

DELANO PUBLIC SCHOOLS
Independent School District #879

Regular School Board Meeting
Delano City Hall
Monday, August 26, 2019
5:45 PM

1. Call to order
2. Approval of Meeting Agenda
Motion: _____ Second: _____ Vote: _____
3. Work Session
4. Pledge of Allegiance
5. Program Review - Wellness Committee (Steve Schauburger) 4
6. Consent Agenda
Motion: _____ Second: _____ Vote: _____
 - A. School Board Minutes
 1. July 22, 2019 13
 - B. Financial Affairs
 1. Current Budget Status with Year-to-Date Adjustments 19
 2. Investment Transactions 25
 3. Construction Bond Investment Transactions 26
 4. Wire Transfers 27
 5. Minnesota Liquid Asset Fund 28
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 9. Expense Report by Program 32
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 11. List of Bills Presented for Payment 45
7. Resolution for Acceptance of Gifts 58
Motion: _____ Second: _____ Roll Call Vote:

8. Personnel Matters 59
Motion: _____ Second: _____ Vote: _____
9. Public Comment: School patrons are given the opportunity to address the school board regarding items that are not on the agenda. All patrons will be asked to state their name and address for the record.

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B. Principals:	
1. Mr. Voight	
2. Dr. Heil	
3. Mr. Schuler	
C. Business Manager	
D. Community Education Director	
11. Board Reports	
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B. Wright Technical Center	63
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Motion: _____ Second: _____ Vote: _____	
B. Approve the second read of Policy 304 - Superintendent Contract, Duties and Evaluation, due to substantive changes	67
Motion: _____ Second: _____ Vote: _____	
C. Approve the second read of Policy 506 - Student Discipline, due to substantive changes	68
Motion: _____ Second: _____ Vote: _____	
D. Approve the second read of Policy 713 - Student Activity Accounting, a new policy	88
Motion: _____ Second: _____ Vote: _____	
E. Approve the second read of Policy 750 - Post-Issuance Debt Compliance Policy, due to substantive changes	92
Motion: _____ Second: _____ Vote: _____	
13. New Business	
A. Accept the resignation of school board member Mark Larson	95
Motion: _____ Second: _____ Vote: _____	
B. Approve facility usage manual	96
Motion: _____ Second: _____ Vote: _____	
C. Approve TAC membership rates	117
Motion: _____ Second: _____ Vote: _____	
D. Approve facility maintenance and scheduling agreement with the city of Delano	118
Motion: _____ Second: _____ Vote: _____	
E. Approved extended trips for athletics	120
Motion: _____ Second: _____ Vote: _____	
F. Approve vending agreement	151

- Motion: _____ Second: _____ Vote: _____
- G. Approve the first and only read of Policy 306 - Administrator Code of Ethics, and Policy 307 - Administrative Goals, due to non-substantive changes 157
 Motion: _____ Second: _____ Vote: _____
- H. Approve the first read of Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices, due to substantive changes 160
 Motion: _____ Second: _____ Vote: _____
- I. Approve the first read of Policy 522 - Student Sex Nondiscrimination, due to substantive and legal reference changes 163
 Motion: _____ Second: _____ Vote: _____
- J. Approve the first read of Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds, due to substantive and legal reference changes 167
 Motion: _____ Second: _____ Vote: _____
- K. Approve the first read of Policy 603 - Curriculum Development, due to substantive and legal reference changes 172
 Motion: _____ Second: _____ Vote: _____
14. Adjournment
 Motion: _____ Second: _____ Vote: _____

Delano Public Schools

ISD #879

Annual Student Wellness and Policy #533 Compliance Report

July 1, 2019

Summary:

The District-Wide Wellness Committee's responsibility each year is to **monitor student** health and wellness issues related to whether or not the district is in compliance with the Healthy, Hunger-Free Kids Act of 2010 and the School District's Wellness Policy (#533). This committee is made of up district parents, staff and administration. We met twice this year (November 26, 2018 and March 4, 2019,). We use a two year cycle whereas the 2018-19 school year was a district/building goal implementation/monitoring year and an overall district continuing compliance year. 2017-18 was a building data gathering and goal formulation year.

This year, we continued to review the policies and the data from all required areas of the 2010 Act. The committee determined that our district is currently in compliance in all areas: Nutrition/Education, Competitive Foods and Beverages, Other Foods and Beverages, Food and Beverage Marketing, Physical Activity, Student Wellness Activities and Wellness Communication (to the public). The Annual Student Wellness Summary Report (2018-19) will be posted on the district's website in late August 2019.

Continued Areas of Strength: **School Food Service Meals-** The district continues to provide healthy, safe and clean environments while serving a variety of meals that meet federal nutritional guidelines. **(Absence of gratuitous) Food and Beverage Marketing and Physical Activity-** The district does not promote poor nutritional choices via poor advertising/marketing and the district actively encourages a high amount of K-12 exercise, activities, arts and athletic opportunities.

Continued Areas of Improvement Needed: **Competitive Foods and Beverages-**The vending machines were removed from the 7-12 High School and Elementary School staff lounge in June 2018 because they did not meet Smart Snack Guidelines. The Global Market and After School Snack program by the HS Volunteers sells snacks. **Communication-** The district has improved and continued to use a variety of methods (emails, newsletters etc.), more frequent and a consistent message of all of the wellness (mental, social, nutritional, physical) opportunities available. The K-6 school student/parent population will also benefit from specific, more frequent communication and collaboration on smart snack-time/bag lunch choices that parents choose to send with their student to school.

The committee also continued productive discussions in the areas of improvement. The progress of the 2018-19 SMART Student Goals for each school building was discussed at each meeting. The committee monitored and added ideas to the SMART goals for 2019-20. The committee confirmed that each building's wellness committee has at least six members to coordinate and plan to best implement these goals. The committee also recognizes that there is no district budget for implementing the goal programming and directs each building administrator to collaborate with the building wellness committee to mitigate any costs, if any, for implementing these goals. Each building will continue its current goal into the 2019-20 school

year. Documentation (addendum A-C) for each building's goal and wellness activities is attached to this report.

In 2019-20, the District-Wide Wellness Committee will meet at the end of November, February and April to once again review compliance with the 2010 Act and Policy #533. In addition, it will collect information from each building's wellness committee about the progress towards each of its 2019-20 building SMART goals. We will collect and submit documentation of that progress for next year's report. A large portion of that data will hopefully come from the two student surveys completed in March of 2019--The 10th Grade Michigan University Survey and the Minnesota Student Survey (grades 5, 7, 9 and 11). In closing, our committee is also looking for more parent and staff members to fill positions due to recent resignations.

Submitted by:

Steven Schauburger
Delano Public Schools
ISD #879
District Wellness Coordinator

and the

2018-19 DELANO DISTRICT #879 WELLNESS COMMITTEE MEMBERS:

1. Tara Williams
2. Sarah Gierke
3. Larissa Barta
4. Cari Deis
5. Darlene Sundheim
6. Janet Berzins
7. Jenny McMahan
8. Kim Finn
9. Kris Larson
10. Mary Stoddard
11. Michael Johnson
12. Monica Kunkel
13. Tina Prior
14. Steven Schauburger
15. Mary Ziebell Principal at St. Max (St. Max Rep)

Addendum A: Delano Elementary School's 2018-19 Goal Wellness Activities Report-

During the 2018-19 school year the Delano Elementary School Health and Wellness Committee focused on students and staff physical health as well as social-emotional and mental health. We are seeing a rise in anxiety with some our students so at the Kindergarten level we have incorporated Yoga Calm. This curriculum was taught throughout the school year and focused on SEL skills and mindfulness. The students worked on breathing techniques, complimenting peers and were mindful of how they entered the music room (acknowledging fatigue or excitement and discussed how that would influence their day in class).

Each month our PBIS committee had a theme that focused on the overall well-being of students. The teachers would incorporate each theme into lessons throughout the month. The themes were: teamwork, kindness, gratitude, empathy, grit and perseverance, sportsmanship, citizenship, confidence, and acceptance. The students grew tremendously throughout the year in promoting these themes.

Delano Elementary has been designated as an "Active School" which means that we integrate physical activity before, during and after school for at least 60 minutes daily. We got our families busy with our Walk, Roll & Stroll in the fall, family winter activity night and the Tiger Dash and 1 mile fun run in the spring. Promoting families being active together is important to Delano Elementary.

For the 2019-2020 school year the Delano Elementary School would like to continue to focus on the areas of: Physical Well-Being and Social-Emotional/Mental Health for both students and staff. In addition to these goals we would like to continue our work with our healthy snack initiative. If students are not able to bring a healthy snack from home they can sign up to get a healthy snack each morning from the lunchroom. We will keep working to promote these goals into the next school year.

Addendum B: Delano Elementary School's 2018-19 Goal and Wellness Activities Report-

Delano Intermediate School Student Wellness Committee

Rebecca Olmscheid, Corina Voinea, Kirsten Olson, Nicole Gohman, Kristy Klaphake

FALL 2019 UPDATE

The student wellness goals at Delano Intermediate School are to promote peer interaction, relationships, and exercise by providing activities for students to participate in during Zero Hour Wednesdays and to bring awareness of the dangers of improper use of social media.

Thus far this school year, DIS has implemented a variety of programs to meet our student wellness goals. All students in grades 4-6 participate in a Life Skills class as part of their specials class rotation. Within the Life Skills curriculum, students are exposed to a unit on digital citizenship in which they explore how to be safe while using social media, engage in discussions on cyberbullying including bystanders and upstanders, and talk about which types of conversations should be done face to face, which should be done over the phone, and which can be done through texting. Within this unit, students are presented with activities on how difficult it is to understand emotions through text messages and learn critical information about their digital footprint.

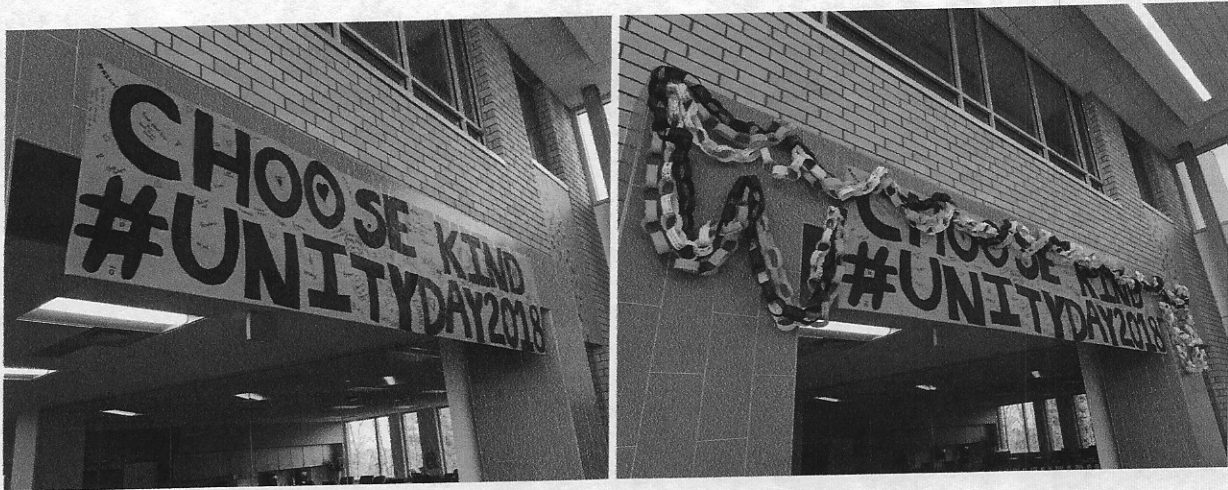
All students at DIS are able to participate in Zero-Hour activities each Wednesday during the school year from 8-9 am. Students participate in each activity group for six weeks and then move to a new activity group. At the beginning of the year, all students completed a survey to state which activities they are most interested in. The following activities are offered during Zero-Hour: Physical Education activities, school newspaper, coding, board games, arts and crafts, GROWL, Engineering, and outdoor free play.

Delano Intermediate School celebrated Unity Day on Wednesday, October 24, 2018. Unity Day is celebrated as a way to show our support for the prevention of bullying and show that we are united for kindness, inclusion, and acceptance of everyone. Each classroom spent at least 30 minutes on a Unity Day Lesson and activity. The lesson included a short video and discussion time. Students then made a Unity Day Chain of Kindness. Each student received one strip of paper and wrote about one of the following statements

***I show kindness by...**

- *I am kind to others when I...**
- *Someone was kind to me when...**

When students finished their prompt, the entire class formed a circle and each student read aloud what they wrote while the teacher stapled the chain together. Our Unity Day chain was made of three colors- 4th grade is black, 5th grade is white, and 6th grade is orange. The chains from each classroom were collected and weaved together to make one long chain. The Unity Day Chain of Kindness is displayed in the main commons area of the school with a large Unity Day banner. The banner was crafted by students in the arts and crafts class during Zero Hour. Students in this class also made smaller posters to display around the school.



On November 5, 2018, parents, guardians, and educators were invited to attend a free workshop at Delano Elementary School which was presented by Erin Walsh- 'Say Yes to No- Parenting for Success in the 21st Century.' Participants learned the basic pillars of children's brain development, how trends in society and culture have a critical impact on children's development and explored effective praise and ineffective praise. Participants also learned parenting strategies that foster self-discipline and respect in children and why self-discipline is important for a child's success and happiness. This workshop was offered to all district families, community members, and district employees. The turn-out was outstanding!

Delano Intermediate School is offering a variety of opportunities for our students in order to support their physical, social, emotional, and mental health needs. We will continue to offer programming to meet each student's individual needs throughout the school year.

Delano Intermediate School Student Wellness Committee

March 2019 update

Rebecca Olmscheid, Corina Voinea, Kirsten Olson, Nicole Gohman, Kristy Klaphake

- *Grade-level Life Skills course- digital citizenship, study skills, anxiety/stress management, character education, time management.
- *Zero Hour Activities each Wednesday
- *DIS Snack Program
- *Kindness in Chalk- Wednesday, October 1, 2018
- *Unity Day- Wednesday, October 24, 2018
- *Parent speaker available to all district families- 'Say Yes to No- Parenting for Success in the 21st Century'- Monday, November 5, 2018
- *DIS Student Party- Friday, January 18, 2019
- *The Sheridan Story (weekend food program)
- *Clothing Closet in Health Office- available for students who are in need of certain clothing items or winter accessory items
- *Influenza information sent to families
- *Kindness Month (Grades 4-6, March 2019)

Delano Intermediate School Student Wellness Committee

May 2019 Reflection and Progress

Rebecca Olmscheid, Corina Voinea, Kirsten Olson, Nicole Gohman, Kristy Klaphake

Delano Intermediate School successfully met our student wellness goals of promoting peer interaction, relationships, and exercise by providing activities for students to participate in during Zero Hour Wednesdays and to bring awareness of the dangers of improper use of social media. In order to successfully meet these goals, Delano Intermediate has given students a variety of activities and events including classroom lessons to support their social, emotional, physical, and mental health. The following programs, activities, and lessons were used this school year:

- *Grade-level Life Skills course- digital citizenship, study skills, anxiety/stress management, character education, time management.
- *Zero Hour Activities each Wednesday
- *DIS Snack Program
- *Kindness in Chalk- Wednesday, October 1, 2018
- *Unity Day- Wednesday, October 24, 2018
- *Parent speaker available to all district families- 'Say Yes to No- Parenting for Success in the 21st Century'- Monday, November 5, 2018

- *DIS Student Party- Friday, January 18, 2019
- *The Sheridan Story (weekend food program)
- *Clothing Closet in Health Office- available for students who are in need of certain clothing items or winter accessory items
- *Influenza information sent to families
- *Kindness Month (Grades 4-6, March 2019)
- *PBS Learning Media self-paced lessons designed to enhance literacy that focus on "Nutrition: What your body needs" and "Ratio and Proportional Reasoning: Food Labels" within the Grade 6 Special Education classroom

Future goal ideas: We would like to keep our current goals.

Addendum C: Delano High School's 2018-19 Goals and Wellness Activities Report-

Goal One: The DHS Building Wellness Committee will provide "Health Challenges" in the areas of nutrition and exercise schoolwide once a month and provide incentives for students who accomplish healthy tasks. (i.e Tiger Pride for nutrition, exercise, tracking healthy choices)

Goal met: *Students were informed encouraged to participate on the DHS building wellness committee. An incentive program was created to award recognition slips for healthy snacks at the after school volunteer snack booth or at the global market. For example, students were recognized/awarded for bringing a healthy bag lunch, working out in the TAC or making a positive mental/behavior health choice for themselves or others. Thirty-six students were recognized from November through May.*

Goal Two: The DHS Building Wellness committee will develop a staff incentive program and recognize staff that voluntarily attend two school activity events and one fine arts performance in 2018-19. The goal is to be visible, engage in follow up dialogue with students (relationship building), and show interest in the attendance of/participation in activities, academics and arts.

Goal partially met: *An incentive, recognition program was created in November for staff to attend students' activities and develop relationships/dialogues with students. Staff members filled out a paper slip documenting the type of event and the benefits of the subsequent dialogue/student-relationship dialogue with the student(s). Staff attend many events in athletics, fine arts and district activities, home and away. The staff member then submitted the slip for a random monthly prize drawing. Approximately 95% of staff attended at least two student activities November through June. However, documentation of the follow up dialogue varied from month to month. Winter activities were better attended/documented than spring activities with low documented participation (submitted slips in the drawing box) in March and April.*

2018-2019 DHS Wellness Activities/Events/Resources

Kindness in Chalk

Unity Day/Chain Activity

Suicide Awareness and Prevention Week

Compass program extended to Grade 7 and 8 students

Bounce Back Project Presentation for students, parents, staff, community members

Co-located Therapist available from Central MN Mental Health Center

Chemical Health Counselor from Central MN Mental Health Center available for students

Wright County Resource Navigator

SCHOOL BOARD MINUTES
Monday, July 22, 2019, 5:45 p.m.
Delano Public Schools
Independent School District #879, Delano, Minnesota

1. Call to order at 5:44 p.m.

A. Record of members present or absent

Members present: A. Johnson, C. Black, A. Briesemeister, R. Depa, J. Rosenow and L. Seguin

Members absent: M. Larson

2. Approval of Meeting Agenda

Upon motion by R. Depa, seconded by A. Briesemeister, the Board of Education approved the meeting agenda. Motion passed 6-0.

3. Work Session

Superintendent Matt Schoen outlined updates to a number of school policies. Policies 302, 304, 506 and 750 were updated. Policy 713 was added, and several policies were re-numbered. Policy 701.2 became Policy 714 to match the Minnesota School Board Association model policy, and the old Policy 713 became Policy 749. In addition, Policies 205, 305, 402, 423, 514 and 523 received non-substantive updates that did not require discussion during the workshop. M. Schoen explained that the updated Policy 302 removed specific job duties from the superintendent since they are listed more fully elsewhere. Policy 304 was updated to say the board should review the superintendent's job performance periodically rather than annually, but M. Schoen said he would still propose an annual evaluation. Business Manager Mary Reeder explained that the new Policy 713 related to activities was necessary in light of GASB 84, but that its requirements already match district practice. M. Reeder also explained that updates to Policy 750 came from Ehlers.

