments for the day and communicate via email to their respective principal after 3 pm that day 	<p>assignments to students prior to anticipated flexible learning days, when appropriate.</p> <ul style="list-style-type: none"> ● design flexible learning day assignments with realistic expectations, timelines and consideration regarding students' accessibility and workload ● design flexible learning day assignments that address and enhance the course standards and benchmarks that are currently being covered in class ● design flexible learning day assignments that encourage collaboration and communication, and may involve formative assessments, as appropriate <p>After, teachers will:</p> <ul style="list-style-type: none"> ● Communicate within 3 days of FLD with office staff to report absent students (those not completing work by due time) ● Reflect on their accomplishments for the day and communicate via email to their respective principal after 3 pm that day
<p>NON-CLASSROOM TEACHERS</p> <p>SOCIAL WORKERS</p>	<p>On a flexible learning day, teachers will:</p> <ul style="list-style-type: none"> ● develop an action plan for the day ● communicate their action plan to their respective principal or supervisor by 10 AM ● Post overview of action plan to website ● reflect on their accomplishments for the day and communicate via email to their respective principal or 		

<p>GUIDANCE COUNSELORS SPEECH DIGITAL LEARNING SPECIALIST TECHNOLOGY COORDINATOR TOSAs</p>	<p>supervisor by 3 PM</p> <ul style="list-style-type: none"> utilize digital communication tools to conduct virtual meetings, as appropriate 		
	<p>Breckenridge ES Grades K-6</p>	<p>Breckenridge HS Grades 7-8</p>	<p>Breckenridge HS Grades 9-12</p>
<p>STUDENTS</p> <p>K-1-2-3-4</p> <p>5-6-7-8</p> <p>9-10-11-12</p>	<p>On a flexible learning day, students will:</p> <ul style="list-style-type: none"> complete assigned activities from activity options sign and return activity sheet to their teacher due the next day school is in session in the building <p>In advance, students will:</p> <ul style="list-style-type: none"> know where to access and be prepared to complete flexible learning day activities 	<p>On a flexible learning day, students will:</p> <ul style="list-style-type: none"> access their class's Google Classroom(s) complete flexible learning day assignments due the next day school is in session in the building communicate questions for teachers via email or other appropriate digital medium <p>In advance, students will:</p> <ul style="list-style-type: none"> know where to access and be able to log in to their Google Classroom(s) from a home device 	<p>On a flexible learning day, students will:</p> <ul style="list-style-type: none"> access their Google Classrooms for each instructor complete flexible learning day assignments due at 9:00 p.m. that day participate in flexible learning day activities 108 communicate questions for teachers via email or other appropriate digital medium <p>In advance, students will:</p> <ul style="list-style-type: none"> know where to access and be able to log in to their Google Classrooms
<p>PARENTS</p>	<p>On a flexible learning day, parents will:</p> <ul style="list-style-type: none"> monitor student progress on flexible learning day activities communicate questions for teachers via email or other digital medium if needed sign and return activity sheet with student to school 	<p>On a flexible learning day, parents will:</p> <ul style="list-style-type: none"> monitor student progress on flexible learning day activities, as appropriate communicate questions for teachers via email or other appropriate digital medium if needed 	<p>On a flexible learning day, parents will:</p> <ul style="list-style-type: none"> monitor student progress on flexible learning day activities, as appropriate