Community Education Director Diane Johnson presented proposed changes to the facility usage manual. A task force evaluated the 2013 version and suggested a variety of changes. After conducting thorough research, the group determined that the current facility use fees are appropriate. The group also agreed to eliminate the capital improvement fee, which most user groups do not pay and has been a source of misunderstanding and confusion. D. Johnson said most local groups contribute blood, sweat and tears to improving the facilities through fundraising, service projects and other means, and groups will be defined accordingly. Category 2 groups (local non-profits and community organizations) will be charged Category 2 rates if they have an improvement plan in place, but if they don't they will be charged Category 3 rates. There was also discussion about expecting more of a large organization than of a small organization with few participants. A credit for facilities improvements was previously reciprocal between the city and school, but service projects were not. The new manual will make service projects reciprocal as well. An example would be the Boy Scouts cleaning up after the parade. New language also leaves the imposition of late fees and cancellation fees to the discretion of the facilities coordinator. In addition, guidance regarding weather cancellations was simplified, the liability insurance requirement rose from \$1 million to \$2 million aggregate (the per occurrence requirement remains at \$1 million), and language was added forbidding the use of essential oils in district facilities. R. Depa asked if other items that cause similar problems will also be eliminated like the essential oils. D. Johnson said the direction from District Nurse Samantha Tribble at this time is just for essential oils. C. Black said the task force members worked very hard on the updates and the result is a simple, straightforward, user-friendly policy to govern the facilities. A. Briesemeister asked if groups can see the improvement plans from other groups to use as a guideline. D. Johnson said that would be possible, and City Administrator Phil Kern and Activities Administrator Ryan Tool will come up with a list of improvements the city and school want to accomplish. Large contributions can count toward more than one year. R. Depa said it was good to see the equipment and rental fees had been cleaned up. J. Rosenow asked how fees for various portions of the TAC would be added if the whole TAC was rented. D. Johnson said there are tournament fees that are a fraction of what the full sum of the fees would be. A. Briesemeister asked if the changes would be shared for public comment before board approval in August. D.

Johnson said that wouldn't be necessary because fees were not rising and the document was simplified to be more user-friendly. A. Briesemeister said the little feedback that had been received had been positive.

M. Schoen said P. Kern had also agreed to update the agreement between the city and school for facility maintenance scheduling. The current agreement was approved in 2013. Youth organizations now maintain the ball fields because the city and school standards of maintenance are lower than what those organizations prefer. Both the city council and school board will approve the text of the manual, and the two boards will approve the fees that apply to the city or school. The agreement will come to the school board in August. The facility usage manual and the maintenance agreement with the city will be two separate action items.

D. Johnson presented adjusted Tiger Activity Center membership rates that, if approved, would take effect Sept. 1. She said near the end of the fiscal year it looks like the TAC will have a small positive balance in its budget. She said that while the TAC does not exist to make a profit, there is a need to accumulate some money for maintenance needs. A few years ago a capital fee was added in to the cost of membership in order to keep equipment in good working order, and a new leg press was recently purchased with help from Community Ed. and the high school. However, the actual accumulation of reserve funds is yet not where it should be at this point. D. Johnson said staffing expenses have gone up dramatically this year, partly due to the configuration and layout of the facility. It is spread out, and there has been more active supervision of the fields, so staff have been scheduled differently. The situation will be reviewed to see if it is possible to obtain some savings in staffing while maintaining good supervision. C. Black cautioned D. Johnson to be careful with those types of reductions because he did not want to see staff members leave as a result. D. Johnson said the pay was going up 50 cents in both years for all steps. She said student pay rates are determined by the minimum wage. As for the TAC rates, the proposal was to increase the Family Complete membership by \$15, or about 5 percent, from \$295 to \$310. Daily passes will be \$5 for all district residents (\$20 max), and \$10 for non-residents and (\$30 max). D. Johnson said the rate adjustments would bring in just under \$8,000 more, which is a relatively small jump. As for comparisons to other districts, D. Johnson said STMA is much lower than everyone else and has a high number of users, but Delano is next in line. C. Black said a study was done to make sure the fees match up with the costs of running the facilities. He said the results were within pennies, and the analysis and comparisons to other districts show that the rates are fair. D. Johnson said she would rather see regular incremental increases in place of large increases on an irregular basis. L. Seguin asked if accessibility was improving, since that has been one consistent complaint – that the facilities were unavailable half the time because of events. D. Johnson said the circuit and weight room are almost always open, and that staff members have been very active in posting the week's schedule on Facebook. However, the winter and spring sports seasons do impact the accessibility of the facilities. R. Depa said it would be nice for TAC members to have access to one gym all the time, because sometimes groups reserve a gym but then go outside and don't use it, but members are still not allowed to use it because it is reserved. She said she struggled with the fees going up because of the accessibility. A. Johnson said she had not used her membership at all this summer because of the hours, which are limited over the weekend. She said if it is raining people would still want to come and work out. She said if the district was going to increase rates and compete with other places it should explore allowing adults to tag in and supervise by camera or some other means. M. Schoen suggested doing a survey to see if accessibility is a widespread problem. That would give TAC Coordinator Kim Finn a look at the pulse of the membership. While some conflicts were unavoidable, he said there might be some options to look at the matter differently. A. Johnson suggested adding a certain number of free classes with memberships. D. Johnson said that was discussed in the District Advisory Council and no one was in favor of it. A. Johnson said it might save her membership and would attract people. J. Rosenow asked about open swim lifeguards. D. Johnson said people have brought that issue up in terms of their memberships, and pool attendance is being tracked. She said it was important to meet the needs of the adults in the community as well as the students, and that adults needed some level of access to the pool. A. Briesemeister asked if the cost increases would meet D. Johnson's goals in terms of establishing reserves. D. Johnson said they would not, but they would be a step in the right direction and that Delano would lose a significant number of members if it charged rates that some other districts do.

In regard to closing open enrollment for seventh grade, M. Schoen explained that the district is in a unique situation where there is a bubble of larger student enrollment traveling through the system. He said seventh grade is currently at 216 students, which would be the largest graduating class in Delano's history, and that grades tend

to grow during the high school years. M. Schoen said that closing open enrollment will not affect students who move into the district to live. He said closing the grade level was appropriate due to staffing and size. While the district has made financial decisions based on a decline in overall enrollment, he said this is an issue for one particular grade for one year only. R. Depa asked if the district was taking into account the students coming in from parochial schools. M. Schoen said most of those families who lived outside the district had already applied and were covered. A. Briesemeister said that from a teacher's perspective, this grade was a large group and there could be feedback from the community about their students experiencing large class sizes while the district goes through reductions. M. Schoen acknowledged that closing the grade to open enrollment was a temporary fix, but said that as students get into the higher grade levels the class options open up, which mitigates the issue to some extent. C. Black asked if A. Briesemeister was saying the board should simply keep an eye on the matter, or if more proactive measures were needed. A. Briesemeister said he just meant to keep an eye on it and that there were more options in grades seven to 12, but he said that large class sizes could be difficult for teachers to accommodate and he was waiting to hear back from parents and teachers about how it might affect them.

M. Schoen said he wanted to get the October listening session on the radar for board members, and suggested topics like the budget, school finance and related budget decisions. He said the board needed to pick three members to attend and choose a topic. A. Briesemeister suggested waiting until after the August open houses when parents have a chance to come in. The board decided to do a survey similar to the survey done before the first listening session last year before settling on a topic. The survey will go out shortly after the beginning of school.

In Committee Reports, L. Seguin reported that the administrative committee was following up on M. Schoen's evaluation, performance goals and more.

D. Johnson reported that staff members were working on what could be a major rental next spring for the PAC that would impact the budget in a very positive way, but did not provide additional details.

A. Briesemeister asked about training for students and staff regarding bullying that is mentioned in school policy. M. Schoen said each staff member is made aware of the bullying policy, but the buildings have autonomy on how they conduct training because the high school training is necessarily different than the elementary training. As a result, there is not a standard district-wide training on the issue. M. Schoen also said that principals attend legal seminars and share information with staff. A. Briesemeister clarified that the board won't see anti-bullying as a professional development effort, and M. Schoen said that was correct. Bullying prevention training is done on an annual basis by the individual principals in the time they have with their staff.

Upon motion by C. Black, seconded by J. Rosenow, the Board of Education called the meeting to recess at 6:50 p.m. Motion passed 6-0.

Board Vice Chair L. Seguin called the meeting out of recess and to order at 7 p.m.

4. Pledge of Allegiance

5. Consent Agenda

Upon motion by A. Briesemeister, seconded by R. Depa, the Board of Education approved the Consent Agenda. Motion passed 6-0.

A. School Board Minutes

1. June 24, 2019

B. Financial Affairs

1. Current Budget Status with Year-to-Date Adjustments
2. Investment Transactions
3. Construction Bond Investment Transactions
4. Wire Transfers

5. Minnesota Liquid Asset Fund
6. Cash Report
7. Revenue Report by Fund
8. Expense Report by Fund
9. Expense Report by Program
10. Expense Report by Object
11. List of Bills Presented for Payment

6. Resolution for Acceptance of Gifts

Upon motion by A. Briesemeister, seconded by J. Rosenow, the Board of Education approved the Resolution for Acceptance of Gifts. Motion passed 6-0.

7. Personnel Matters

Upon motion by L. Seguin, seconded by R. Depa, the Board of Education approved the consent portion of the Personnel Matters. Motion passed 6-0.

8. Public Comment

School patrons are given the opportunity to address the school board regarding items that are not on the agenda. All patrons will be asked to state their name and address for the record.

No comments.

9. Administrative Reports

A. Superintendent

M. Schoen reported that the district is working with Dr. Bonnie Houck on two of the strategic plan work plans, which will drive some action in the curriculum and professional development areas. Committees will review them at the start of the year, and monthly or quarterly reports will be made to the school board on the work plans. M. Schoen also thanked board members for going through his evaluation process, which he said would be helpful for his professional growth. L. Seguin read a brief summary of the evaluation, saying the board met in a closed session to review M. Schoen's performance. She said that overall M. Schoen has met or exceeded leadership standards and, based on feedback data from board members and stakeholders, that he will continue to work on collaboration and communication.

B. Business Manager

M. Reeder reported that work is currently underway on audit preparations, and the hope is to finish it in August. The audit will be in September.

C. Community Education Director

D. Johnson passed out flyers for the concerts in the park series, and highlighted upcoming shows. The final show of the season is on Aug. 21 with the West Metro Big Band. D. Johnson said she was grateful for grants and business support of the series. She also thanked all the custodians who came over and did a great amount of work in the Community Education building in June and July. About 20 people gathered to talk about diversity work and related efforts in the community. D. Johnson said it was a good opportunity to learn what everyone was doing and how those efforts could be strengthened through collaboration. D. Johnson also highlighted ECFE, preschool happenings and weekly themes, youth sports and the Summertime in the Park program, which has included 40-45 students each day. There has been lower than normal swimming lesson enrollment and teacher availability. The pool was scheduled to close at the end of the week for maintenance and was scheduled to re-open Aug. 12. D. Johnson said tickets are now available for Tonic Sol-fa, and that conversations are underway for a potential big event in the spring.

10. Board Reports

A. MAWSECO

A. Johnson said the most recent meeting involved a review of summer contracts and an adjustment of hours accordingly. Other items of discussion included the strategic plan and budgeting.

11. Old Business

- A. Approve second read of Policy 213 - School Board Committees, due to substantive and legal reference changes
Upon motion by A. Briesemeister, seconded by C. Black, the Board of Education approved the second read of Policy 213. Motion passed 6-0.
- B. Approve second read of Policy 215 - Student School Board Representatives, due to substantive changes
Upon motion by A. Briesemeister, seconded by C. Black, the Board of Education approved the second read of Policy 215. Motion passed 6-0.

12. New Business

- A. Approve Community Ed. handbook
Upon motion by R. Depa, seconded by A. Briesemeister, the Board of Education approved the Community Ed. handbook. Motion passed 3-0-3, with J. Rosenow, C. Black and A. Johnson abstaining.
- B. Approve resolution limiting open enrollment
Upon motion by R. Depa, seconded by J. Rosenow, the Board of Education approved the resolution limiting open enrollment in seventh grade. Motion passed 6-0.
- C. Approve MSHSL membership resolution
Upon motion by A. Briesemeister, seconded by C. Black, the Board of Education approved the MSHSL membership resolution. Motion passed 6-0.
- D. Approve the first and only read of the following policies due to non-substantive and/or legal reference changes: 205 - Open Meetings and Closed Meetings, 305 - Policy Implementation, 402 - Disability Nondiscrimination Policy, 423 -Employee-Student Relationships, 514 - Bullying Prohibition Policy, 523 - Policies Incorporated by Reference
Upon motion by A. Briesemeister, seconded by R. Depa, the Board of Education approved the first and only read of policies 205, 305, 402, 423, 514 and 523. Motion passed 6-0.
- E. Approve the first and only read of the following policies due to re-numbering and non-substantive changes: Policy 701.2 - Fund Balances changing to 714, and Policy 713 - Use of Credit and Procurement Cards changing to 749
Upon motion by J. Rosenow, seconded by R. Depa, the Board of Education approved the first and only read of policies 701.2 changing to 713 and 713 changing to 749.
- F. Approve the first read of Policy 302 - Superintendent, due to substantive changes
Upon motion by C. Black, seconded by A. Briesemeister, the Board of Education approved the first read of Policy 302. Motion passed 6-0.
- G. Approve the first read of Policy 304 - Superintendent Contract, Duties and Evaluation, due to substantive changes
Upon motion by A. Johnson, seconded by J. Rosenow, the Board of Education approved the first read of Policy 304. Motion passed 6-0.
- H. Approve the first read of Policy 506 - Student Discipline, due to substantive changes
Upon motion by L. Seguin, seconded by C. Black, the Board of Education approved the first read of Policy 506. Motion passed 6-0.
- I. Approve the first read of Policy 713 - Student Activity Accounting, a new policy
Upon motion by A. Briesemeister, seconded by A. Johnson, the Board of Education approved the first read of Policy 713. Motion passed 6-0.

- J. Approve the first read of Policy 750 - Post-Issuance Debt Compliance Policy, due to substantive changes
Upon motion by R. Depa, seconded by A. Briesemeister, the Board of Education approved the first read of Policy 750. Motion passed 6-0.

13. Adjournment

Upon motion by L. Seguin, seconded by J. Rosenow, the meeting was adjourned at 7:21 p.m. Motion passed 6-0.

CLERK

RECORDER



FINANCIAL

Budget Report

FY 2019-2020

August 26, 2019

CURRENT BUDGET STATUS

2019-2020

<i>FUND NAME</i>	<i>FINAL FUND BALANCE June 2019</i>	<i>INCOME BUDGET FY 19-20</i>	<i>EXPENSE BUDGET FY 19-20</i>	<i>PROJECTED NET CHANGE IN F/B FY 19-20</i>	<i>PROJECTED FUND BALANCE June 2020</i>
GENERAL					
Nonspendable Fund Balance	\$42,388	\$0	\$0	\$0	\$42,388
Committed for Severance Obligations	\$152,680	\$0	\$0	\$0	\$152,680
Restricted for Staff Dev 316	\$211,764	\$350,163	\$384,018	(\$33,855)	\$177,909
Restricted for ALC 303	\$18,531	\$63,000	\$63,336	(\$336)	\$18,195
Restricted for MA 372	\$23,281	\$25,000	\$7,630	\$17,370	\$40,651
Assigned for PLTW	\$0	\$0	\$0	\$0	\$0
Assigned for Donated Funds Carryover	\$114,705	\$0	\$335,084	(\$335,084)	(\$220,379)
Assigned for Student Activities Carryover	\$28,723	\$0	\$0	\$0	\$28,723
Assigned for QComp Carryover	\$429,382	\$648,742	\$743,208	(\$94,466)	\$334,916
Unassigned Fund Balance	\$6,048,321	\$25,278,015	\$26,178,015	(\$900,000)	\$5,148,321
TOTAL GENERAL & TRANSPORT.	\$7,069,775	\$26,364,920	\$27,711,291	(\$1,346,371)	\$5,723,404
CAPITAL (Finance/Program)					
Nonspendable Fund Balance	\$2,630	\$0	\$0	\$0	\$2,630
Restricted for LTFM 865	\$968,354	\$1,050,207	\$1,467,644	(\$417,437)	\$550,917
Restricted for Oper Capita 302	\$997,952	\$761,561	\$986,328	(\$224,767)	\$773,185
TOTAL CAPITAL	\$1,968,936	\$1,811,768	\$2,453,972	(\$642,204)	\$1,326,732
TOTAL ALL GENERAL	\$9,038,711	\$28,176,688	\$30,165,263	(\$1,988,575)	\$7,050,136
FOOD					
Nonspendable Fund Balance	\$18,445	\$0	\$0	\$0	\$18,445
Restricted for Food Service	\$222,665	\$1,058,678	\$1,101,401	(\$42,723)	\$179,942
TOTAL FOOD	\$241,110	\$1,058,678	\$1,101,401	(\$42,723)	\$198,387
COMMUNITY SERVICE (Finance)					
Nonspendable Fund Balance	\$9,841	\$0	\$0	\$0	\$9,841
Restricted for ABE 322	\$966	\$9,076	\$9,076	\$0	\$966
Restricted for ECFE 325,328	\$29,017	\$126,145	\$118,948	\$7,197	\$36,214
Restricted for Comm Educ 321,332,362,798	\$115,753	\$2,225,752	\$2,225,613	\$139	\$115,892
Restricted for Schl Readin 344	\$2	\$47,952	\$47,955	(\$3)	(\$1)
Restricted Fund Balance 337,338,350-354	(\$566)	\$42,587	\$42,729	(\$142)	(\$708)
TOTAL COMMUNITY SERVICE	\$155,013	\$2,451,512	\$2,444,321	\$7,191	\$162,204
CONSTRUCTION	\$266,200	\$10,000	\$276,200	(\$266,200)	\$0
DEBT SERVICE	\$1,457,635	\$5,358,557	\$5,358,253	\$304	\$1,457,939
TRUST/CUSTODIAL	\$26,478	\$0	\$0	\$0	\$26,478
TOTAL ALL FUNDS	\$11,185,147	\$37,055,435	\$39,345,438	(\$2,290,003)	\$8,895,144

SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

AMOUNT	DATE
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GENERAL FUND (INCLUDES TRANSPORTATION)

INCOME:

Initial Adopted Budget	\$26,364,920	* June-19
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NET CURRENT INCOME BUDGET

\$26,364,920

GENERAL FUND (INCLUDES TRANSPORTATION)

EXPENSE:

Initial Adopted Budget	\$27,376,207	* June-19
+Donated Funds Carryover from FY19	335,084	* Aug-19

NET CURRENT EXPENSE BUDGET

\$27,711,291

SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

CAPITAL/LTFM EXPENDITURE SUB-FUND:

	AMOUNT	DATE
INCOME:		
Initial Adopted Budget	\$1,811,768	* June-19

NET CURRENT INCOME BUDGET	<u>\$1,811,768</u>
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EXPENSE:	
Initial Adopted Budget	\$2,453,972 * June-19

NET CURRENT EXPENSE BUDGET	<u>\$2,453,972</u>
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SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

FOOD SERVICE FUND:

	AMOUNT	DATE
INCOME:		
Initial Adopted Budget	\$1,058,678	* June-19

NET CURRENT INCOME BUDGET	<u>\$1,058,678</u>
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EXPENSE:	
Initial Adopted Budget	\$1,101,401 * June-19

NET CURRENT EXPENSE BUDGET	<u>\$1,101,401</u>
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SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

COMMUNITY SERVICE FUND:

AMOUNT	DATE
--------	------

INCOME:

Initial Adopted Budget

\$2,451,512 * June-19

NET CURRENT INCOME BUDGET

\$2,451,512

EXPENSE:

Initial Adopted Budget

\$2,444,321 * June-19

NET CURRENT EXPENSE BUDGET

\$2,444,321

SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

CONSTRUCTION FUND:

AMOUNT	DATE
--------	------

INCOME:

Initial Adopted Budget

\$10,000 * June-19

NET CURRENT INCOME BUDGET

\$10,000

EXPENSE:

Initial Adopted Budget

\$276,200 * June-19

NET CURRENT EXPENSE BUDGET

\$276,200

SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
DEBT SERVICE FUND:		
INCOME:		
Initial Adopted Budget	\$5,358,557	* June-19
NET CURRENT INCOME BUDGET	<u>\$5,358,557</u>	
EXPENSE:		
Initial Adopted Budget	\$5,358,253	* June-19
NET CURRENT EXPENSE BUDGET	<u>\$5,358,253</u>	

SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
TRUST FUND:		
INCOME:		
Initial Adopted Budget	\$0	* June-19
NET CURRENT INCOME BUDGET	<u>\$0</u>	
EXPENSE:		
Initial Adopted Budget	\$0	* June-19
NET CURRENT EXPENSE BUDGET	<u>\$0</u>	

Delano Public Schools ISD #879
Investment Transactions 2018-2019
As of July 31, 2019

			Cost		Interest	Realized		Cost	Fair
	<u>Purchased</u>	<u>Due</u>	<u>Balance</u>	<u>Purchased</u>	<u>Received</u>	<u>Gain/Loss</u>	<u>Matured</u>	<u>Balance</u>	<u>Value</u>
			<u>07/01/19</u>					<u>07/31/19</u>	<u>07/31/19</u>
Fund 1:									
PMA (Operating Investments):									
MN Trust Investment Shares Portfolio - 2.22%								114,372.00	114,372.00
MN Trust Term Series - 2.260%	06/25/19	07/25/19	1,500,000.00	1,500,000.00	2,786.31		1,502,786.31	0.00	0.00
MN Trust Term Series - 2.150%	07/25/19	08/23/19		1,500,000.00				1,500,000.00	1,500,000.00
ELGA Credit Union - 2.473%	07/10/18	01/28/20	240,400.00	240,400.00				240,400.00	240,400.00
Village Bank & Trust - Wintrust - 2.450%	07/10/18	01/28/20	240,700.00	240,700.00				240,700.00	240,700.00
Schaumburg B & TC/Advantage Nat'l - 2.450%	07/10/18	01/28/20	240,700.00	240,700.00				240,700.00	240,700.00
Corporate One Federal CU - 2.450%	07/11/18	01/28/20	240,500.00	240,500.00				240,500.00	240,500.00
CFG Community Bank - 2.643%	10/29/18	01/28/20	241,700.00	241,700.00				241,700.00	241,700.00
Citadel FCU - 2.644%	10/29/18	01/28/20	241,800.00	241,800.00				241,800.00	241,800.00
Servisfirst Bank - 2.701%	10/29/18	01/28/20	241,600.00	241,600.00				241,600.00	241,600.00
Rockford B & TC - 2.603%	10/29/18	01/28/20	241,900.00	241,900.00				241,900.00	241,900.00
Bank of China - 2.640%	03/03/19	03/05/20	243,400.00	243,400.00				243,400.00	243,400.00
Pacific Western Bank - 2.589%	03/06/19	03/05/20	243,500.00	243,500.00				243,500.00	243,500.00
Cornerstone Bank - York, NE - 2.279%	06/24/19	07/27/20	243,800.00	243,800.00				243,800.00	243,800.00
First Internet Bank of Indiana - 2.284%	06/24/19	07/27/20	243,800.00	243,800.00				243,800.00	243,800.00
Bank 7 - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Northbrook B & TC - Wintrust - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Lake Forest B & T - Wintrust - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Wheaton Bank & Trust - Wintrust - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Hinsdale B & TC - Wintrust - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Wintrust Bank - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Libertyville B & TC - Wintrust - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Barrington B & TC - Wintrust - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
KS State Bank - 2.883%	12/20/18	12/21/20	235,400.00	235,400.00				235,400.00	235,400.00
Sonabank - 2.838%	12/20/18	12/21/20	235,800.00	235,800.00				235,800.00	235,800.00
Western Alliance Bank - 2.278%	06/21/19	01/25/21	240,900.00	240,900.00				240,900.00	240,900.00
Crystal Lake B & TC - Wintrust - 2.271%	06/21/19	01/25/21	240,900.00	240,900.00				240,900.00	240,900.00
CIBC Bank USA/Private Bank - MI - 2.501%	03/25/19	01/26/21	238,500.00	238,500.00				238,500.00	238,500.00
PMA Total								7,660,872.00	
Minnesota School District Liquid Asset Fund:									
Liquid Class - 2.18%								1,468,395.93	
MAX Class - 2.27%								3,975,104.05	
TOTAL INVESTMENTS			7,546,500.00	9,046,500.00	2,786.31	0.00	1,502,786.31	13,104,371.98	7,660,872.00

**Bonds 2016A MN Trust Investment Transactions 2019-2020
As of July 31, 2019**

<u>Description</u>	<u>Purchased</u>	<u>Due</u>	<u>Cost Balance 07/01/19</u>	<u>Purchased</u>	<u>Interest Rec'd</u>	<u>Gain/Loss</u>	<u>Matured</u>	<u>Cost Balance 07/31/19</u>	<u>Fair Value 07/31/19</u>
MN Trust Investment Shares Portfolio 2.170%	02/18/16			1,515.40				1,515.40	1,515.40
Associated Bank (SDA) 2.250%				1,585,650.78				1,585,650.78	1,585,650.78
TOTAL MN TRUST BOND ACCOUNT			0.00	1,587,166.18	0.00	0.00	0.00	1,587,166.18	1,587,166.18

WIRE TRANSFER SUMMARY
Delano Public Schools
Independent School District #879
JULY 2019

DATE	FROM	TO	AMOUNT	PURPOSE
07/01/19	CorTrust Bank	Delta Dental	\$16,644.60	Dental Insurance
07/01/19	CorTrust Bank	MN Dept of Revenue	\$2,546.95	Payroll Tax
07/05/19	CorTrust Bank	IRS	\$111,203.92	Payroll Tax
07/05/19	CorTrust Bank	Further	\$442.72	FSA
07/05/19	CorTrust Bank	PERA	\$11,492.87	Payroll PERA
07/05/19	CorTrust Bank	MN Dept of Revenue	\$19,355.80	Payroll Tax
07/05/19	CorTrust Bank	MN Teachers Retirement	\$64,085.49	Payroll TRA
07/08/19	CorTrust Bank	BMO	\$26,906.97	P-Card
07/09/19	CorTrust Bank	Further	\$1,944.74	HSA
07/09/19	CorTrust Bank	Further	\$39,764.47	VEBA Deposit
07/11/19	CorTrust Bank	MN Dept of Revenue	\$549.00	June Sales Tax
07/11/19	CorTrust Bank	Further	\$1,022.84	FSA
07/18/19	CorTrust Bank	Further	\$513.46	FSA
07/19/19	CorTrust Bank	IRS	\$122,967.95	Payroll Tax
07/22/19	CorTrust Bank	Further	\$2,500.00	VEBA Deposit
07/22/19	CorTrust Bank	MN Dept of Revenue	\$21,449.94	Payroll Tax
07/23/19	CorTrust Bank	MN Teachers Retirement	\$65,470.90	Payroll TRA
07/24/19	CorTrust Bank	PERA	\$15,921.48	Payroll PERA
07/24/19	CorTrust Bank	Valic	\$1,023.85	403 (b) Retirement
07/24/19	CorTrust Bank	Ameriprise	\$10,892.24	403 (b) Retirement
07/24/19	CorTrust Bank	Further	\$951.20	Admin Fees
07/24/19	CorTrust Bank	AFLAC	\$503.10	Insurance
07/25/19	CorTrust Bank	State of MN	\$12,246.56	507 Retirement
07/25/19	CorTrust Bank	Horace Mann	\$3,858.72	403 (b) Retirement
07/25/19	CorTrust Bank	Further	\$1,694.74	HSA
07/25/19	CorTrust Bank	Further	\$564.42	FSA

MINNESOTA LIQUID ASSET FUND
DELANO PUBLIC SCHOOLS

FOR MONTH ENDING: JULY, 2019

DATE	DESCRIPTION	FUND	CODE	MSDMAX (+ = Debit A104)	MAX BALANCE	MSLAF (+ = Debit A104)	LAF BALANCE
07/01/19	Beginning Balance				\$6,088,620.97		\$2,176,368.42
07/03/19	Wire - Liquid	1	A01-101-00		\$6,088,620.97	(\$450,000.00)	\$1,726,368.42
07/05/19	Hennepin County Advance	1	A01-110-00		\$6,088,620.97	\$88,427.26	\$1,814,795.68
07/16/19	Wire - Liquid	1	A01-101-00		\$6,088,620.97	(\$350,000.00)	\$1,464,795.68
07/18/19	Wire - Max	1	A01-101-00	(\$1,000,000.00)	\$5,088,620.97		\$1,464,795.68
07/18/19	FY19 Pathways II	4	A04-121-29		\$5,088,620.97	\$555.55	\$1,465,351.23
07/29/19	Bond Payment	7	E07-005-910-000-000-720	(\$173,400.00)	\$4,915,220.97		\$1,465,351.23
07/29/19	Bond Payment	7	E07-005-910-000-000-720	(\$944,618.75)	\$3,970,602.22		\$1,465,351.23
07/29/19	Bond Payment	7	E07-005-910-000-000-720	(\$42,225.00)	\$3,928,377.22		\$1,465,351.23
07/29/19	Bond Payment	7	E07-005-910-000-000-720	(\$7,882.50)	\$3,920,494.72		\$1,465,351.23
07/30/19	FY20 Hstd Mkt Val 7	7	R07-005-000-000-000-234	\$12.24	\$3,920,506.96		\$1,465,351.23
07/30/19	FY20 Agr Hstd Mkt Val 7	7	R07-005-000-000-000-234	\$4,379.15	\$3,924,886.11		\$1,465,351.23
07/30/19	FY20 Sch Bldg Bond Ag Cr	7	R07-005-000-000-000-258	\$19,240.05	\$3,944,126.16		\$1,465,351.23
07/30/19	FY20 Deb Svc Equaliz	7	R07-005-000-000-000-309	\$20,354.84	\$3,964,481.00		\$1,465,351.23
07/31/19	Accrual Income Div Rein	1	R01-005-000-000-000-092	\$10,623.05	\$3,975,104.05	\$3,044.70	\$1,468,395.93

CASH REPORT FOR SCHOOL BOARD

DELANO PUBLIC SCHOOLS

Independent School District # 879

for month: **July 2019**

101 - CASH ACCOUNTS

	Beg Balance	Receipts	Checks	Adj	End Balance
General Fund	\$1,682	\$2,194,306	(\$2,124,909)		\$71,080
Food Service	\$8,588	\$3,628	(\$19,921)		(\$7,705)
Community Service	\$48,021	\$204,031	(\$186,828)		\$65,223
Capital Expenditure	\$234,363	\$2,036	(\$369,729)		(\$133,330)
Building Fund	(\$2,598)	\$31,430	(\$28,831)		\$0
Debt Service	\$188,910	\$2,336,253	(\$2,337,078)		\$188,085
Trust Fund	\$31,560	\$24,150	(\$4,684)		\$51,025
TOTAL PER BOOKS	\$510,524	\$4,795,834	(\$5,397)		\$234,378
				General Checking Account	\$234,378
				TOTAL PER BANK	\$234,378

104 - INVESTMENT ACCOUNTS

	Beg Balance	Deposits	Withdrawals	Adj	End Balance
General Fund	\$2,590,769	\$102,095	(\$1,800,000)		\$892,864
Food Service	\$294,282	\$0	\$0		\$294,282
Community Service	\$460,610	\$556	\$0		\$461,166
Capital Expenditure	\$1,434,310	\$0	\$0		\$1,434,310
Debt Service	\$3,485,017	\$1,212,113	(\$2,336,253)		\$2,360,877
MN Trust	\$111,380	\$1,502,992	(\$1,500,000)		\$114,372
Operating Investments	\$7,546,500	\$1,500,000	(\$1,500,000)		\$7,546,500
MN Trust - Construction	\$1,615,514	\$3,081	(\$31,430)		\$1,587,166
MN Trust - Construction Bonds	\$0	\$0	\$0		\$0
MN Trust - Debt Service	\$0	\$0	\$0		\$0
TOTAL PER BOOKS	\$17,207,910	\$4,320,836	(\$7,167,682)		\$14,691,538
				Liquid Asset - MAX Account	\$3,975,104
				Liquid Asset - Regular Account	\$1,468,396
				MN Trust	\$114,372
				Operating Investments	\$7,546,500
				Construction	\$1,587,166
				TOTAL PER BANK	\$14,691,538

CASH AND INVESTMENT BALANCE SUMMARY BY FUND

	Beg Balance	Deposits	Withdrawals	Adj	End Balance
General Fund	\$10,250,331	\$5,299,393	(\$6,924,909)		\$8,624,816
Food Service	\$302,870	\$3,628	(\$19,921)		\$286,577
Community Service	\$508,631	\$204,587	(\$186,828)		\$526,389
Capital Expenditure	\$1,668,673	\$2,036	(\$369,729)		\$1,300,980
Building Fund	\$1,612,916	\$34,511	(\$60,261)		\$1,587,166
Debt Service	\$3,673,927	\$3,548,365	(\$4,673,330)		\$2,548,962
Trust Fund	\$31,560	\$24,150	(\$4,684)		\$51,025
TOTAL PER BOOKS	\$18,048,908	\$9,116,670	(\$12,239,661)		\$14,925,916
				Cash	\$234,378
				Investments	\$14,691,538
				TOTAL PER BANK	\$14,925,916

ACCOUNT NUMBER	FUND	2019-20 Revised Budget	2019-20 FYTD Activity	Unexpended Balance	2019-20 FY %
01 - - - - -	GENERAL FUND	26,364,920.00	17,810	26,347,109.87	0.07
02 - - - - -	FOOD SERVICE	1,058,678.00	473	1,058,204.85	0.04
04 - - - - -	COMMUNITY SERVICES	2,451,512.00	177,968	2,273,544.29	7.26
05 - - - - -	CAPITAL OUTLAY	1,811,768.00	6,000	1,805,768.00	0.33
06 - - - - -	BUILDING FUND	10,000.00	3,081	6,918.53	30.81
07 - - - - -	DEBT SERVICE	5,358,557.00	43,986	5,314,570.72	0.82
08 - - - - -	TRUST FUND	0.00	40,150	-40,150.00	0.00
Grand Revenue Totals		37,055,435.00	289,468	36,765,966.26	0.78

Number of Accounts: 199

***** End of report *****

ACCOUNT NUMBER	FUND	2019-20 Revised Budget	2019-20 FYTD Activity	Unexpended Balance	2019-20 FY %
01 - - - - -	GENERAL FUND	27,711,291.00	988,258	26,723,033.77	3.57
02 - - - - -	FOOD SERVICE	1,101,401.00	10,814	1,090,587.26	0.98
04 - - - - -	COMMUNITY SERVICES	2,444,321.00	305,118	2,139,200.28	12.48
05 - - - - -	CAPITAL OUTLAY	2,453,972.00	379,202	2,074,771.60	15.45
06 - - - - -	BUILDING FUND	276,200.00	37,295	238,904.74	13.50
07 - - - - -	DEBT SERVICE	5,358,253.00	1,168,951	4,189,301.75	21.82
08 - - - - -	TRUST FUND	0.00	12,402	-12,401.84	0.00
Grand Expense Totals		39,345,438.00	2,902,040	36,443,397.56	7.38