	on the next school day is in session in the building		
<p>CONDITIONS</p> <p>TIMELINES FLEXIBILITY PLATFORMS MATERIALS</p>	<p>Flexible learning days activities will:</p> <ul style="list-style-type: none"> utilize a subject strand activity guide sheet that provides multiple options for students and parents consist of activities that are best suited to the resources that are available for students when at home activities to be sent home with students in advance of the dates of flexible learning days activities and instructions will be posted on the teacher website 	<p>Flexible learning days activities will:</p> <ul style="list-style-type: none"> utilize Google Classroom for students consist of activities that are best suited to the resources that are available for students when at home use teacher discretion for flexible time with individual students 	<p>Flexible learning days activities will:</p> <ul style="list-style-type: none"> utilize Google Classroom for students provide flexible options and due dates to accommodate for students who do not have Internet access outside of school utilize multiple types of material formats, that may include online videos, online articles, Google Docs, and other collaborative media and communication formats use teacher discretion for flexible time with individual students
<p>COMMUNICATION</p>	<p>Communication regarding flexible learning days will:</p> <ul style="list-style-type: none"> Be initiated via a letter to parents from the district consist of an information and activity packet that will be sent home with students be sent via district emergency contact system (SchoolMessenger) on the day of flexible learning days utilize social media on the day of flexible learning days 	<p>Communication regarding flexible learning days will:</p> <ul style="list-style-type: none"> Be initiated via a letter to parents from the district be sent via district emergency contact system (SchoolMessenger) on the day of flexible learning days utilize social media on the day of flexible learning days 	<p>Communication regarding flexible learning days will:</p> <ul style="list-style-type: none"> Be initiated via a letter to parents from the district be sent via district emergency contact system (SchoolMessenger) on the day of flexible learning days utilize social media on the day of flexible learning days
<p>OTHER</p>	<ul style="list-style-type: none"> Trial runs will be conducted in the classroom 	<ul style="list-style-type: none"> Trial runs will be conducted 	<ul style="list-style-type: none"> Trial runs will be conducted

	Breckenridge ES Grades K-6	Breckenridge HS Grades 7-8	Breckenridge HS Grades 9-12
COMMUNICATION PLAN	<p>CLASSROOM:</p> <ul style="list-style-type: none"> • Teacher websites up and running • Communicate plan and instructions to parents via letter <p>BUILDING:</p> <ul style="list-style-type: none"> • Make sure all staff have a teacher website • Develop a “How to” plan for flexible learning days <p>DISTRICT:</p> <ul style="list-style-type: none"> • Link to Breckenridge’s plan on district website • SchoolMessenger call to notify of closure and flexible learning day 	<p>CLASSROOM:</p> <ul style="list-style-type: none"> • Google Classroom up and running • Classroom teachers add appropriate specialist and/or learning provider to Google Classroom • Teachers inform and provide instructions to students for accessing Google Classroom from a home device • Teachers share FLD virtual office hours with students (office hours are 10 AM - 3 PM) <p>BUILDING:</p> <ul style="list-style-type: none"> • Develop students instruction letter template for staff • Develop parent instruction letter and send out • Send home student instruction letter and parent instruction letter • Student instruction letters should communicate expectations and identify students’ usernames and password for their Breckenridge Google account • Create instructions (written, screencast, etc.) for families that demonstrates how students can access FLD 	<p>CLASSROOM:</p> <ul style="list-style-type: none"> • Google Classroom up and running • Classroom teachers add appropriate specialist and/or learning provider to Google Classroom • Teachers share FLD virtual office hours with students (office hours are 10 AM - 3 PM) <p>BUILDING:</p> <ul style="list-style-type: none"> • Letter will be sent home to inform parents about FLD plans 110 <p>DISTRICT:</p> <ul style="list-style-type: none"> • FLD information will be posted on school website • Letter from District informing parents about FLD plans

		<p>materials</p> <ul style="list-style-type: none"> • SchoolMessenger outreach email from principal during the day after initial closing and FLD announcement call has been made 	
TRAINING PLAN	<p>CLASSROOM:</p> <ul style="list-style-type: none"> • Teach expectations for FLD to students • Students will practice how to access and complete learning activities <p>BUILDING:</p> <ul style="list-style-type: none"> • Time for teachers to develop learning activities • Continue conversations during faculty meetings and early release day to refine and collaborate on process improvement 	<p>CLASSROOM:</p> <ul style="list-style-type: none"> • Students will practice accessing their Google account in a controlled environment without Chromebooks • Teachers will communicate digital citizenship expectations to students <p>BUILDING:</p> <ul style="list-style-type: none"> • Time for teachers to develop learning activities • Continue conversations during faculty meetings and early release day to refine and collaborate on process improvement • Discuss best practices in regard to student learning in an online environment 	<p>CLASSROOM:</p> <ul style="list-style-type: none"> • Students will practice how to access and complete learning activities prior to FLD • Provide training for students using mobile hotspots for access • Teachers will communicate digital citizenship expectations to students <p>BUILDING:</p> <ul style="list-style-type: none"> • Time for teachers to develop learning activities • Continue conversations during faculty meetings and early release day to refine and collaborate on process improvement • Discuss best practices in regard to student learning in an online environment <p style="text-align: right;">111</p>
ACTION PLAN	<p>CLASSROOM:</p> <ul style="list-style-type: none"> • Complete FLD grid sheet by grade level • Submit FL grid sheet to principal • Create the packets that will be sent home • Determine the materials list for packets 	<p>CLASSROOM:</p> <ul style="list-style-type: none"> • Provide students with instructions on how to access their school Google account from a home device • Provide each student with their school Google login and password • Students who are not able 	<p>CLASSROOM:</p> <ul style="list-style-type: none"> • Teachers should identify students who potentially will not be able to access Google Classroom (no Internet, device, etc.) • Students who are not able to complete the FLD work during the flexible day