Number of Accounts: 2733

***** End of report *****

ACCOUNT NUMBER	PROGRAM	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
01 E --- 010 --- ---	BOARD OF EDUCATION	36,881	31,421	35,851	11,732	32.72
01 E --- 020 --- ---	SUPERINTENDENT	278,453	286,437	312,572	43,971	14.07
01 E --- 050 --- ---	PRINCIPAL'S OFFICE	872,477	938,188	1,079,871	102,357	9.48
01 E --- 105 --- ---	GEN ADMINISTRATIVE S	7,230	7,174	7,500	7,075	94.34
01 E --- 107 --- ---	OTHER ADMINISTRATIVE	38,948	41,090	41,890	5,528	13.20
01 E --- 108 --- ---	Administrative Techn	371,841	262,410	197,552	25,212	12.76
01 E --- 110 --- ---	BUSINESS SERVICES	468,112	483,570	579,772	78,243	13.50
01 E --- 130 --- ---	COMMUNITY RELATIONS	20,309	38,940	22,450	4,761	21.21
01 E --- 199 --- ---	SCHOOL ELECTIONS	0	1,086	1,100	0	0.00
01 E --- 200 --- ---	GENERAL ED	8,551	21,148	67,962	80	0.12
01 E --- 201 --- ---	KINDERGARTEN	548,709	611,085	680,972	0	0.00
01 E --- 203 --- ---	ELEMENTARY EDUCATION	4,170,520	4,275,083	4,373,584	30,223	0.69
01 E --- 204 --- ---	TI II TEACH/PRIN TRA	27,922	27,825	26,000	0	0.00
01 E --- 207 --- ---	TI V INNOV PROGR	3,917	4,571	800	0	0.00
01 E --- 208 --- ---	GENERAL EDUC - MIDDLE	364,023	259,092	266,012	16,257	6.11
01 E --- 211 --- ---	GENERAL EDUC SECONDA	508,556	653,709	764,901	25,923	3.39
01 E --- 212 --- ---	ART	175,128	261,680	267,290	2	0.00
01 E --- 215 --- ---	BUSINESS	100,418	102,407	105,678	0	0.00
01 E --- 216 --- ---	TITLE I EDUC DISADVA	47,557	48,253	47,000	1,002	2.13
01 E --- 217 --- ---	ASSURANCE OF MASTERY	108,400	114,890	119,911	-1,002	-0.84
01 E --- 218 --- ---	GIFTED & TALENTED	141,811	191,608	129,485	318	0.25
01 E --- 219 --- ---	LIMITED ENGLISH (2ND	47,934	58,387	61,247	0	0.00
01 E --- 220 --- ---	ENGLISH	896,063	975,775	1,031,299	16,533	1.60
01 E --- 222 --- ---	THEATER ARTS	0	14	500	0	0.00
01 E --- 223 --- ---	7/8 LANGUAGE ARTS	0	2,747	782	692	88.49
01 E --- 230 --- ---	FOREIGN LANGUAGE	269,947	283,917	288,946	560	0.19
01 E --- 240 --- ---	HEALTH	878	1,173	800	0	0.00
01 E --- 241 --- ---	PHYSICAL EDUCATION	760,566	688,233	720,934	16	0.00
01 E --- 250 --- ---	FACS	73,935	77,337	76,540	0	0.00
01 E --- 255 --- ---	INDUSTRIAL EDUCATION	112,380	115,969	129,996	61	0.05
01 E --- 256 --- ---	MATHEMATICS	779,373	802,543	814,037	80	0.01
01 E --- 258 --- ---	INSTRUMENTAL MUSIC	214,207	230,764	236,319	2	0.00
01 E --- 259 --- ---	GENERAL/VOCAL MUSIC	330,581	342,202	356,345	0	0.00
01 E --- 260 --- ---	NATURAL SCIENCES	824,426	862,102	883,432	5	0.00
01 E --- 261 --- ---	BIOLOGY	1,644	2,230	2,000	0	0.00
01 E --- 262 --- ---	CHEMISTRY	5,302	5,910	3,800	0	0.00
01 E --- 263 --- ---	PHYSICS	2,732	2,706	2,500	0	0.00
01 E --- 264 --- ---	9TH GRADE SCIENCE	1,560	1,967	1,800	0	0.00
01 E --- 265 --- ---	7/8 SCIENCE	0	4,962	2,414	0	0.00
01 E --- 270 --- ---	SOCIAL STUDIES	682,589	729,796	760,553	1,888	0.25
01 E --- 280 --- ---	OTHER REG.INSTR.SEC.	26,776	24,761	35,000	0	0.00
01 E --- 292 --- ---	BOYS/GIRLS ATHLETIC	425,891	366,454	492,790	36,263	7.36
01 E --- 294 --- ---	BOYS ATHLETICS	321,757	361,704	279,917	912	0.33
01 E --- 296 --- ---	GIRLS ATHLETICS	288,115	315,265	245,833	5,788	2.35
01 E --- 298 --- ---	EXTRA CURRICULAR AC	140,614	148,038	103,327	8,542	8.27
01 E --- 361 --- ---	TRADE & INDUSTRIAL E	99,739	104,324	105,634	0	0.00
01 E --- 380 --- ---	CAREER & TECHNICAL A	65,756	71,710	81,760	0	0.00
01 E --- 385 --- ---	WORK STUDY	628	1,440	177	0	0.00
01 E --- 399 --- ---	VOCATIONAL-GENERAL	134,247	136,255	146,000	21,376	14.64
01 E --- 400 --- ---	General Special Ed	78,715	61,437	53,200	0	0.00
01 E --- 401 --- ---	SPEECH IMPAIRED	553,606	558,366	571,073	2,231	0.39
01 E --- 402 --- ---	DCD MILD-MODERATE IM	302,074	197,370	198,387	5,182	2.61
01 E --- 404 --- ---	PHYSICALLY IMPAIRED	126,089	138,851	133,822	952	0.71
01 E --- 405 --- ---	DEAF/HARD OF HEARING	21,858	32,237	33,600	0	0.00
01 E --- 406 --- ---	VISION IMPAIRED	7,830	19,842	8,750	0	0.00
01 E --- 407 --- ---	LEARNING DISABLED	383,822	412,538	439,215	4,078	0.93
01 E --- 408 --- ---	EMOTIONAL/BEHAVIORAL	450,398	461,880	486,038	3,431	0.71
01 E --- 410 --- ---	OTHER HEALTH IMPAIRE	348,782	381,038	407,885	1,913	0.47
01 E --- 411 --- ---	AUTISTIC	767,409	724,355	736,410	4,400	0.60
01 E --- 412 --- ---	DEVELOPMENTALLY DELA	232,743	437,646	487,095	5,276	1.08
01 E --- 416 --- ---	SEVERELY MULTIPLE IM	77,386	78,027	92,307	2,919	3.16
01 E --- 420 --- ---	SPECIAL EDU-GENERAL	599,579	671,110	680,672	4,771	0.70
01 E --- 421 --- ---	SOCIAL WORKER	253	61	305	0	0.00
01 E --- 422 --- ---	ADSIIS-Sped w/o disab	248,243	299,255	222,059	0	0.00
01 E --- 605 --- ---	GEN.INSTR.SUPPORT	392,207	424,673	445,170	73,357	16.48
01 E --- 610 --- ---	CURRICULUM ADOPTION	31,094	30,105	36,588	1,603	4.38
01 E --- 611 --- ---	CURRICULUM DEVELOPME	160,960	168,346	242,604	27,584	11.37
01 E --- 620 --- ---	MEDIA CENTER	378,148	408,834	409,248	4,887	1.19
01 E --- 630 --- ---	Instructional-Relate	179,975	320,029	326,226	26,635	8.16
01 E --- 640 --- ---	STAFF DEVELOPMENT	155,363	213,901	242,410	3,865	1.59
01 E --- 641 --- ---	STAFF MENTORSHIP	6,931	7,133	15,487	0	0.00
01 E --- 643 --- ---	ACADEMY	1,908	696	3,486	0	0.00
01 E --- 710 --- ---	GUIDANCE	167,888	248,667	143,118	0	0.00
01 E --- 720 --- ---	HEALTH SERVICES	86,738	135,799	138,591	1,741	1.26
01 E --- 740 --- ---	SOCIAL WORKER	108,335	127,060	160,431	0	0.00
01 E --- 760 --- ---	PUPIL TRANSPORTATION	1,698,739	1,716,540	1,754,374	19,744	1.13
01 E --- 790 --- ---	PUPIL SUPPORT SERV.	19,106	19,547	22,050	0	0.00

ACCOUNT NUMBER	PROGRAM	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
01 E --- 791 --- ---	RETIREE BENEFITS	163,890	193,616	174,197	8,680	4.98
01 E --- 810 --- ---	OPERATIONS/MAINTENAN	2,102,919	2,561,941	2,625,576	249,959	9.52
01 E --- 850 --- ---	FACILITIES	296,724	332,790	283,082	47,181	16.67
01 E --- 940 --- ---	PROPERTY & OTH INS	109,373	133,575	145,000	43,469	29.98
01 - --- --- ---	GENERAL FUND	25,066,488	26,897,617	27,711,291	988,258	3.57
02 E --- 770 --- ---	FOOD SERVICES	1,016,607	1,131,666	1,101,401	10,814	0.98
02 - --- --- ---	FOOD SERVICE	1,016,607	1,131,666	1,101,401	10,814	0.98
04 E --- 505 --- ---	COMM ED OFFICE	75,958	109,524	95,378	33,652	35.28
04 E --- 510 --- ---	COMM ED CLASSES	223,090	248,216	243,752	48,360	19.84
04 E --- 520 --- ---	ADULT BASIC EDUCATIO	8,470	7,555	9,076	0	0.00
04 E --- 530 --- ---	SENIOR CITIZENS CENT	5,500	5,500	5,500	0	0.00
04 E --- 550 --- ---	PRESCHOOL	185,464	137,754	373,004	5,255	1.41
04 E --- 551 --- ---	TIGER KIDS CLUB	1,131,154	1,122,265	992,200	138,870	14.00
04 E --- 554 --- ---	MEAL PROGRAM	88,814	86,237	98,591	17,391	17.64
04 E --- 561 --- ---	ACTIVITY CENTER	198,263	237,416	222,605	22,875	10.28
04 E --- 563 --- ---	AQUATICS	41,128	41,281	56,722	7,414	13.07
04 E --- 564 --- ---	SUMMER RECREATION	13,790	20,837	19,580	2,352	12.01
04 E --- 570 --- ---	EXTENDED DAY PROGRAM	517	3,011	400	0	0.00
04 E --- 580 --- ---	EARLY CHILDHOOD FAMI	129,103	96,244	118,948	5,120	4.30
04 E --- 582 --- ---	SCHOOL READINESS	53,805	43,001	47,955	5,354	11.16
04 E --- 583 --- ---	PRESCHOOL SCREENING	5,665	7,152	6,942	0	0.00
04 E --- 585 --- ---	YOUTH DEVELOP	101,042	98,671	100,081	14,649	14.64
04 E --- 587 --- ---	DESTINATION IMAGINAT	10,892	1,274	3,900	0	0.00
04 E --- 589 --- ---	ROBOTICS	16,391	24,697	28,000	1	0.01
04 E --- 590 --- ---	OTHER COMM SERVICES	1,170	1,331	900	0	0.00
04 E --- 963 --- ---	HOMESCHOOL	0	695	0	0	0.00
04 E --- 970 --- ---	NP - ST MAX KOLBE CA	10,493	13,814	12,970	1,531	11.81
04 E --- 972 --- ---	NP - MOUNT OLIVE LUT	6,795	6,507	7,817	2,294	29.35
04 E --- 977 --- ---	Pvt - RUSSEK HOME SC	481	0	0	0	0.00
04 E --- 993 --- ---	MEEHAN HOME SCHOOL	0	433	0	0	0.00
04 E --- 994 --- ---	ELSEN HOME SCHOOL	0	261	0	0	0.00
04 - --- --- ---	COMMUNITY SERVICES	2,307,985	2,313,676	2,444,321	305,118	12.48
05 E --- 020 --- ---	SUPERINTENDENT	413	0	0	0	0.00
05 E --- 050 --- ---	PRINCIPAL'S OFFICE	235	3,589	9,347	0	0.00
05 E --- 108 --- ---	Administrative Techn	247,574	329,381	271,257	233,583	86.11
05 E --- 110 --- ---	BUSINESS SERVICES	74,384	48,932	40,018	2,374	5.93
05 E --- 203 --- ---	ELEMENTARY EDUCATION	57,680	20,143	7,700	0	0.00
05 E --- 208 --- ---	GENERAL EDUC - MIDDL	6,622	10,989	7,100	667	9.40
05 E --- 211 --- ---	GENERAL EDUC SECONDA	19,179	48,422	10,750	4,500	41.86
05 E --- 212 --- ---	ART	0	292	0	0	0.00
05 E --- 215 --- ---	BUSINESS	63	0	0	0	0.00
05 E --- 219 --- ---	LIMITED ENGLISH (2ND	1,435	0	0	0	0.00
05 E --- 220 --- ---	ENGLISH	8,139	12,400	0	3,373	0.00
05 E --- 230 --- ---	FOREIGN LANGUAGE	0	6,997	0	0	0.00
05 E --- 256 --- ---	MATHEMATICS	33,434	26,437	0	3,757	0.00
05 E --- 258 --- ---	INSTRUMENTAL MUSIC	6,608	5,400	5,000	0	0.00
05 E --- 260 --- ---	NATURAL SCIENCES	12,390	12,870	0	0	0.00
05 E --- 270 --- ---	SOCIAL STUDIES	29,985	4,626	0	0	0.00
05 E --- 292 --- ---	BOYS/GIRLS ATHLETIC	24,283	69,636	19,000	0	0.00
05 E --- 294 --- ---	BOYS ATHLETICS	42,018	42,938	44,000	0	0.00
05 E --- 296 --- ---	GIRLS ATHLETICS	31,453	31,223	33,000	0	0.00
05 E --- 610 --- ---	CURRICULUM ADOPTION	377	0	0	0	0.00
05 E --- 611 --- ---	CURRICULUM DEVELOPME	0	0	321,000	0	0.00
05 E --- 620 --- ---	MEDIA CENTER	13,236	25,689	21,635	0	0.00
05 E --- 630 --- ---	Instructional-Relate	0	1,166	9,200	0	0.00
05 E --- 720 --- ---	HEALTH SERVICES	300	1,050	1,100	0	0.00
05 E --- 810 --- ---	OPERATIONS/MAINTENAN	-113,517	49,572	10,000	0	0.00
05 E --- 850 --- ---	FACILITIES	245,394	194,461	176,221	8,158	4.63
05 E --- 865 --- ---	LONG-TERM FACILITIES	989,677	920,890	1,467,644	122,790	8.37
05 - --- --- ---	CAPITAL OUTLAY	1,731,362	1,867,103	2,453,972	379,202	15.45
06 E --- 870 --- ---	BUILD. CONSTRUCTION	32,615,574	6,791,170	276,200	37,295	13.50
06 - --- --- ---	BUILDING FUND	32,615,574	6,791,170	276,200	37,295	13.50
07 E --- 910 --- ---	DEBT REDEMPTION	9,034,848	5,226,053	5,358,253	1,168,951	21.82
07 - --- --- ---	DEBT SERVICE	9,034,848	5,226,053	5,358,253	1,168,951	21.82
08 E --- 010 --- ---	BOARD OF EDUCATION	1,000	0	0	0	0.00
08 E --- 220 --- ---	ENGLISH	500	1,830	0	0	0.00
08 E --- 900 --- ---	TRUST AND AGENCY	74,559	68,956	0	12,402	0.00
08 - --- --- ---	TRUST FUND	76,059	70,786	0	12,402	0.00
Grand Expense Totals		71,848,923	44,298,071	39,345,438	2,902,040	7.38

ACCOUNT NUMBER	PROGRAM	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
Number of Accounts:		3684				

***** End of report *****

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
01 E --- --- --- --- 110	EXECUTIVE SALARY	1,117,390	1,162,224	1,194,341	176,667	14.79
01 E --- --- --- --- 113	LIBRARIANS SALARY	206,084	217,871	222,705	0	0.00
01 E --- --- --- --- 140	TEACHERS SALARY	8,159,533	8,603,405	8,890,501	120	0.00
01 E --- --- --- --- 141	PARAPROFESSIONAL SAL	84,262	98,335	106,486	0	0.00
01 E --- --- --- --- 143	LIC INSTR SUPPORT PE	186,962	196,857	201,462	0	0.00
01 E --- --- --- --- 145	SUBSTITUTE TEACHERS	55,864	93,621	59,798	0	0.00
01 E --- --- --- --- 146	SUBSTITUTE NON-LICEN	1,956	95	2,700	0	0.00
01 E --- --- --- --- 152	EDUCATIONAL SPEECH/L	365,496	386,412	399,275	1,920	0.48
01 E --- --- --- --- 154	SCHOOL NURSE	43,345	44,241	45,874	0	0.00
01 E --- --- --- --- 155	LICENSED NURSING SER	93,979	136,473	135,380	1,838	1.36
01 E --- --- --- --- 156	SCHOOL SOCIAL WORKER	164,792	172,259	178,561	0	0.00
01 E --- --- --- --- 161	PARAPROFESSIONAL	385,693	515,671	557,088	0	0.00
01 E --- --- --- --- 162	1-1 Para	507,864	398,726	387,202	2,304	0.60
01 E --- --- --- --- 163	FOREIGN LANG INTERPR	8	0	0	0	0.00
01 E --- --- --- --- 165	SCHOOL COUNSELOR	128,160	187,958	97,120	0	0.00
01 E --- --- --- --- 170	NON-CERTIFIED WAGES	1,328,717	1,567,127	1,636,806	139,414	8.52
01 E --- --- --- --- 171	SUB CUSTODIAN SALARY	6,190	19,130	10,099	1,239	12.27
01 E --- --- --- --- 174	DAPE	39,735	24,197	24,989	0	0.00
01 E --- --- --- --- 175	STUDENT WORKERS	0	0	1,000	0	0.00
01 E --- --- --- --- 180	EVENT OFFICIALS	5,839	8,677	11,510	0	0.00
01 E --- --- --- --- 181	EVENT WORKERS	23,522	27,847	18,200	0	0.00
01 E --- --- --- --- 182	Admin Supervision	13,009	10,525	12,355	0	0.00
01 E --- --- --- --- 183	Discretionary Coach	12,593	49,933	58,493	0	0.00
01 E --- --- --- --- 184	STUDENT COACH	300	800	0	0	0.00
01 E --- --- --- --- 185	OTHER SALARIES	1,047,008	979,409	1,221,098	20,611	1.69
01 E --- --- --- --- 186	Non-Cert ESY	24,125	26,825	24,393	13,963	57.24
01 E --- --- --- --- 189	Booster Coach	17,221	21,359	0	0	0.00
01 E --- --- --- --- 195	SALARY CHARGE-BACKS	-36,500	-36,500	-36,500	0	0.00
01 E --- --- --- --- 1--		13,983,147	14,913,477	15,460,936	358,076	2.32
01 E --- --- --- --- 210	F I C A	1,034,160	1,104,301	1,162,367	27,090	2.33
01 E --- --- --- --- 214	P E R A	194,682	218,555	226,673	13,345	5.89
01 E --- --- --- --- 218	T R A	840,161	907,719	969,593	14,051	1.45
01 E --- --- --- --- 220	HOSPITAL INSURANCE	2,002,296	2,226,524	2,292,242	60,030	2.62
01 E --- --- --- --- 230	LIFE INSURANCE	21,835	21,296	20,633	448	2.18
01 E --- --- --- --- 235	DENTAL INSURANCE	88,623	91,709	91,058	3,371	3.70
01 E --- --- --- --- 240	L T D INSURANCE	34,513	34,194	33,898	670	1.98
01 E --- --- --- --- 250	TAX SHELTERED ANNUIT	144,618	191,010	174,268	7,582	4.35
01 E --- --- --- --- 251	EMPLOYER-SPONSORED H	1,007,386	1,048,902	1,076,832	36,368	3.38
01 E --- --- --- --- 270	WORKERS COMP INS	100,032	110,998	135,615	5,364	3.95
01 E --- --- --- --- 280	UNEMPLOYMENT INS	6,674	3,765	10,000	0	0.00
01 E --- --- --- --- 291	CONT EML RETIREE HL	163,890	193,616	174,197	8,680	4.98
01 E --- --- --- --- 295	FRINGE CHARGE BACKS	0	0	0	0	0.00
01 E --- --- --- --- 2--		5,638,870	6,152,589	6,367,376	176,999	2.78
01 E --- --- --- --- 303	Fed Sub Award<\$25,00	3,828	3,965	0	0	0.00
01 E --- --- --- --- 305	Consulting	162,011	152,118	206,500	0	0.00
01 E --- --- --- --- 307	SPEC ED CONTRACTED S	57,182	53,139	66,600	0	0.00
01 E --- --- --- --- 310	BCKGRND CKS	486	113	400	-25	-6.14
01 E --- --- --- --- 311	PROFESSIONAL SERVICE	173,398	218,822	146,980	1,291	0.88
01 E --- --- --- --- 312	LEGAL COSTS	22,983	8,759	23,000	0	0.00
01 E --- --- --- --- 313	AUDTIOR FEES	22,300	22,850	23,500	0	0.00
01 E --- --- --- --- 314	SERVICES FEES	9,581	10,837	12,500	10	0.08
01 E --- --- --- --- 315	REP/MAINT COMPUTERS/	24,093	22,106	25,000	2,290	9.16
01 E --- --- --- --- 319	OTHER TECHNICAL SERV	37,509	26,028	20,000	0	0.00
01 E --- --- --- --- 320	TELEPHONE	71,602	80,105	101,900	3,445	3.38
01 E --- --- --- --- 329	POSTAGE	9,567	10,298	12,200	19	0.15
01 E --- --- --- --- 330	WATER AND SEWAGE	73,732	91,449	97,000	2,776	2.86
01 E --- --- --- --- 331	ELECTRICITY	354,445	483,962	477,000	66,826	14.01
01 E --- --- --- --- 333	GARBAGE SERVICE	36,240	50,343	55,500	1,737	3.13
01 E --- --- --- --- 336	ADVERTISING EXPENSE	3,854	3,826	4,800	273	5.69
01 E --- --- --- --- 337	PRINTING & BINDING	14,652	15,007	15,000	4,489	29.93
01 E --- --- --- --- 340	PROPERTY INSURANCE	109,373	133,575	145,000	43,469	29.98
01 E --- --- --- --- 350	CONTRACTED REPAIR	43,062	42,314	71,694	8,197	11.43
01 E --- --- --- --- 351	LAWN MAINT	26,510	33,893	30,000	9,559	31.86
01 E --- --- --- --- 353	MAINTENANCE AGREEMEN	28,588	26,981	31,150	666	2.14
01 E --- --- --- --- 355	MAINTENANCE CHARGEBA	-44,400	-44,400	-44,400	0	0.00
01 E --- --- --- --- 358	FOREIGN LANG INTERPR	92	1,494	0	0	0.00
01 E --- --- --- --- 360	BUS TRANSPORTATION	126,973	132,586	98,762	1,883	1.91
01 E --- --- --- --- 361	BUS ROUTE CONTRACTS	1,650,674	1,679,118	1,722,000	17,219	1.00
01 E --- --- --- --- 363	SNOW REMOVAL	22,910	56,865	0	0	0.00
01 E --- --- --- --- 365	TRANSPORTATION CHARG	0	1	0	0	0.00
01 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	73,492	72,440	163,888	7,568	8.03
01 E --- --- --- --- 367	TRAVEL-PROF DEVELOP	504	632	5,000	0	0.00
01 E --- --- --- --- 369	ENTRY FEES/STUDENT T	86,087	77,274	19,633	2,005	10.21
01 E --- --- --- --- 370	RENTALS AND LEASES	30,460	26,901	5,300	4,932	93.06
01 E --- --- --- --- 373	Speech/Lang Services	0	731	0	0	0.00

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
01 E --- --- --- --- 390	PAYMENTS TO OTHER DI	112,480	92,129	136,000	0	0.00
01 E --- --- --- --- 391	PYMT MN SCHDIST (COS	172,201	174,721	198,800	28,451	14.31
01 E --- --- --- --- 393	SPEC ED CONTRACTED S	23,745	0	0	0	0.00
01 E --- --- --- --- 394	PYMTS ED PURP OTHR A	2,473	0	0	0	0.00
01 E --- --- --- --- 396	SPEC ED SAL PURCH FR	145,864	170,914	168,000	0	0.00
01 E --- --- --- --- 397	SPEC ED BEN PURCH AN	19,491	26,720	33,000	0	0.00
01 E --- --- --- --- 398	CHARGEBACK OF EXPENS	7,046	8,999	9,654	0	0.00
01 E --- --- --- --- 399	SPEC ED CONTRACTED S	19,249	23,630	20,000	0	0.00
01 E --- --- --- --- 3--		3,734,337	3,991,245	4,101,361	207,080	5.19
01 E --- --- --- --- 401	GENERAL SUPPLIES	204,125	240,271	146,839	11,087	10.67
01 E --- --- --- --- 402	PRINTER SUPPLIES	5,950	7,700	7,000	0	4.92
01 E --- --- --- --- 403	Field & Maintenance	2,176	1,444	1,500	191	12.71
01 E --- --- --- --- 405	Non-Instr Software &	78,360	101,774	93,420	60,781	75.78
01 E --- --- --- --- 406	Instructional Softwa	3,200	17,669	12,500	7,757	62.06
01 E --- --- --- --- 409	Letter & Team Awards	1,500	1,500	1,500	61	4.09
01 E --- --- --- --- 410	CUSTODIAL CLEANING S	26,904	31,703	38,000	9,663	25.43
01 E --- --- --- --- 411	CUSTODIAL PAPER PROD	31,156	60,879	51,000	0	0.00
01 E --- --- --- --- 412	POOL OPERATION SUPPL	6,307	13,814	6,000	0	0.00
01 E --- --- --- --- 413	VEHICLE OPERATION EX	6,124	7,624	7,000	133	1.90
01 E --- --- --- --- 415	LAWN FERTILIZER	1,684	1,674	3,000	89	2.97
01 E --- --- --- --- 420	REPAIR PARTS AND SUP	44,334	54,707	47,000	9,132	19.43
01 E --- --- --- --- 430	INSTRUCTIONAL SUPPLY	106,870	124,800	110,534	1,442	12.09
01 E --- --- --- --- 431	CLASSROOM MAGAZINES/	327	0	0	0	0.00
01 E --- --- --- --- 432	COPIER SUPPLIES	17,972	20,136	21,300	21,570	101.27
01 E --- --- --- --- 433	SUPPLIES AND MAT IND	45,912	73,794	77,770	0	8.74
01 E --- --- --- --- 434	DONATED FUNDS	176,477	152,434	238,372	4,140	1.74
01 E --- --- --- --- 435	UNIFORM PURCHASES	2,333	8,477	4,000	195	4.88
01 E --- --- --- --- 436	ITEMS PURCHASED FOR	5,143	2,049	0	0	0.00
01 E --- --- --- --- 440	FUEL FOR BUILDINGS	141,860	209,159	231,000	7,421	3.21
01 E --- --- --- --- 455	NON-INSTR TECH SUPPL	9,926	7,299	10,000	248	2.48
01 E --- --- --- --- 456	INSTRUCTIONAL TECH S	1,059	0	500	0	0.00
01 E --- --- --- --- 460	TEXTBOOKS/WORKBOOKS	8,815	5,860	8,927	0	42.82
01 E --- --- --- --- 461	STANDARDIZED TESTS	28,260	33,263	11,700	11,760	100.51
01 E --- --- --- --- 465	NON-INSTR TECH DEVIC	414	681	0	0	0.00
01 E --- --- --- --- 466	INSTRUCTIONAL TECH D	77	0	0	0	0.00
01 E --- --- --- --- 470	LIBRARY BOOKS	4,424	7,151	3,000	0	0.00
01 E --- --- --- --- 480	A V AIDS AND MATERIA	2,194	2,673	3,700	0	0.00
01 E --- --- --- --- 489	NEWSPAPERS AND MAGAZ	304	344	650	0	0.00
01 E --- --- --- --- 490	FOOD	15,523	11,679	3,038	112	3.69
01 E --- --- --- --- 4--		979,710	1,200,558	1,139,250	145,782	16.14
01 E --- --- --- --- 522	BUILDING IMPROVEMENT	0	6,445	0	0	0.00
01 E --- --- --- --- 530	EQUIPMENT	58,358	51,990	85,292	530	0.62
01 E --- --- --- --- 533	FURNISHINGS	0	529	0	0	0.00
01 E --- --- --- --- 545	OPERATING CAPITAL CH	114,126	0	0	0	0.00
01 E --- --- --- --- 555	TECHNOLOGY EQUIPMENT	114,288	105,621	12,000	17,685	147.38
01 E --- --- --- --- 556	TECHNOLOGY EQUIP-SPE	798	6,138	0	0	0.00
01 E --- --- --- --- 580	LEASE PRINCIPAL	233,820	238,307	242,707	40,814	16.82
01 E --- --- --- --- 581	LEASE INTEREST	49,262	44,775	40,375	6,367	15.77
01 E --- --- --- --- 5--		570,652	453,805	380,374	65,396	17.19
01 E --- --- --- --- 820	DUES-MEMBERSHIP	54,403	53,509	52,955	34,925	65.95
01 E --- --- --- --- 891	TRA Special Funding	80,825	82,645	83,000	0	0.00
01 E --- --- --- --- 895	FEDERAL INDIRECT COS	-846	-1,034	-990	0	0.00
01 E --- --- --- --- 896	TAXES AND SPECIAL AS	1,417	1,553	1,600	0	0.00
01 E --- --- --- --- 897	TOURNAMENT EXPENSES	11,723	18,879	5,000	0	0.00
01 E --- --- --- --- 898	AWARDS AND SCHOLARSH	12,250	26,673	29,180	0	0.00
01 E --- --- --- --- 8--		159,772	182,225	170,745	34,925	20.45
01 E --- --- --- --- 900	BUDGETED EMERGENCY R	0	3,718	91,249	0	0.00
01 E --- --- --- --- 9--	BUDGETED EMERGENCY R	0	3,718	91,249	0	0.00
01 - --- --- --- --- ---	GENERAL FUND	25,066,488	26,897,617	27,711,291	988,258	3.72

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
02 E --- --- --- --- 110	EXECUTIVE SALARY	8,002	8,242	8,489	1,061	12.50
02 E --- --- --- --- 170	NON-CERTIFIED WAGES	336,649	402,210	401,243	1,762	0.44
02 E --- --- --- --- 195	SALARY CHARGE-BACKS	36,500	36,500	36,500	0	0.00
02 E --- --- --- --- 1--		381,151	446,952	446,232	2,823	0.63
02 E --- --- --- --- 210	F I C A	25,045	29,973	31,237	215	0.69
02 E --- --- --- --- 214	P E R A	25,099	30,337	30,557	212	0.69
02 E --- --- --- --- 218	T R A	0	20	0	0	0.00
02 E --- --- --- --- 220	HOSPITAL INSURANCE	59,905	58,927	58,448	1,310	2.24
02 E --- --- --- --- 230	LIFE INSURANCE	109	121	108	3	2.51
02 E --- --- --- --- 235	DENTAL INSURANCE	83	83	83	7	8.37
02 E --- --- --- --- 240	L T D INSURANCE	127	148	126	3	2.58
02 E --- --- --- --- 250	TAX SHELTERED ANNUIT	3,795	3,770	3,430	53	1.56
02 E --- --- --- --- 251	EMPLOYER-SPONSORED H	30,841	26,625	26,156	60	0.23
02 E --- --- --- --- 270	WORKERS COMP INS	12,601	13,358	18,274	60	0.33
02 E --- --- --- --- 2--		157,605	163,362	168,419	1,923	1.14
02 E --- --- --- --- 311	PROFESSIONAL SERVICE	300	520	500	350	70.00
02 E --- --- --- --- 314	SERVICES FEES	21,725	23,246	20,000	313	1.56
02 E --- --- --- --- 320	TELEPHONE	600	450	600	0	0.00
02 E --- --- --- --- 329	POSTAGE	0	19	0	0	0.00
02 E --- --- --- --- 336	ADVERTISING EXPENSE	0	39	0	0	0.00
02 E --- --- --- --- 350	CONTRACTED REPAIR	4,239	12,890	5,000	0	0.00
02 E --- --- --- --- 355	MAINTENANCE CHARGEBA	11,000	11,000	11,000	0	0.00
02 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	1,150	1,392	2,000	599	29.97
02 E --- --- --- --- 398	CHARGEBACK OF EXPENS	2,500	0	0	0	0.00
02 E --- --- --- --- 3--		41,514	49,556	39,100	1,262	3.23
02 E --- --- --- --- 401	GENERAL SUPPLIES	17,372	18,567	20,000	604	3.02
02 E --- --- --- --- 405	Non-Instr Software &	3,228	3,351	3,500	3,478	99.37
02 E --- --- --- --- 420	REPAIR PARTS AND SUP	118	382	500	0	0.00
02 E --- --- --- --- 435	UNIFORM PURCHASES	1,926	2,216	2,500	0	0.00
02 E --- --- --- --- 490	FOOD	295,874	305,657	301,000	274	0.09
02 E --- --- --- --- 491	COMMODITIES	59,002	86,872	60,000	0	0.00
02 E --- --- --- --- 495	MILK	55,285	51,113	56,650	0	0.00
02 E --- --- --- --- 4--		432,805	468,158	444,150	4,356	0.98
02 E --- --- --- --- 530	EQUIPMENT	544	0	0	0	0.00
02 E --- --- --- --- 5--		544	0	0	0	0.00
02 E --- --- --- --- 820	DUES-MEMBERSHIP	2,777	3,638	3,500	450	12.86
02 E --- --- --- --- 891	TRA Special Funding	211	0	0	0	0.00
02 E --- --- --- --- 8--		2,988	3,638	3,500	450	12.86
02 - --- --- --- --- ---	FOOD SERVICE	1,016,607	1,131,666	1,101,401	10,814	0.98

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
04 E --- --- --- --- 110	EXECUTIVE SALARY	9,712	4,772	4,204	1,512	35.97
04 E --- --- --- --- 111	NURSES SALARY	1,365	1,902	2,718	0	0.00
04 E --- --- --- --- 114	DIRECTOR/SUPERVISOR	77,250	78,795	81,947	10,243	12.50
04 E --- --- --- --- 120	ECFE ADMIN/SUPERVISI	49,273	50,800	48,533	7,278	14.99
04 E --- --- --- --- 121	COORDINATOR	82,362	85,976	88,197	11,025	12.50
04 E --- --- --- --- 140	TEACHERS SALARY	163,226	127,390	202,041	12,385	6.13
04 E --- --- --- --- 154	SCHOOL NURSE	6,995	7,592	7,477	0	0.00
04 E --- --- --- --- 160	AQUATICS MANAGER/COO	3,211	1,250	3,000	500	16.67
04 E --- --- --- --- 161	AQUATICS INSTRUCTOR	14,980	12,692	20,000	4,400	22.00
04 E --- --- --- --- 162	AQUATICS LIFEGUARD	6,049	9,040	10,000	1,326	13.26
04 E --- --- --- --- 165	SCHOOL COUNSELOR	221	1,616	1,873	0	0.00
04 E --- --- --- --- 170	NON-CERTIFIED WAGES	901,142	899,982	880,162	120,503	13.69
04 E --- --- --- --- 171	CUSTODIAN SALARY	24,381	40,531	44,915	3,464	7.71
04 E --- --- --- --- 172	CUSTODIAL - EVENT RE	11,542	12,885	12,000	812	6.77
04 E --- --- --- --- 175	STUDENT WORKERS	79,637	80,980	95,785	9,866	10.30
04 E --- --- --- --- 185	OTHER SALARIES	39,494	45,428	41,800	16,112	38.54
04 E --- --- --- --- 195	SALARY CHARGE-BACKS	0	0	0	0	0.00
04 E --- --- --- --- 1--		1,470,840	1,461,631	1,544,652	199,426	12.91
04 E --- --- --- --- 210	F I C A	103,396	102,875	109,962	14,219	12.93
04 E --- --- --- --- 214	P E R A	74,247	76,663	79,002	8,099	10.25
04 E --- --- --- --- 218	T R A	22,264	21,458	21,222	3,482	16.40
04 E --- --- --- --- 220	HOSPITAL INSURANCE	91,577	91,746	88,619	9,264	10.45
04 E --- --- --- --- 230	LIFE INSURANCE	753	737	713	67	9.48
04 E --- --- --- --- 235	DENTAL INSURANCE	2,423	2,257	2,256	235	10.42
04 E --- --- --- --- 240	L T D INSURANCE	960	882	887	82	9.40
04 E --- --- --- --- 250	TAX SHELTERED ANNUIT	10,722	12,100	13,513	2,157	15.96
04 E --- --- --- --- 251	EMPLOYER-SPONSORED H	56,058	54,388	51,879	4,551	8.77
04 E --- --- --- --- 270	WORKERS COMP INS	9,357	9,429	12,086	1,402	11.60
04 E --- --- --- --- 291	CONT EMPL RETIREE HL	0	17,447	14,921	1,213	8.13
04 E --- --- --- --- 295	FRINGE CHARGE BACKS	0	0	0	0	0.00
04 E --- --- --- --- 2--		371,757	389,982	395,060	44,771	11.33
04 E --- --- --- --- 305	CLEANING CONSULTANT	16,302	0	0	0	0.00
04 E --- --- --- --- 310	BCKGRND CKS	462	198	500	0	0.00
04 E --- --- --- --- 311	PROFESSIONAL SERVICE	74,334	55,869	66,950	10,863	16.23
04 E --- --- --- --- 314	SERVICES FEES	55,564	65,321	61,730	5,571	9.03
04 E --- --- --- --- 320	TELEPHONE	4,493	4,511	5,900	914	15.49
04 E --- --- --- --- 329	POSTAGE	4,414	3,207	4,145	0	0.00
04 E --- --- --- --- 330	WATER AND SEWAGE	6,017	6,333	6,000	509	8.49
04 E --- --- --- --- 331	ELECTRICITY	14,682	15,309	15,000	1,593	10.62
04 E --- --- --- --- 333	GARBAGE SERVICE	4,627	5,145	5,500	434	7.88
04 E --- --- --- --- 336	ADVERTISING EXPENSE	1,559	1,315	2,150	0	0.00
04 E --- --- --- --- 337	PRINTING & BINDING	10,529	12,173	12,100	0	0.00
04 E --- --- --- --- 350	CONTRACTED REPAIR	2,209	1,891	5,000	133	2.66
04 E --- --- --- --- 353	MAINTENANCE AGREEMEN	1,760	2,050	1,810	0	0.00
04 E --- --- --- --- 355	MAINTENANCE CHARGEBA	33,400	33,400	33,400	0	0.00
04 E --- --- --- --- 360	BUS TRANSPORTATION	15,439	12,531	15,150	2,808	18.53
04 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	813	357	1,625	0	0.00
04 E --- --- --- --- 369	ENTRY FEES/STUDENT T	24,527	45,293	39,500	8,232	20.84
04 E --- --- --- --- 370	RENTALS AND LEASES	9,784	11,490	9,268	5,702	61.52
04 E --- --- --- --- 380	COMPUTER TECH-RELTD	0	290	300	0	0.00
04 E --- --- --- --- 398	CHARGEBACK OF EXPENS	-9,546	-8,999	-9,654	0	0.00
04 E --- --- --- --- 3--		271,369	267,684	276,374	36,759	13.30
04 E --- --- --- --- 401	GENERAL SUPPLIES	48,065	63,259	59,600	4,179	8.14
04 E --- --- --- --- 405	Non-Instr Software &	0	368	400	0	0.00
04 E --- --- --- --- 410	CUSTODIAL CLEANING S	5,454	4,357	6,000	387	6.45
04 E --- --- --- --- 413	VEHICLE OPERATION EX	418	0	0	0	0.00
04 E --- --- --- --- 420	REPAIR PARTS AND SUP	455	2,285	3,000	34	1.13
04 E --- --- --- --- 430	INSTRUCTIONAL SUPPLY	11,676	9,447	15,600	338	12.25
04 E --- --- --- --- 432	COPIER SUPPLIES	3,580	3,654	3,750	1,135	30.27
04 E --- --- --- --- 434	DONATED FUNDS	16,260	7,645	2,500	0	0.00
04 E --- --- --- --- 440	FUEL FOR BUILDINGS	17,029	17,625	20,000	188	0.94
04 E --- --- --- --- 460	TEXTBOOKS/WORKBOOKS	8,570	9,999	8,935	3,825	124.57
04 E --- --- --- --- 490	FOOD	43,998	45,045	51,450	12,939	25.15
04 E --- --- --- --- 495	MILK	5,177	3,123	6,000	433	7.21
04 E --- --- --- --- 4--		160,682	166,807	177,235	23,458	18.62
04 E --- --- --- --- 530	EQUIPMENT	7,643	13,273	25,000	245	0.98
04 E --- --- --- --- 5--		7,643	13,273	25,000	245	0.98
04 E --- --- --- --- 820	DUES-MEMBERSHIP	2,030	2,594	2,310	459	19.87
04 E --- --- --- --- 891	TRA Special Funding	2,721	7,003	2,100	0	0.00
04 E --- --- --- --- 895	FEDERAL INDIRECT COS	846	1,034	990	0	0.00
04 E --- --- --- --- 897	TOURNAMENT EXPENSES	1,275	525	600	0	0.00
04 E --- --- --- --- 898	SCHOLARSHIP EXP.	18,822	3,143	20,000	0	0.00

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
04 E --- --- --- --- 8--		25,694	14,299	26,000	459	1.77
04 - --- --- --- --- ---	COMMUNITY SERVICES	2,307,985	2,313,676	2,444,321	305,118	12.87