	<ul style="list-style-type: none"> ● Gather and send materials home <p>BUILDING:</p> <ul style="list-style-type: none"> ● Create a K-4 “How to Complete” grid sheet ● Create standardized packets for all students with 5 copies of grid ● Create common labels for packets 	<p>to complete the FLD work during the flexible day should communicate with their teachers; teachers will use their discretion in providing flexible time for assignment completion</p> <p>BUILDING:</p> <ul style="list-style-type: none"> ● In the event of a two-hour late start that then becomes closed, teachers should post by 12 PM (or asap) 	<p>should communicate with their teachers; teachers will use their discretion in providing flexible time for assignment completion</p> <p>BUILDING:</p> <ul style="list-style-type: none"> ● In the event of a two-hour late start that then becomes closed, teachers should post by 12 PM (or asap)
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April 21, 2021

Mr. Neil Kusler, Business Manager
ISD #846 Breckenridge School District
810 Beede Ave
Breckenridge, MN 56520

Dear Mr. Kusler:

Your renewal Workers' Compensation insurance proposal provided by RAM Mutual is attached for your Boards consideration. We will compare your expiring versus renewal payroll as well as the rates and credit structure for your renewal policy period.

Coverage Description	Expiring Premium	Renewal Premium
Workers' Compensation	\$26,804	\$26,414

Classification	Code	Exp Payroll	Rate	Rnwl Payroll	Rate
Bus Drivers	7382	\$180,250	5.14	\$180,250	5.09
Mechanic	8385	\$61,304	4.92	\$62,223	4.75
Professional	8868	\$4,888,235	0.50	\$4,805,962	0.50
All Other	9101	\$379,488	4.50	\$385,074	4.56
Total Payroll		\$5,509,277		\$5,433,509	
Experience Modification	0.69	-\$17,190	0.68	-\$17,714	
Scheduled Credit	30%	-\$11,478	30%	-\$11,292	

Thank you for placing your insurance business and trust with Bremer, your patronage is appreciated. If you have any questions or need any additional information, please contact Carrie Plumlee or myself.

Sincerely,

Joel Quam
Bremer Insurance
(320) 834-4792
JBQuam@bremer.com

THIS INFORMATION PAGE, WITH THE POLICY PROVISIONS AND ENDORSEMENTS, IF ANY, COMPLETES THE BELOW NUMBERED POLICY AND REPLACES ANY PREVIOUSLY ISSUED INFORMATION PAGES

STANDARD WORKERS' COMPENSATION
AND EMPLOYER'S LIABILITY POLICY

WC 200442.09

03/02/21

1. NAMED INSURED:
(Q) BRECKENRIDGE SCHOOL
ISD #846
810 BEEDE AVE
BRECKENRIDGE, MN 56520

COVERAGES PROVIDED BY:
RAM MUTUAL INSURANCE COMPANY
PO BOX 308
ESKO, MN 55733-0308

INSURED IS A NON-PROFIT
MN ID#
FEIN# 41-6004655
UI# 8018469000
NAICS# 611110
PHONE# (W) 218-643-6822

AGENT: 1452
BREMER INS AGENCIES INC
8555 EAGLE POINT BLVD
PO Box 2000
LAKE ELMO, MN 55042
PHONE# 320-762-3716

2. POLICY PERIOD: 07/01/21 TO 07/01/22
(At 12:01 A.M. Standard Time at your mailing address above)

QUOTE FOR 21/22 RENEWAL

PREMIUM: DIRECT BILLED - ANNUALLY
MINIMUM ESTIMATED ANNUAL
500.00 26,414.00

3A. PART ONE OF THIS POLICY APPLIES TO THE WORKERS' COMPENSATION LAW AND ANY OCCUPATIONAL DISEASE LAW OF THE STATE OF MINNESOTA.

3B. LIMIT OF LIABILITY FOR PART TWO:
SUBJECT TO ALL TERMS OF THIS POLICY HAVING REFERENCE THERETO.
BODILY INJURY BY ACCIDENT 500,000 (EACH ACCIDENT)
BODILY INJURY BY DISEASE 500,000 (POLICY LIMIT)
BODILY INJURY BY DISEASE 500,000 (EACH EMPLOYEE)

3C. OTHER STATES INSURANCE:
PART THREE OF THIS POLICY APPLIES TO THE STATES, IF ANY, LISTED HERE:

4. THE PREMIUM FOR THIS POLICY WILL BE DETERMINED BY OUR MANUAL OF RULES, CLASSIFICATIONS, RATES AND RATING PLANS. ALL INFORMATION REQUIRED BELOW IS SUBJECT TO VERIFICATION AND CHANGE BY AUDIT.

CODE CLASSIFICATION	PREMIUM BASIS	RATE	ESTIMATED
			ANNUAL PREMIUM
0064 PREMIUM DISCOUNT	0	0.00	-2,327.00
0174 MN SPECIAL COMPENSATION FUND	0	4.00	2,192.00
7382 BUS DRIVERS	180,250	5.09	9,175.00
8385 BUS CO-GARAGE EMPLOYEES	62,223	4.75	2,956.00
8868 SCHOOL - PROFESSIONAL EMPLOYEES & C	4,805,962	0.50	24,030.00
9101 SCHOOL - ALL OTHER EMPLOYEES	385,074	4.56	17,559.00
9807 EMPLOYER'S LIABILITY	0	0.00	548.00
9887 CREDIT MODIFIER	0	0.70	-11,292.00
9740 TERRORISM RISK INSURANCE ACT	5,433,509	0.02	1,087.00
9898 EXPERIENCE MODIFICATION	114	0.68	-17,714.00
9757 AUDIT NONCOMPLIANCE CHARGE	0	0.00	0.00

CONTINUED

STANDARD WORKERS' COMPENSATION
AND EMPLOYER'S LIABILITY POLICY

WC 200442.09

03/02/21

NAMED INSURED

(Q) BRECKENRIDGE SCHOOL

CODE CLASSIFICATION	PREMIUM BASIS	ESTIMATED	
		RATE	ANNUAL PREMIUM
0900 EXPENSE CONSTANT	0	0.00	200.00

Your policy is subject to the forms listed below. If this is a renewal or an endorsement, only the new or revised forms are attached. Current policy forms are available upon request.

FORMS:

Form#	Edition	Description
*WC000000C	01-15	Workers' Compensation and Employers' Liability Insurance Policy
*WC220601D	08-06	Minnesota Cancellation/Nonrenewal Endorsement
*WC220000A	11-03	Minnesota Amendatory Endorsement
*WC000419	01-01	Policy Premium Due Date Endorsement
*WC000422C	01-21	Terrorism Risk Ins Reauthorization Disclosure
*WC000424	01-17	Audit Noncompliance Charge Endorsement
*WC000414A	01-19	Notification Of Change In Ownership Endorsement

May 19, 2021

Contract Settlements:

Miriam Tobola, Director of Innovation and Learning

- 1 year contract – 2020/2021
- Wage Freeze

Julie Ernst, Youth Recreation Program Director

- 2020/2021 - \$20,877
- 2021/2022 - \$22,193
- 2022/2023 - \$23,500

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 304

Orig. 1995

Revised:

Rev. 1999

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

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

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 305

Orig. 1995

Revised:

Rev. 1999

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies. At least annually, these written procedures shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

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

Cross References: Policy 208 (Development, Adoption, and Implementation of Policies)

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

- A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The Educational Administrator:
1. Makes the well-being of students the fundamental value of all decision-making and actions.
 2. Fulfills professional responsibilities with honesty and integrity.
 3. Supports the principle of due process and protects the civil and human rights of all individuals.
 4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
 5. Implements the school board's policies.
 6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
 7. Avoids using positions for personal gain through political, social,

religious, economic, or other influence.