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
05 E --- --- --- --- 110	EXECUTIVE SALARY	14,740	14,646	20,424	2,155	10.55
05 E --- --- --- --- 154	SCHOOL NURSE	2,139	2,616	2,668	0	0.00
05 E --- --- --- --- 170	NON-CERTIFIED WAGES	979	0	16,882	0	0.00
05 E --- --- --- --- 185	OTHER SALARIES	465	570	0	0	0.00
05 E --- --- --- --- 1--		18,323	17,832	39,974	2,155	5.39
05 E --- --- --- --- 210	F I C A	1,404	1,367	2,984	165	5.52
05 E --- --- --- --- 214	P E R A	1,146	1,098	2,798	162	5.78
05 E --- --- --- --- 218	T R A	195	246	211	0	0.00
05 E --- --- --- --- 220	HOSPITAL INSURANCE	2,793	2,440	7,311	485	6.64
05 E --- --- --- --- 230	LIFE INSURANCE	33	31	137	2	1.67
05 E --- --- --- --- 235	DENTAL INSURANCE	304	285	578	26	4.48
05 E --- --- --- --- 240	L T D INSURANCE	50	47	100	4	3.59
05 E --- --- --- --- 250	TAX SHELTERED ANNUIT	392	354	810	71	8.74
05 E --- --- --- --- 251	EMPLOYER-SPONSORED H	1,619	1,900	4,795	150	3.13
05 E --- --- --- --- 270	WORKERS COMP INS	607	443	905	71	7.86
05 E --- --- --- --- 2--		8,543	8,211	20,629	1,136	5.50
05 E --- --- --- --- 305	Consulting	126	126	150	0	0.00
05 E --- --- --- --- 311	PROFESSIONAL SERVICE	244,306	249,903	85,204	27,187	32.71
05 E --- --- --- --- 350	CONTRACTED REPAIR	73,736	465,953	1,315,000	89,038	24.58
05 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	346	410	500	0	0.00
05 E --- --- --- --- 370	RENTALS AND LEASES	167,866	182,586	171,474	6,186	3.61
05 E --- --- --- --- 390	PAYMENTS TO OTHER DI	12,528	12,240	13,644	2,274	16.67
05 E --- --- --- --- 3--		498,908	911,218	1,585,972	124,685	22.67
05 E --- --- --- --- 401	GENERAL SUPPLIES	8,083	5,338	18,500	1,000	5.41
05 E --- --- --- --- 405	Non-Instr Software &	1,294	0	0	0	0.00
05 E --- --- --- --- 460	TEXTBOOKS/WORKBOOKS	100,559	123,179	346,550	12,297	95.10
05 E --- --- --- --- 470	LIBRARY BOOKS	10,293	18,327	15,465	0	0.00
05 E --- --- --- --- 4--		120,229	146,844	380,515	13,297	86.88
05 E --- --- --- --- 505	CAPIT NON-INST TECH	850	0	0	0	0.00
05 E --- --- --- --- 520	BLDG CONSTRUCTION/RE	621,600	0	0	0	0.00
05 E --- --- --- --- 530	EQUIPMENT	292,265	526,163	123,190	3,264	47.27
05 E --- --- --- --- 545	OPERATING CAPITAL CH	-114,126	0	0	0	0.00
05 E --- --- --- --- 555	TECHNOLOGY EQUIPMENT	257,475	239,350	257,470	233,583	90.72
05 E --- --- --- --- 556	TECHNOLOGY EQUIP-SPE	1,249	0	0	0	0.00
05 E --- --- --- --- 561	A.V. EQUIPMENT	2,720	4,196	2,900	0	0.00
05 E --- --- --- --- 580	LEASE PRINCIPAL	10,347	0	0	0	0.00
05 E --- --- --- --- 581	LEASE INTEREST	605	0	0	0	0.00
05 E --- --- --- --- 5--		1,072,985	769,709	383,560	236,847	76.08
05 E --- --- --- --- 820	DUES-MEMBERSHIP	0	300	300	0	0.00
05 E --- --- --- --- 896	TAXES AND SPECIAL AS	12,374	12,989	43,022	1,082	2.52
05 E --- --- --- --- 8--		12,374	13,289	43,322	1,082	2.50
05 - --- --- --- --- ---	CAPITAL OUTLAY	1,731,362	1,867,103	2,453,972	379,202	40.19

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
06 E --- --- --- --- 170	NON-CERTIFIED WAGES	3,392	0	0	0	0.00
06 E --- --- --- --- 185	OTHER SALARIES	8,260	0	0	0	0.00
06 E --- --- --- --- 1--		11,652	0	0	0	0.00
06 E --- --- --- --- 210	F I C A	882	0	0	0	0.00
06 E --- --- --- --- 214	P E R A	254	0	0	0	0.00
06 E --- --- --- --- 218	T R A	620	0	0	0	0.00
06 E --- --- --- --- 270	WORKERS COMP INS	219	0	0	0	0.00
06 E --- --- --- --- 2--		1,975	0	0	0	0.00
06 E --- --- --- --- 311	PROFESSIONAL SERVICE	1,803,221	471,279	65,000	17,184	39.95
06 E --- --- --- --- 340	PROPERTY INSURANCE	0	20,659	0	0	0.00
06 E --- --- --- --- 350	CONTRACTED REPAIR	413	0	0	0	0.00
06 E --- --- --- --- 3--		1,803,634	491,938	65,000	17,184	39.95
06 E --- --- --- --- 401	GENERAL SUPPLIES	8,117	15,057	0	0	0.00
06 E --- --- --- --- 4--		8,117	15,057	0	0	0.00
06 E --- --- --- --- 520	BLDG CONSTRUCTION/RE	29,865,912	4,883,208	0	1,556	0.00
06 E --- --- --- --- 522	BUILDING IMPROVEMENT	68,444	0	0	0	0.00
06 E --- --- --- --- 530	EQUIPMENT	654,079	948,205	211,200	17,600	16.67
06 E --- --- --- --- 555	TECHNOLOGY EQUIPMENT	201,761	452,762	0	955	0.00
06 E --- --- --- --- 5--		30,790,196	6,284,175	211,200	20,111	17.86
06 - --- --- --- --- ---	BUILDING FUND	32,615,574	6,791,170	276,200	37,295	23.06

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
07 E --- --- --- --- 710	BOND PRINCIPAL	2,835,000	2,765,000	3,015,000	0	0.00
07 E --- --- --- --- 720	BOND INTEREST	2,595,246	2,455,853	2,336,253	1,168,126	50.00
07 E --- --- --- --- 790	OTHER DEBT SERVICE	68,861	5,200	7,000	825	11.79
07 E --- --- --- --- 7--		5,499,107	5,226,053	5,358,253	1,168,951	21.82
07 E --- --- --- --- 920	BOND REFUNDING PAYME	3,535,741	0	0	0	0.00
07 E --- --- --- --- 9--	BUDGETED EMERGENCY R	3,535,741	0	0	0	0.00
07 - --- --- --- --- ---	DEBT SERVICE	9,034,848	5,226,053	5,358,253	1,168,951	21.82

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
08 E --- --- --- --- 311	PROFESSIONAL SERVICE	49,325	49,933	0	8,414	0.00
08 E --- --- --- --- 320	TELEPHONE	720	780	0	120	0.00
08 E --- --- --- --- 329	POSTAGE	170	150	0	30	0.00
08 E --- --- --- --- 336	ADVERTISING EXPENSE	514	360	0	0	0.00
08 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	1,122	497	0	124	0.00
08 E --- --- --- --- 370	RENTALS AND LEASES	750	0	0	0	0.00
08 E --- --- --- --- 3--		52,601	51,720	0	8,688	0.00
08 E --- --- --- --- 401	GENERAL SUPPLIES	14,434	13,986	0	3,714	0.00
08 E --- --- --- --- 4--		14,434	13,986	0	3,714	0.00
08 E --- --- --- --- 898	AWARDS AND SCHOLARSH	4,200	5,080	0	0	0.00
08 E --- --- --- --- 899	MISC EXPENSE	4,824	0	0	0	0.00
08 E --- --- --- --- 8--		9,024	5,080	0	0	0.00
08 - --- --- --- --- ---	TRUST FUND	76,059	70,786	0	12,402	0.00

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
Grand Expense Totals		71,848,923	44,298,071	39,345,438	2,902,040	9.12

Number of Accounts: 3684

***** End of report *****

<u>POST MONTH</u>	<u>POST YEAR</u>	<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK DATE</u>	<u>INVOICE NUMBER</u>	<u>AMOUNT</u>
August	2019	113378	WILLIAM H SADLIER IN	Account No. 1814444 S/O #S017553 Nonpublic Textbooks	08/21/2019	INV23340	2,294.44
						Totals for 113378	2,294.44
August	2019	113379	WORKS COMPUTING, INC	Customer No. ISD879	08/21/2019	3168	420.00
						Totals for 113379	420.00
August	2019	113380	DELANO MUNICIPAL UTI	Customer #6242	08/21/2019	07.31.2019	2,101.85
						Totals for 113380	2,101.85
						Totals for checks	915,614.81

Resolution # 08-26-19-13

Resolution for Acceptance of Gifts

Member _____ introduced the following resolution and

Member _____ moved for its adoption:

WHEREAS Coborn's Labels for Learning - \$839.86 for Delano Intermediate School; \$1,500 Stadium Scoreboard Sponsorships from each of the following – Dave's Town Club, Crow River Church, Delano Dental, and Ridgeview Medical

have generously offered to donate to the Delano Public School District.

WHEREAS the conditions on these gifts are for the programs noted above.

THEREFORE, BE IT RESOLVED by the Delano School Board to gratefully accept the gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same: None

The foregoing resolution was approved this 26th day of August, 2019.

SCHOOL BOARD PERSONNEL ITEMS

August 26, 2019

Retirements/Resignations/Terminations

1. Bahn, Heather: 8th Grade Volleyball Coach, resigned effective August 5, 2019.
2. Clark, Matthew: TAC Supervisor, resigned effective July 31, 2019.
3. Iverson, Jena: DHS Para and TKC Aide, resigned effective August 9, 2019.
4. Lyngen, Tim: DMS Soccer Coach, resigned effective July 19, 2019.
5. Megna, Erin: Boys Cross Country Assistant Coach, resigned effective July 21, 2019.
6. Power, Jennifer: Preschool Teacher, resigned effective August 9, 2019.
7. Tulkki, Annika: DES Paraprofessional, resigned effective August 7, 2019.

Recommendations for Employment

1. Connor, Jennifer: DES Dishwasher, replacing Kelly Mrnak, effective August 22, 2019.
2. Economy, Kyle: DES Paraprofessional, replacing Jena Iverson, effective September 3, 2019.
3. Evers, Mindy: Boys MS Soccer Coach, replacing Tim Lyngen, effective August 26, 2019.
4. Fanfulik, Julie: 8th Grade Volleyball Coach, replacing Heather Bahn, effective August 26, 2019.
5. Hackman, Lindsay: Long-Term Sub for Emily Goudreault, effective August 26, 2019.
6. McMillan, Camille: Preschool Teacher / TKC Lead / ECFE Teacher, replacing Monica Kuka, effective August 26, 2019.
1. Nowezki, Sarah: CE Preschool Teacher and TKC Lead, effective August 26, 2019.
7. Sporleder, Lauren: Girls C Team Tennis Coach, new position, effective August 12, 2019.
8. St. Aubin, Jessica: DHS Food Service Cook, replacing Michael Karpen, effective August 22, 2019.
9. Stone, Sarah: TKC Site Supervisor, replacing Tiffany Beavers, effective August 5, 2019.

Contract Changes/Approvals/Position Changes

2. MOA – VEBA Reimbursement for Custodians and Administrative Assistants
3. McDonald, Lisa: Moving from DIS Paraprofessional to CE Preschool Teacher and TKC Lead, effective August 26, 2019.
4. Mrnak, Kelly: Moving from DES Dishwasher to DES Food Service Worker, replacing Elaine Zable, effective August 22, 2019.
5. Prior, Tina: DHS School Nurse, moving to District Nurse Position, replacing Samantha Tribble, effective August 26, 2019.
6. Sohns, Lynda: MSRS Transfer Agreement for retiree health insurance.
7. Vervais, Joy: Moving from Recess Paraprofessional to full-time DES Paraprofessional, replacing Annika Tulkki, effective September 3, 2019.

Unofficial

MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE

Board Meeting - Joint Powers Board #0938

Tuesday, July 23, 2019

MAWSECO Education Center, 720 9th Avenue, Howard Lake, MN 55349

PRESENT: Amy Johnson, Jessica Johnson, Katie Koch, Chris Paumen, Julie Rae Pennertz

ABSENT: Irene Bender and Gena Jacobson

OTHERS PRESENT: Janell Bullard

MINUTES

I. Call to Order

The meeting was called to order at 6:02 p.m.

II. Pledge of Allegiance

III. Acceptance of Agenda

Motion to approve the agenda as presented was made by Katie Koch, seconded by Julie Rae Pennertz. Carried unanimously.

IV. Minutes of Previous Meeting

Motion to approve the minutes of the June 25, 2019 meeting as presented was made by Julie Rae Pennertz, seconded by Chris Paumen. Carried unanimously.

V. Bills for Payment and other financial reports as attached

Motion to accept the bills for payment and other financial reports for July was made by Jessica Johnson, seconded by Katie Koch. Carried unanimously.

VI. Fund Transfers

Motion to approve the fund transfers as listed was made by Chris Paumen, seconded by Jessica Johnson. Carried unanimously.

A. \$500,000.00 - Fund transfer date of 5/14/19 was correct on June 25, 2019 agenda.

Motion was made/seconded to change the date to 6/14/19. Fund transfers are approved for the previous month.

B. 6/4/19 - \$500,000.00

C. 6/27/19 - \$500,000.00

VII. Reports

A. Director Report – Janell Bullard reported that business manager services and support will be provided by CMERDC during the transition. In addition, she updated the Board on negotiations with the teachers, coordinators and a staffing agency for physical therapy services. She is doing a weekly digital newsletter update in an effort to improve communication within the Cooperative. The back-to-school inservice is Monday, August 26.

VIII. New Business

A. Personnel

Motion to approve the personnel items as listed was made by Julie Rae Pennertz, seconded by Amy Johnson. Carried unanimously.

1. At Will Agreements for the 2019-2020 school year:
 - a. Marcia Dischinger, Finance Specialist
 - b. Becky Nelson, Payroll Specialist
 - c. JoLee Marquette, Braillist
 - d. Michelle Montgomery, Administrative Assistant
 - e. Janet Hoff, MARSS Coordinator
 - f. Lisa Perovich, Administrative Assistant
 - g. Elizabeth Thompson, Administrative Assistant
 - h. Gervase Kappel, Custodian, MAWSECO Education Center
 - i. Wendy VanVleet, Custodian, Sholund School for Girls
2. Resignation: Timothy Miller, Business Manager effective July 8, 2019.
3. Authorization: Administrative Assistant, up to 40 hours to update the website.

B. 2019 Summer Services Listing

Motion to approve the revised 2019 summer services listing was made by Chris Paumen, seconded by Jessica Johnson. Carried unanimously.

- ### C. Designation of Identified Official with Authority for the MDE External User Access Recertification System. The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Janell Bullard to act as the Identified Official with Authority (IOwA) and Marcia Dischinger to act as the IOwA to add and remove names only for Meeker and Wright Special Education 0938-52.

Motion to approve the designation of Identified Official with Authority for the MDE External User Access Recertification System was made by Julie Rae Pennertz, seconded by Jessica Johnson. Carried unanimously.

IX. Future Board Meetings

- A. August 27, 2019 **6:00 p.m.**, MAWSECO Education Center, Howard Lake
- B. September 24, 2019, **6:00 p.m.**, Cornerstones/Eastern Wright Programs, Buffalo, MN
- C. October 22, 2019, **6:00 p.m.**, MAWSECO Education Center, Howard Lake

X. Future Committee Meetings

A. Administrative Negotiations (Coordinators), July 29, 2019, 5:30-7:30 p.m.,
MAWSECO Education Center, Howard Lake

B. Certified Negotiations (Education MN), August 15, 2019, 5:30-7:30 p.m.,
MAWSECO Education Center, Howard Lake

XI. Adjournment

Motion to adjourn the meeting was made by Julie Rae Pennertz, seconded by Jessica Johnson. Carried unanimously at 6:28 p.m.

Submitted by,

Janell Bullard
Executive Secretary

This document is available in the following formats upon request: Braille, Large Print, Audio MP3 file, Computer Disk. Please call (320) 543-1122 for more information or to request a copy.

WRIGHT TECHNICAL CENTER School District 966

The meeting of the Governing Board of Wright Technical Center, School District 966, was held on Tuesday August 6, 2019 at 1405 3rd Ave. NE, Buffalo, Minnesota 55313.

Members Present: Diers, Mealey, Lee, McAlpine, Curtis, Steffens, Delano Alternate Amy Johnson.

Others Present: Brian Koslofsky-Executive Director, Shaun Karson-Principal, Business Manager-Anh Glewwe, Brittany Carlen-Staff Representative, Dana Watters-Administrative Assistant.

The meeting was called to order by Member Diers at 6:30 p.m. followed by the Pledge of Allegiance.

Agenda Review

On motion by Member McAlpine, second by Member Mealey, to approve the agenda as presented. Motion carried by unanimous vote.

Consent Agenda

On motion by Member Lee, second by Member McAlpine, to approve the consent agenda as presented. Motion carried by unanimous vote. 5.1 June 4th regular meeting & June 19th special meeting, 5.2 Bills for Payment, 5.3 Approve resignation letter from Auto Careers Instructor, 5.4 Approve HVAC preventative maintenance agreement with Gilbert Mechanical, 5.5 Approve Big Lake Lumber bid for the Construction Trades house materials, 5.6 Approve lease agreement with MAWSECO, 5.7 Approve lease agreement with WCCA, 5.8 Approve lease agreement with Stan Vander Kooi.

Financial Report

Business Manager Glewwe reported on the current finances. On motion by Member Mealey, second by Member McAlpine, to approve the financial report as presented. Motion carried by unanimous vote.

Principal Report

Principal Karson reported on the teacher development & evaluation plan, safe schools, upcoming meetings, student & staff handbooks, CMJTS summer work program, Fall In-Services, staffing, enrollment, program updates, summer school.

Director's Report

Director Koslofsky reported on the construction trades house, Director review, Auto Careers and Greenhouse Careers programs, facility updates, finance, attended and upcoming meetings.

New Business

On motion by Member Mealey, second by Member Lee, to repost the Auto Careers position and to post for a Greenhouse Careers position as presented. Motion carried by unanimous vote.

On motion by Member McAlpine, second by Member Curtis, to approve the 2019-20 Student Handbooks as presented. Motion carried by unanimous vote.

On motion by Member Curtis, second by Member McAlpine, to approve the 2019-20 Staff Handbook as presented. Motion carried by unanimous vote.

On motion by Member Mealey, second by Member McAlpine, to approve the agreement with cmERDC for Payroll Services as presented. Motion carried by unanimous vote.

On motion by Member Curtis, second by Member Mealey, to approve the Board Resolution for appointing an Identified Official with Authority for External User Access Recertification Systems presented. Motion carried by unanimous vote. The Roll Call vote: Lee-yes, Mealey-yes, Curtis-yes, Johnson-yes, Steffens-yes, McAlpine-yes, Diers-yes. Resolution passed.

On motion by Member McAlpine, second by Member Curtis, for adjournment. Motion carried by unanimous vote. Meeting was adjourned at 7:30PM.

Adopted: 1995-96

Revised: 2004

Revised: June 25, 2012

Revised: August 26, 2019

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. The Superintendent must hold a provisional or permanent Superintendent's license in the State of Minnesota.

The Superintendent is directly responsible to the School Board for all the functions of the school system. He is authorized to delegate responsibility and authority to staff employed under his direction, but he retains ultimate responsibility and accountability to the Board. All staff in the district are accountable to the Superintendent.

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: MSBA/MASA Model Policy 202 (School Board Officers)

MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)
MSBA Service Manual, Chapter 3, Superintendent of Schools

Adopted: 1995-96

Revised: 2004

Revised: March 22, 2010

Revised: August 26, 2019

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 model instruments.

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: 1995-96

Revised: December 15, 2008

Revised: March 21, 2011

Revised: July 22, 2013

Revised: July 28, 2014

Revised: August 24, 2015

Revised: July 25, 2016

Revised: October 24, 2016

Revised: August 26, 2019

506 STUDENT DISCIPLINE

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing of the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the

position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents and community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of the this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/ learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their

responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;

- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs or other controlled substances (except as prescribed by a physician), or look-alike substances (except as prescribed by a physician) or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing or distributing weapons or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing

a visible or an audible effect by combustion, explosion, deflagration or detonation;

18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or

clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;

43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations (if applicable);
45. Violation of school rules, regulations, policies or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;

- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act;
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following sections C. – K. must be developed and inserted by each school district based upon individual district practices, procedures and preferences.]

C. Procedures for Removal of a Student from a Class

Procedures for administering student discipline policy are identified by the principals in the building student handbooks.

1. *Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;*
2. *Specify required approvals necessary;*
3. *Specify paperwork and reporting procedures.*

D. Responsibility for and Custody of a Student Removed From Class.

1. Designation of where student is to go when removed;
2. Designation of how student is to get to designated destination;
3. Whether student must be accompanied;
4. Statement of what student is to do when and while removed;
5. Designation of who has control over and responsibility for student after removal from class.

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. Specification of procedures;
2. Actions or approvals required such as notes, conferences, readmission plans.

F. Procedures for Notification.

1. Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;
2. Actions or approvals required, such as notes, conferences, readmission plans.

G. Disabled Students; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individual Education Plan (IEP) of a disabled student who is removed from class or disciplined; and
3. Any procedures determined appropriate for referring students in need of special education services to those services.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Establishment of a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26;

2. *Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and*
3. *Establishment of teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.29.*

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable school board regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 3. Willful conduct which endangers the student or other students or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child’s IEP team, including at least one of the child’s teachers, shall meet and determine the

extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than time (10) ten days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time

the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the

expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon that which the proposed

dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the

student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance, and of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13.

XIII. DISABLED STUDENTS

Students who are currently identified eligible under IDEA or Section 504 will be subject to the provisions of this policy unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation

of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: August 26, 2019

713 Student Activity Accounting

I. Purpose

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

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

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

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

B. Extracurricular Activities

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

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

C. Non-Student Activities

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

III. DEFINITIONS

A. Cocurricular Activity

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

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

B. Curricular Activity

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

C. Extracurricular (Noncurricular/Supplementary) Activity

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

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

D. Public Purpose Expenditure

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

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

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

B. Extracurricular Activities

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

of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity 713-4 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.

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

Adopted: January 25, 2016

Revised: August 26, 2019

750 POST-ISSUANCE DEBT COMPLIANCE POLICY

I. PURPOSE

The School Board (the “Board”) of Independent School District No. 879 (Delano), Minnesota (the “District”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

II. IRS BACKGROUND

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

SEC BACKGROUND

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer and obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary

financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

III. POST-ISSUANCE DEBT COMPLIANCE POLICY OBJECTIVE

The District desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the District has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

IV. POST-ISSUANCE DEBT COMPLIANCE POLICY

The Business Manager of the District is designated as the District’s agent who is responsible for post-issuance compliance of these obligations.

The Business Manager shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
4. Expenditure and Asset Documentation to be Assembled and Retained
5. Miscellaneous Documentation to be Assembled and Retained
6. Additional Undertakings and Activities that Support Sections 1 through 5 above
7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

The Business Manager shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Business Manager will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Business Manager or any other individuals responsible for assisting the Business Manager in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational

resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Business Manager shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

V. PRIVATE ACTIVITY BONDS

The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Business Manager shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonable within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Business Manager may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Business Manager is concerned about the compliance ability of a private party, the Business Manager may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Business Manager is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy

Adopted this date, August 26, 2019, by the School Board of Independent School District No. 879 (Delano), Minnesota.

Mark Larson
1283 Marvin Ct
Delano, MN 55328
August 19, 2019

Matt Schoen
Superintendent
Delano Public Schools
700 Elm Ave E.
Delano, MN 55328

Dear Mr. Schoen,

I am writing to tender my resignation from the Delano School Board. As you already know, I accepted a job in Colorado and have been commuting the past few months. As our family completes our transition to Colorado, I feel that it is in the best interest of both myself and Delano Public Schools to step down from the board. I will relinquish all of my responsibilities and privileges as a board member effective August 26, 2019.

I have greatly enjoyed the experience of serving on the school board. I am proud of the achievements of the district, and wish you all continued success.

Sincerely,

Mark Larson
Board Chair

Cc: Lisa Seguin

Delano Facility Use Procedures Manual

The Delano Facility Use Procedure Manual is governed by the Delano Public Schools Policy 902 – Use of School District Facilities and Equipment.

Application Process:

All use of District 879 facilities and City of Delano facilities are scheduled through the Tiger Activity Center Office.

Facility Use Registration Application:

How to register:

1. Complete and submit the Annual Facility Use Application Form to the Tiger Activity Center office. Current application procedure information and forms may be obtained on our website (www.delano.k12.mn.us/community-ed) or by calling the Tiger Activity Center Office at 763-972-3365 ext. 2110.
 - a. Each user group / individual must complete the Facility Use Application Form annually and provide the appropriate Certificates of Liability annually that cover the date ranges for the scheduled activities.
2. An adult (age 21 or older) who is responsible for the organization must sign the Annual Facility Use Application Form. By signing the account application and subsequent Facility Use Requests, the user group / individual agrees to abide by all of the policies, rules and guidelines for use of school / city facilities.
3. Pay annual, non-refundable registration fee.
 - a. Individual Building User Annual Registration Fee (Occasional facility users): \$15
 - b. Sport Association User Annual Registration Fee (Frequent facility users): \$80
4. A completed Annual Facility Use Application Form, Facility Use Request Form, and a Certificate of Liability (if required) must be received at least ten (10) business days before your first requested date of use.
5. Users must notify the scheduling office in a timely manner of any changes to the information in their current application.
6. Each facility user group that uses facilities on an on-going basis must designate one main contact person and one alternate contact person. These two contact people will be the only people allowed to schedule facilities and request services on behalf of the group.
7. Facility Use Accounts and Facility Use Permits are not transferable.

To schedule District / City facilities:

8. User groups / individuals are required to submit a Facility Use Request form to the TAC office. The request will be reviewed by district / city staff and a response will be provided within five (5) business days.
9. Equipment (i.e. audiovisual, sound, tables and chairs, etc.), needed setup / take-down times, field preparation requirements, and special needs must be requested on the Facility Use Request form.
10. User groups / individuals who have an outstanding bill will not be allowed to make reservations / current reservations will not be honored until all past due fees are paid in full. The account may be referred to the district's collection agency for action.

District / City Facility Use Billing:

11. The district / city will determine and arrange for staffing as required. Staffing costs are the responsibility of the user and all district / city employees must be paid through their respective payroll process.
12. Category 2 occasional users will be billed at the completion of their scheduled event, this will include all facility rental fees, equipment fees, and actual staff costs associated with the scheduled reservation.
13. Category 2 sports associations will be billed monthly throughout the year for all facility rental fees, equipment fees, and actual staff costs associated with their scheduled reservations.
14. All Category 3 and Category 4 user groups will be billed at the time the facilities are reserved. User groups will be billed for any additional district / city staff time (if necessary) or expenses after the event.
15. Any fees not paid by a user group, by the stated due date, on their invoice will incur a \$25 late fee at the discretion of the facilities coordinator.

User Group Category Definitions / Scheduling Priority:

The following categories are used to determine both scheduling priority and facility use fees. Scheduling priority is achieved by allowing Category 2 organizations the opportunity to schedule facilities before allowing Category 3 / 4 to schedule. Once the priority scheduling time period is past, scheduling is done on a first-come, first-served basis.

Please note: Category definitions are different for use of City of Delano facilities, other than fields. Refer to the City Facility Fee schedule for the City's definitions.

CATEGORY 1:

- School District 879 sponsored activities: Refers to all K-12 programs, co-curricular activities and Community Education programs. School-sponsored groups will not be assessed rental fees but may be billed for staffing and additional operating expenses after an event.
- District 879 volunteer organizations that exist solely for financial support of District 879 programs will be able to use district facilities under Category 1 but will be billed for staffing and additional operating expenses. (This does not apply to athletic tournaments.) A Certificate of Liability Insurance may be required.
- The district and city will be considered Category 1 for the use of each other's facilities.

CATEGORY 2:

- Non-profit community groups or organizations based within the school district and composed of 75% or more district residents unless sponsoring a fundraising activity (i.e. political functions, youth athletic associations, scouts and faith-based organizations for social or recreational use).
 - In order to qualify for Category 2 rates, category 2 users must have a facility investment agreement with the district/city. In the absence of such an agreement, Category 2 users will pay Category 3 rates.
- Category 2 groups holding fundraising events will be assessed Category 3 fees or the Category 2 Tournament fee.
- Category 2 groups that use gyms and fields will be assigned a "priority" and "non-priority" status for specific gyms and fields during specific calendar blocks.

CATEGORY 3:

- Non-profit groups or organizations with some, but less than 75%, of the participants from District 879.
- Category 2 organizations that do not have a facility investment agreement with the district/city will be charged Category 3 rates for all facility usage.
- Non-profit organizations and faith-based organizations based in District 879 that use the facilities for fundraising activities, collecting offerings or charging an admission fee.
- For-profit businesses located in District 879 that use the facilities for recreational or educational, non-revenue producing activities.

CATEGORY 4:

- Non-profit groups or organizations not headquartered in District 879 and with 0% participants from District 879.
- Colleges and universities and non-profit educational organizations.
- Individuals, for profit groups, organizations, private agencies or companies that use the facilities for commercial purposes or personal profit.

Long-term Use Agreement:

- When the situation warrants, a user group may be given a long-term use agreement with terms specific to that group.

Fee-Based Instruction:

All groups and/or individuals are prohibited from using school / city property to provide fee-based instruction for private income or wages except as follows:

- By becoming an instructor under the Community Education program
- By arranging for facility use on a rental basis through Community Education (Category 4)

District 879 / City of Delano have priority for facility use. Occasionally, circumstances beyond the control of the district / city may occur which will necessitate cancelling a scheduled activity. Efforts will be made to find alternate facilities if at all possible. Only official district / city activities can “bump” a scheduled group. Facility user groups may not “bump” other user groups regardless of their organization’s priority category.

III. INSURANCE AND LIABILITY

District 879 and the City of Delano assume no responsibility for liability for damage, loss, or personal injury resulting from use of district / city facilities. The appropriate Certificates of Liability Insurance must be on file prior to your event. Mail certificates to: TAC Attn: Facilities Scheduler, 700 Elm Ave. E. Delano, MN 55328.

1. The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless School District 879 / City of Delano for any liability and/or expense occurring as a result of the use of the school / city facilities under the agreement.
2. Use of School District Facilities: The Board of Education requires the applicant and/or organization to furnish a Certificate of Liability Insurance in the amount of

\$1,000,000/occurrence and \$2,000,000/aggregate which names District 879 as the additional insured.

3. Use of City of Delano Facilities: The City requires the applicant and/or organization to furnish a Certificate of Liability Insurance in the amount of \$1,000,000/occurrence and \$2,000,000/aggregate which names the City of Delano as the additional insured.
4. Facility users who utilize both school and city facilities will be required to provide a Certificate of Insurance to both the district and the city.
5. Certificates of Insurance may be required for:
 - All for-profit organizations / businesses
 - All non-profit organizations
 - Groups charging for participation
 - Groups charging admissions / donations
 - Athletic events not sponsored by District 879
 - Groups serving food
 - Events / activities open to the public
 - Any other event for which the district / city or its agent deem it necessary
6. If space is rented for which the user group / individual contract on their own with a private business / organization to provide services during the event, the user group / individual may be required to either (1) show the private business / organization is an additional insured under the user group's / individual's Certificate of Liability or (2) have the private business / organization provide a Certificate of Liability to the district / city, in accordance with this procedure.
7. The individual named on the permit, and the group in whose name the permit is issued, are jointly required to assume full responsibility for personal injury to any participants or spectators.
8. Certificates of Insurance as may be required must be received by Community Education 10 days prior to the first date of the event or the district / city has the right to cancel the scheduled event.

Scheduling Timeline for Facility Reservations Except Gyms and Fields:

1. May 1 – Category 1 may begin scheduling for the next school year.
2. August 1 – Category 2 may begin scheduling for the next school year.
3. September 1 – Categories 3 and 4 may begin scheduling for the next school year; taken on a first-come, first-served basis.

Scheduling Timeline:

The following have been established:

Calendar blocks – Each facility / field has been divided into “calendar blocks.” These blocks will be opened for scheduling by facility users following the scheduling timeline listed below.

Time blocks – Each gym / field has been assigned specific time blocks in order to ensure maximum utilization of the gym / field and to accommodate the varying lengths of various types of activities. If a user group wants an activity at a time that overlaps multiple time blocks, the user group must book and pay for all time blocks. Other district / city spaces have been assigned as hourly use or as time blocks of between 2 to 4 hours in length.

The opportunity to schedule gyms / fields will be opened according to the schedule listed below. Please refer to the attached chart for detailed information.

1. *Category 2 – Priority* groups may schedule gyms / fields beginning 90 days in advance of any Calendar Block.
2. *Category 2 – Non-Priority* groups may schedule gyms / fields beginning 60 days in advance of any Calendar Block.
3. *Category 3 – Priority* groups may schedule gyms / fields beginning 45 days in advance of any Calendar Block.
4. Beginning 30 days in advance of any Calendar Block, any category organization/ individual may schedule available gyms / fields on a first-come, first-served basis.
5. Scheduling of tournaments: Tournaments and large special events will be scheduled once space availability is verified by the facility scheduler. Tournaments and large special events will **not** be subject to the gym / field scheduling timelines.

Fees:

Facility use fees are assessed based on the User Group Category that is appropriate for the organization / individual and for the activity.

The District 879 School Board and the Delano City Council will approve the fee schedule for their respective facilities / equipment / services / staffing.

Fees will consist of three components:

Facility Use Fees: See the attached chart. The cost per time block is based on the Category a user group falls under. Please note: Category 2 organizations are assessed Category 3 or Category 2 Tournament fees when fundraising. The Facility Use Fee includes funds that will be reserved for ongoing maintenance needs.

Equipment / Preparation / Service Fees: Please see the attached fee schedule for the cost associated with use of various types of equipment, field preparation, and service fees.

Staffing Fees: As noted above, the district / city will determine the need for additional staffing (for example, custodians, TAC supervisors, cooks, lifeguards, security, etc.) Estimated staffing charges will be collected at the time the facility use request is approved for Category 3 and Category 4 user groups. Once the actual staffing costs are known after the event has occurred, the user will be billed for any additional staffing costs or credited / refunded the difference if less than the estimated cost. Category 2 user groups will be billed for all actual staff costs associated with the scheduled reservation at the completion of their event.

Credit for Capital Improvements / Maintenance:

- The District's Activities Administrator and/or the City Administrator will review and approve Facility Investment Agreements.
 - Either the District's Activities Administrator or the City Administrator will notify the Community Education Facilities Coordinator of approved Facility Investment Agreements.

- User groups may also qualify for Category 2 rates through the completion of approved service projects that result in direct savings to the district / city.
- Facility investment agreements and / or approved service projects are reciprocal between the City and the District.

Cancellations:

Refund Procedures for Cancellations:

User groups / individuals must notify the facility scheduler of a cancellation.

A credit may be issued to your account, based on when you notify the scheduler of the cancellation. Refer to the table below.

Cancellation fee charges for Category 2 users are at the discretion of the Facilities Coordinator.

Cancellation Notification Received	Facility Use Fee	Capital Portion of Fee	Equipment / Preparation / Service Fees	Staffing and Other Charges paid in advance
45+ days in advance of scheduled date	Full credit	Full credit	Full credit	Full credit
Within 5 – 45 days of scheduled date	No credit	Full credit	Full credit	Full credit
Less than 5 days prior to scheduled date	No credit	No credit	Credit ONLY if district / city expenses are not incurred	Credit ONLY if district / city expenses are not incurred
No notification received – No show status	No credit	No credit	No credit	No credit
If cancelled by District or City	Full credit	Full credit	Full credit	Full credit

Weather Related Cancellations:

Facility Use Fees will not be charged when events are canceled due to inclement weather.

IV. GENERAL STATEMENT OF PURPOSE

“District Facilities,” as referred to in this document, will include all District owned facilities, buildings, grounds, parking lots, athletic fields and vehicles. “City Facilities” will include all City of Delano owed facilities, buildings, grounds, parking lots, athletic fields, and vehicles.

1. The Delano Community Education Department has been designated by the School Board and the City Council to manage the use of school / city facilities. Consideration for use of facilities is provided equally to all. The school district / city does not discriminate on the basis of race, color,

creed, religion, national origin, sex, marital status, sexual orientation, age, disability or status with regard to public assistance.

2. The use of school district / city facilities must be in the public interest. The School Board / City Council reserves the final right to deny the use of their respective facilities for just cause or when activities are deemed contrary to the purpose of school district / city policies or public good.
3. Community use of facilities does not imply school district / city sponsorship or endorsement of the activity, groups or organizations, nor the purposes they may represent.
4. A fee schedule is established to offset a portion of the costs incurred by the district / city in the form of depreciation, utility costs, maintenance and scheduling.

V. RULES AND GUIDELINES FOR USE

These rules and regulations exist to protect the public's investment in District 879 / City facilities. All user groups / individuals must observe the following rules.

General Permit Holder Responsibilities:

1. All district / city policies, local and state ordinances, laws and fire codes pertaining to the use of public buildings and facilities must be observed by all user groups / individuals using district / city facilities.
2. Gambling, alcohol, smoking and tobacco use or the possession of weapons, intoxicants and illegal chemicals in school district buildings or on school property, including school parking lots, is prohibited.
3. Printed promotional materials and media announcements for non-school / city sponsored activities / events must include the following disclaimer: "This activity / event is **NOT** sponsored by District 879" or "This activity / event in **NOT** sponsored by the City of Delano" and must clearly identify the name and contact information of the sponsoring group.
4. Printed promotional materials must be submitted to the facility scheduler before posting or distribution in order to receive approval by District 879 Community Education Director.
5. When inclement weather or physical problems require closing of school / city facilities, the facilities may be closed for community use as well. Refer to the Community Education website (www.delano.k12.mn.us/community-ed) for current school information and to the City of Delano website (www.delano.mn.us) for current city information.