8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References:

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 701.1

Orig. 1996

Revised:

Rev. 2000

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Cross References: Policy 701 (Establishment and Adoption of School District Budget)
MSBA Service Manual, Chapter 7, Education Funding

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 704

Orig. 1995

Revised: 02/24/2011

Rev. 2009

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

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

714 FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of at least \$600,000 or ten percent of the annual budget.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: superintendent and business manager. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

Revised:

799 DATA PRACTICES – ACCESS AND DISSEMINATION

I. POLICY STATEMENT

The purpose of this policy is to provide guidance to School District employees as to the data the School District collects and maintains and the permissible distribution of such data.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the School District, which is classified by state statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the School District. (Attachment A - Data Request Form)
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. **Data**
The term, data, when used in this policy, means government data. Government data are all data kept in any recorded form by government entities in the executive branch of government in Minnesota. As long as data are recorded in some way by a government entity, they are government data, no matter what physical form they are in, or how they are stored or used. Government data may be stored on paper forms/records/files, in electronic form, on audio or videotape, on charts, maps, etc.
- B. **Public Data**
Public data means that the data is available to anyone who requests it.
- C. **Private Data**
Private data means the data is available to the subject of the data and to School District staff who need it to conduct the business of the School District and to others outside the School District who are given access to the private data by state statute or federal law.
- D. **Confidential Data**
Confidential data means the data is not available to the subject and is accessible only by authorized staff of the School District and to others outside the School District who are given access to the private data by state statute or federal law.

- E. **Personnel Data**
Personnel Data means data on individuals collected because they are or were employees of the School District, or is or were applicants for employment, volunteers for the School District, or is a member of or applicant for an advisory board or commission.
- F. **Educational Data**
Educational Data means those records which: (1) are directly related to a student; and (2) are maintained by the School District or by a party acting for the School District.
- G. **Not Public Data**
Not public data means data on individuals that is private or confidential or data not on individuals that are non-public or protected non-public as classified by state or federal law.

IV. RESPONSIBLE AUTHORITY DATA PRACTICES COMPLIANCE OFFICIAL

The School District has designated Superintendent of Schools as the authority responsible for the maintenance and security of School District records and the data practices compliance official to whom one may direct questions or concerns regarding obtaining access to data, rights of subjects of data or other data practices matters. Questions regarding School District data privacy practices and procedures should be directed to the Superintendent.

- A. The School District will name additional data practices designees and post those names annually.
- B. The responsible authority will establish procedures to ensure that the district responds promptly to requests for government data.

V. DATA PRIVACY COMPLIANCE TRAINING

- A. The School District shall review annually and revise, as necessary, its policies, practices, procedures and notices with respect to the privacy and protection of educational and personnel records as well as public access procedures. Copies of these policies, procedures and notices shall be distributed to all School District employees on an annual basis or by giving notice to employees and making this information available on the web page.
- B. The School District shall determine annually the need to provide training to School District personnel who respond to requests for data and/or are provided with access to public, private and/or confidential personnel and/or educational data. Such training shall be provided to those individuals determined to have a need for such training.

VI. RECORDS MANAGEMENT

- A. The School District shall review annually the administration of data practices, and develop an annual plan to assure compliance with law and policy and improve procedures as necessary.
- B. The School District shall dispose of and transfer records in accordance with statutory procedures.
- C. The School District shall modify data collection and maintenance procedures to eliminate unnecessary data.

VII. COMPLIANCE

- A. The School District shall require private sector contractors to comply with Minnesota Government Data Practices Act as if it were a government entity when such contractors perform functions that involve collecting, creating, receiving, maintaining or disseminating data.
- B. The School District shall not share not public data with another entity unless required or permitted by state statute or federal law.

Legal References: 20 U.S.C. Sec. 1232g et. Seq. (Family Educational Rights and Privacy Act)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules Pts. 1205.0100-1205.2000

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 801

Revised: 05/16/2011

Orig. 1995

Rev. 2006

801 EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
1. Keep a log of application information.
 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's

regular instructional activities.

- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: Policy 902 (Use of School District Facilities and Equipment)
MSBA Service Manual, Chapter 13, School Law Bulletin “O” (Equal Access Act)

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent and doctor.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication

administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student electronic file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21).
- J. **If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.**

KJ. Specific Exceptions:

- 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
- 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
- 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
- 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
- 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler

if:

- a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary (9th-12th grade) student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the

student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

~~LK.~~ "Parent" for students 18 years old or older is the student.

~~ML.~~ Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a dropoff box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: 01/09/2007

Breckenridge ISD 846 Policy 601

Orig. 1995

Revised: 07/21/2021 ~~08/18/2020~~

Rev. ~~2019~~ 2020

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
 - 1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;

2. student performance on the Minnesota Comprehensive Assessments;
 3. high school graduation rates; and
 4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “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.
- G. “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, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
 2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
 3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students’ access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students

under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include the following:
 - a. reading, writing, speaking, listening, and viewing in the English language;
 - b. mathematical and scientific concepts;
 - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
 - d. creative and critical thinking, decision making, and study skills;
 - e. work readiness skills;
 - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
 - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;

- c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and interdependence;
 - b. address human problems through team effort;
 - c. resolve conflicts with and among others;
 - d. function constructively within a family unit;
 - e. promote a multicultural, gender-fair, disability-sensitive society.

C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.

1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.
4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students ~~with: who demonstrate characteristics of~~ dyslexia, using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. ~~With respect to students screened or identified under paragraph (1), the report must include:~~
 - a. a summary of the district's efforts to screen for dyslexia
 - b. the number of students screened for that reporting year: and
 - c. the number of students demonstrating characteristics of dyslexia for that year.~~b. —convergence insufficiency disorder.~~

5. A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
 - a. the student’s reading proficiency as measured by a locally adopted assessment;
 - b. reading-related services currently being provided to the student and the student’s progress; and
 - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student’s right to a special education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students’ cultural connections.

Legal References:

- Minn. Stat. § 120B.018 (Definitions)
- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
- Minn. Stat. § 120B.11 (School District Process)
- Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
- Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
- Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
- 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.147, Subd. 3 (Principals)

Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Policy 104 (School District Mission Statement)
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)

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 705

Revised: 07/21/2021

Orig. 1995

Rev. 2009

705 INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The business manager of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating

transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

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- ~~1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.~~
- ~~2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.~~
- 13. Investment maturities shall be scheduled to coincide with projected school

district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the

laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.

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- ~~B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.~~
- ~~C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.~~
- ~~B.D.~~ If necessary, the investment officer shall establish systems and procedures to

comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The school district shall develop tailored building-specific crisis management plans for each school building.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL STATEMENT OF POLICY

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. The school district's administration shall present tailored building-specific crisis management plans to the superintendent for review and approval. This Policy and the plans will be maintained and updated on an annual basis.

III. GENERAL CRISIS MANAGEMENT PROCEDURES

The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, and sheltering. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, and the method to convey contact information to the appropriate staff persons. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable.

1. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee.

2. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee.
3. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency.
4. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions.
5. School Emergency Response Teams
 - a. Composition. Administration will select a school emergency response team that will be trained to respond to emergency situations.
 - b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials.

IV. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan.
2. Students. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area away from the building to enable students and staff to evacuate.
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

D. Emergency Telephone Numbers

The school district will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation.

School district plans will set forth a process to internally communicate an emergency, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans.

V. CRISIS MANAGEMENT ELEMENTS

The school's emergency procedures will be kept on file in the District Office and the Superintendent and will be readily available to address the following emergencies:

- A. Assault/Fight
- B. Bomb Threat
- C. Evacuation
- D. Fire
- E. Hazardous Materials
- F. Intruder/Hostage
- G. Lock-down
- H. Serious Injury/Death
- I. Shelter-In-Place
- J. Suicide
- K. Tornado/Weather Warning
- L. Weapons

- M. School Emergency Response Team
- N. Emergency Phone Numbers

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
Policy 413 (Harassment and Violence)
Policy 501 (School Weapons Policy)
Policy 506 (Student Discipline)
Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
Policy 903 (Visitors to School District Buildings and Sites)