Space Related Responsibilities:

1. Use is limited to those areas of the building that are specifically approved and includes the nearest drinking fountain and lavatories.
2. If food and/or drink are to be served, this must be indicated on the Facility Use Request and will be permitted only in designated areas.
3. Equipment brought in and its manner of use is subject to approval by school district / city personnel and must be approved prior to your event. School / city equipment may be used if advance arrangements have been made with the Facility Scheduler. Charges for staff time and/or equipment use may be assessed, depending on the type of equipment and the extent of set-up and/or take-down needed.
4. Banners and signage may be hung only while a group is present in a building / on a field. Location and method of hanging banners / signage must be reviewed in advance with the facility scheduler.

5. All users must return the areas used to their original order/condition. Additional staff costs for special set-ups or necessary clean up to prepare the facility for the regular school / city use will be assessed.
6. Classroom materials and information on bulletin boards, white or blackboards will not be disturbed or erased. Classroom supplies will not be used. Teacher's desks will not be disturbed.

Supervision Responsibilities:

1. Competent adult supervision (21 years or older) must be provided by the user group during the entire use. The group supervisor(s) will be held responsible for compliance with rules, general behavior and safety of group members.
2. Any children or siblings of program participants must be under the direct supervision of a parent or guardian at all times. User groups are responsible for communicating and enforcing this expectation. Unsupervised children and their parent / guardian may be directed to leave the premises.

Risk Management:

1. The applicant is liable for personal injury and any property damage done to district / city facilities or property and will be assessed replacement or repair fees. A deposit fee may be required at time of rental.
2. User groups must furnish their own first aid kit. The school district has Automated External Defibrillators located near the Middle School Auditorium, the Tiger Activity Center Office, the Elementary School in the hallway near the gymnasium and media center entrance; and the Community Education Center first floor hallway. City Hall has an AED located near the restrooms.
3. The district / city is not responsible for the loss or theft of any personal items by individuals or groups using its facilities.
4. No latex balloons or other latex products are permitted.
5. Tanks of compressed gases can only be in a building if properly secured and used for curriculum purposes.
6. The use of Essential Oils is not permitted in any district facility. This includes essential oil based products, cleaners, and diffusers.

VI. Food Sales

City or District Facilities:

User groups that serve food or sell concessions while using District or City Facilities must meet all applicable Minnesota Department of Health regulations and must obtain the appropriate license in order to do so. Further information may be obtained from the Minnesota Department of Health or the Minnesota Department of Agriculture.

In order to comply with Minnesota Department of Health regulations, user groups that want to sell concessions must meet the following requirements including, but not limited to:

- Pre-packaged foods that require no heating and are served from their original packaging/container are allowed. Examples: bottled or canned beverages, pre-packed chips and candy.
- Pre-Cooked, Ready-to-Eat Food: Items include the pre-packaged foods listed above, plus foods that require some heating or minimal handling. No on-site food preparation or cooking is

permitted. Examples: hot dogs or sausages (hot dog roller), popcorn (popper) and hot beverages such as coffee or hot chocolate.

- **Home-prepared food may never be offered to the public in a licensed establishment.**

If a user group wants to offer food options beyond those listed above (pre-packaged and pre-cooked, ready-to-eat), the food must be prepared by the district food service and food service personnel must be on duty throughout the event. Appropriate charges will be assessed to the user group.

Food Trucks:

- Organizations or individuals wanting to use a food truck for their event must obtain the proper permit and/or license from the City of Delano.

VII. SCHEDULING OF CITY OF DELANO FACILITIES AND FIELDS

Delano Public Schools and the City of Delano have a Joint Powers Agreement which governs the scheduling of City of Delano facilities and fields by Delano Community Education. All facility users who use City facilities / fields must meet all of the relevant policies set forth by the City of Delano, including providing applicable Certificates of Liability naming the City as an additional insured. For complete information, contact City Hall.

Fee Structure and How Revenue will be Split between District and City

Please refer to the “Facility Maintenance and Scheduling Agreement – City of Delano and Independent School District #879” Joint Powers agreement, dated August 2019.

Fees were established for the use of fields and gyms which are designed to recoup a portion of the expenses incurred by the district / city. The fees will be evaluated and changed as needed, upon required approval of the school board / city council for their respective fee schedule.

Fee Components:

Facility Use Fees;

- The district will retain a \$3 scheduling / software fee for each reservation it schedules for use of a City facility / field. The balance of the Facility Use fee for a City facility / field will be transferred to the City.

Equipment / Preparation / Service Fees:

- These fees will remain with the district or transfer to the City based on which entity incurred the cost.

Staffing Fees:

- These fees will remain with the district or transfer to the City based on which entity incurred the cost.

The district will retain a variable amount that will cover the cost of credit card processing fees and internet gateway fees. This amount will be determined when the merchant account is established. The amount can be changed upon review by the Community Education Director and the City Administrator. The Community Education Director will provide documentation to the City of increased credit card or internet gateway fees. These changes will not require approval by the school board or the city council. Approval is not required because the fees are not under our control and Visa / MasterCard / Discover / American Express can change fees with relatively short notice.

Schedule of Revenue Transfer:

At the conclusion of each quarter, Community Education will review reservations and determine the amount of revenue owed the city. A check will be sent to the city within 30 days of the end of the quarter.

Delano Facility Use Fee Schedule

T = Turf Fields

G = Grass Athletic Space

B = Ballfield

Individual Building User Annual Registration Fee: \$15

Sport Association User Annual Registration Fee: \$80

Category 1: The District and City will be considered Category 1 for the use of each other's facilities.

MN sales tax will be charged when applicable for these facilities. Tax-exempt organizations must provide their MN ST3 form.

Facility Space:	2-Hour Time Block	1.5-Hour Time Block	Category 2 Reservation Fee	Category 3 Reservation Fee	Category 4 Reservation Fee
Tier 1 Outdoor Athletic Space					
Turf Field 1 (T1)	X		\$50.00	\$100.00	\$200.00
Turf Field 2 (T2) (Tiger Stadium)	X		\$50.00	\$100.00	\$200.00
Tier 2 Outdoor Athletic Space					
G3 (Grass Field)	X		\$25.00	\$50.00	\$100.00
G5 (Grass Field)	X		\$25.00	\$50.00	\$100.00
G6 (Grass Field)	X		\$25.00	\$50.00	\$100.00
G7 (Grass Field)	X		\$25.00	\$50.00	\$100.00
CG8 (City Grass Field)	X		\$25.00	\$50.00	\$100.00
Tier 3 Outdoor Athletic Space					
G1 (Grass Field)	X		\$15.00	\$30.00	\$60.00
G2 (Grass Field)	X		\$15.00	\$30.00	\$60.00
G4 (Grass Field)	X		\$15.00	\$30.00	\$60.00
B1 (Ballfield)	X		\$15.00	\$30.00	\$60.00
B2 (Ballfield)	X		\$15.00	\$30.00	\$60.00
B3 (Ballfield)	X		\$15.00	\$30.00	\$60.00
B4 (Ballfield)	X		\$15.00	\$30.00	\$60.00
B5 (Ballfield)	X		\$15.00	\$30.00	\$60.00
B6 (Ballfield)	X		\$15.00	\$30.00	\$60.00
B7 (Ballfield)	X		\$15.00	\$30.00	\$60.00
CB8 (City Ballfield)	X		\$10.00	\$30.00	\$60.00
CB9 (City Ballfield)	X		\$10.00	\$30.00	\$60.00
CB10 (City Ballfield)	X		\$10.00	\$30.00	\$60.00
CB11 (City Ballfield)	X		\$10.00	\$30.00	\$60.00
CB12 (City Ballfield)	X		\$10.00	\$30.00	\$60.00

Indoor Facility Spaces

Facility Space:	2-Hour Time Block	1.5-Hour Time Block	Category 2 Reservation Fee	Category 3 Reservation Fee	Category 4 Reservation Fee
A. Courts					
High School Gym #1 (Main Court)		X	\$20.00	\$40.00	\$80.00
High School Gym #2 (North Court)		X	\$10.00	\$20.00	\$40.00
High School Gym #3 (South Court)		X	\$10.00	\$20.00	\$40.00
TAC Court #1 (Wood Main Court)		X	\$20.00	\$40.00	\$80.00
TAC Court #2 (East Wood Court)		X	\$10.00	\$20.00	\$40.00
TAC Court #3 (West Wood Court)		X	\$10.00	\$20.00	\$40.00
TAC Court #4 (Synthetic)		X	\$10.00	\$20.00	\$40.00
TAC Court #5 (Synthetic)		X	\$10.00	\$20.00	\$40.00
TAC Court #6 (Synthetic)		X	\$10.00	\$20.00	\$40.00
TAC Court #7 (Synthetic)		X	\$10.00	\$20.00	\$40.00
Intermediate School Gym #1 (Main Court)		X	\$20.00	\$40.00	\$80.00
Intermediate School Gym #2 (North Court)		X	\$10.00	\$20.00	\$40.00
Intermediate School Gym #3 (South Court)		X	\$10.00	\$20.00	\$40.00
Elementary School Gym #1 (Main Court)		X	\$20.00	\$40.00	\$80.00
Elementary School Gym #2 (East Court)		X	\$10.00	\$20.00	\$40.00
Elementary School Gym #3 (West Court)		X	\$10.00	\$20.00	\$40.00
Community Education Gym		X	\$10.00	\$20.00	\$40.00

Facility Space:	2-Hour Time Block	1.5-Hour Time Block	Category 2	Category 3	Category 4
			Reservation Fee	Reservation Fee	Reservation Fee
B. Wrestling Room		X	\$10.00	\$20.00	\$40.00

Facility Space:	2-Hour Time Block	1.5-Hour Time Block	Category 2	Category 3	Category 4
			Reservation Fee	Reservation Fee	Reservation Fee
C. Pool		X	\$65.00	\$100.00	\$100.00
Lifeguard – One guard for 1 to 25 people swimming; Additional guard for each additional 25 swimmers			\$15 / hour of rental time per guard		

Facility Space:	Hourly Rates	Daily Rate	Category 2	Category 3	Category 4
			Reservation Fee	Reservation Fee	Reservation Fee
D. Performing Arts Centers					
Performing Arts Center	X		\$50.00	\$100.00	\$200.00
Performing Arts Center Daily Rate		X	\$250.00	\$500.00	N/A
PAC Technician					
Adult Technician	X		\$25/hr. (overtime may apply)		
Student Technician	X		\$15/hr. (overtime may apply)		
Auditorium	X		\$25.00	\$50.00	\$100.00
Auditorium Daily Rate		X	\$125.00	\$250.00	\$500.00
Black Box Studio	X		\$10.00	\$20.00	\$40.00
Black Box Studio Daily Rate		X	\$50.00	\$100.00	\$200.00
Makeup / Dressing Rooms	N/A	N/A	Custodial cleaning charge if needed		

PAC/Auditorium Other Charges:

Permit Fee	Per existing fee schedule
Capital Fee	Included in the hourly rate for the PAC, Auditorium, and Black Box
Grand Piano	\$150 / use
Piano Tuning	At actual cost
PAC Orchestra Shell	\$100 + custodial time
Portable Acoustic Shell (Auditorium)	\$50 plus custodial time
Choir & Band Risers	\$50 plus custodial time
Pit Cover Removal (Auditorium)	Custodial time

Staff Charges: Other staffing charges for supervisors, custodians, food service personnel per current facility use fee schedule.

Facility Space:	2-Hour Time Block	1.5-Hour Time Block	Category 2	Category 3	Category 4
			Reservation Fee	Reservation Fee	Reservation Fee
E. Concession Stands					
Stadium	X		\$15.00	\$30.00	\$60.00
T1	X		\$15.00	\$30.00	\$60.00
4-Plex	X		\$15.00	\$30.00	\$60.00
TAC	X		\$15.00	\$30.00	\$60.00

Facility Space:	2-Hour Time Block	1.5-Hour Time Block	Category 2	Category 3	Category 4
			Reservation Fee	Reservation Fee	Reservation Fee
F. Cafeterias					
Elementary Cafeteria	X		\$15.00	\$30.00	\$60.00
Community Education Cafeteria	X		\$15.00	\$30.00	\$60.00
High School Cafeteria	X		\$15.00	\$30.00	\$60.00

Facility Space:	1-Hour Reservation	Category 2	Category 3	Category 4
		Reservation Fee	Reservation Fee	Reservation Fee
G. Kitchens (Staffing Required)		1-Hour Reservations, plus the hourly cost of a licensed cook, and actual cost of District supplies used.		
High School	X	\$12.00	\$24.00	\$48.00
Intermediate School	X	\$12.00	\$24.00	\$48.00
Elementary School	X	\$12.00	\$24.00	\$48.00
Community Education	X	\$12.00	\$24.00	\$48.00

Facility Space:	2-Hour Time Block	1.5-Hour Time Block	Category 2	Category 3	Category 4
			Reservation Fee	Reservation Fee	Reservation Fee
H. Commons Areas					
High School Commons	X		\$10.00	\$20.00	\$40.00
DHS Digital Commons	X		\$10.00	\$20.00	\$40.00
Intermediate School Commons	X		\$10.00	\$20.00	\$40.00

Facility Space:	2-Hour Time Block	1.5-Hour Time Block	Category 2	Category 3	Category 4
			Reservation Fee	Reservation Fee	Reservation Fee
I. Media Centers					
High School	X		\$20.00	\$40.00	\$80.00

Facility Space:	2-Hour Time Block	1.5-Hour Time Block	Category 2	Category 3	Category 4
			Reservation Fee	Reservation Fee	Reservation Fee
J. Classrooms					
Regular Classroom	X		\$5.00	\$10.00	\$20.00
Specialty Classroom					
Art Room	X		\$10.00	\$20.00	\$40.00
FACS Room	X		\$10.00	\$20.00	\$40.00
Flex Space - DIS	X		\$10.00	\$20.00	\$40.00
Multi-Purpose Room (Elem)	X		\$10.00	\$20.00	\$40.00
Choir Room	X		\$10.00	\$20.00	\$40.00
Band Room	X		\$10.00	\$20.00	\$40.00

Facility Space:	2-Hour Time Block	1.5-Hour Time Block	Category 2	Category 3	Category 4
			Reservation Fee	Reservation Fee	Reservation Fee
K. Other Spaces					
Computer Labs (Staffing may be required)			Fees to be determined by the individual activity or event.		
DHS Tiger Den	X		\$20.00	\$40.00	\$80.00

Category 2 Tournament Fee: Organizations will be charged fifty (50%) percent of the actual reservation cost for the courts and commons / cafeteria. All other spaces, staffing, and related expenses will be charged at the regular rates.

Indoor Athletic Spaces (1.5-Hr. Time Blocks)

Time Block	Start	End
1	7:30 AM	9:00 AM
2	9:00 AM	10:30 AM
3	10:30 AM	12:00 PM
4	12:00 PM	1:30 PM
5	1:30 PM	3:00 PM
6	3:00 PM	4:30 PM
7	4:30 PM	6:00 PM
8	6:00 PM	7:30 PM
9	7:30 PM	9:00 PM

School District Fees:

School District Equipment Fees: (Per Use)

LCD Projector	\$25
Scoreboard	\$25
Field Lights	\$15 / hour

Service Fees (At actual cost):

- Baseball/Softball Field Lining
- Football/Soccer/Lacrosse Field Lining
- Garbage Removal
- Piano Tuning

Indoor Regular Spaces (2-Hr. Time Blocks) (Start times may be adjusted as needed for these spaces.)

Time Block	Start	End
1	7:00 AM	9:00 AM
2	9:00 AM	11:00 AM
3	11:00 AM	1:00 PM
4	1:00 PM	3:00 PM
5	3:00 PM	5:00 PM
6	5:00 PM	7:00 PM
7	7:00 PM	9:00 PM

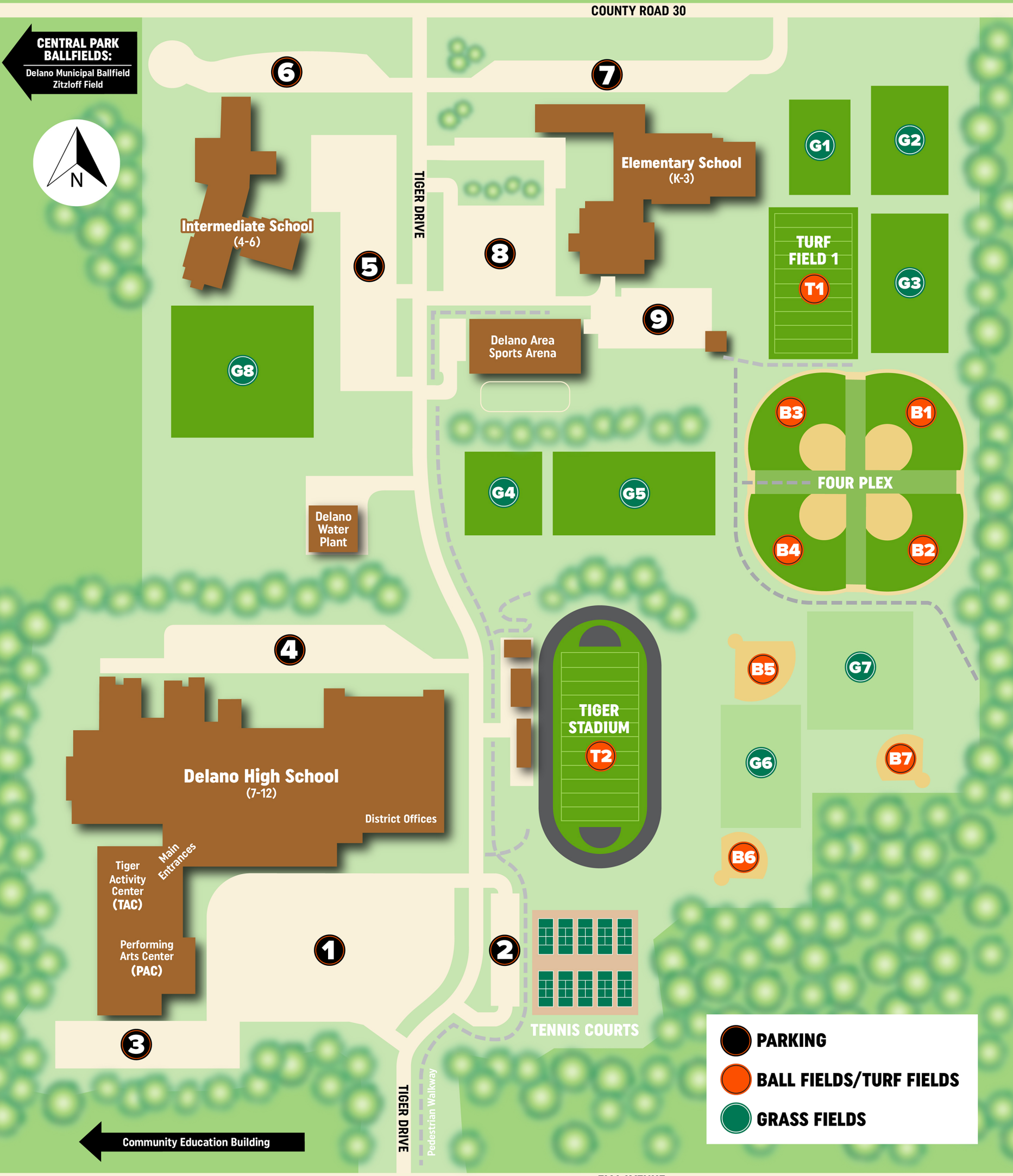
Staffing Fees:

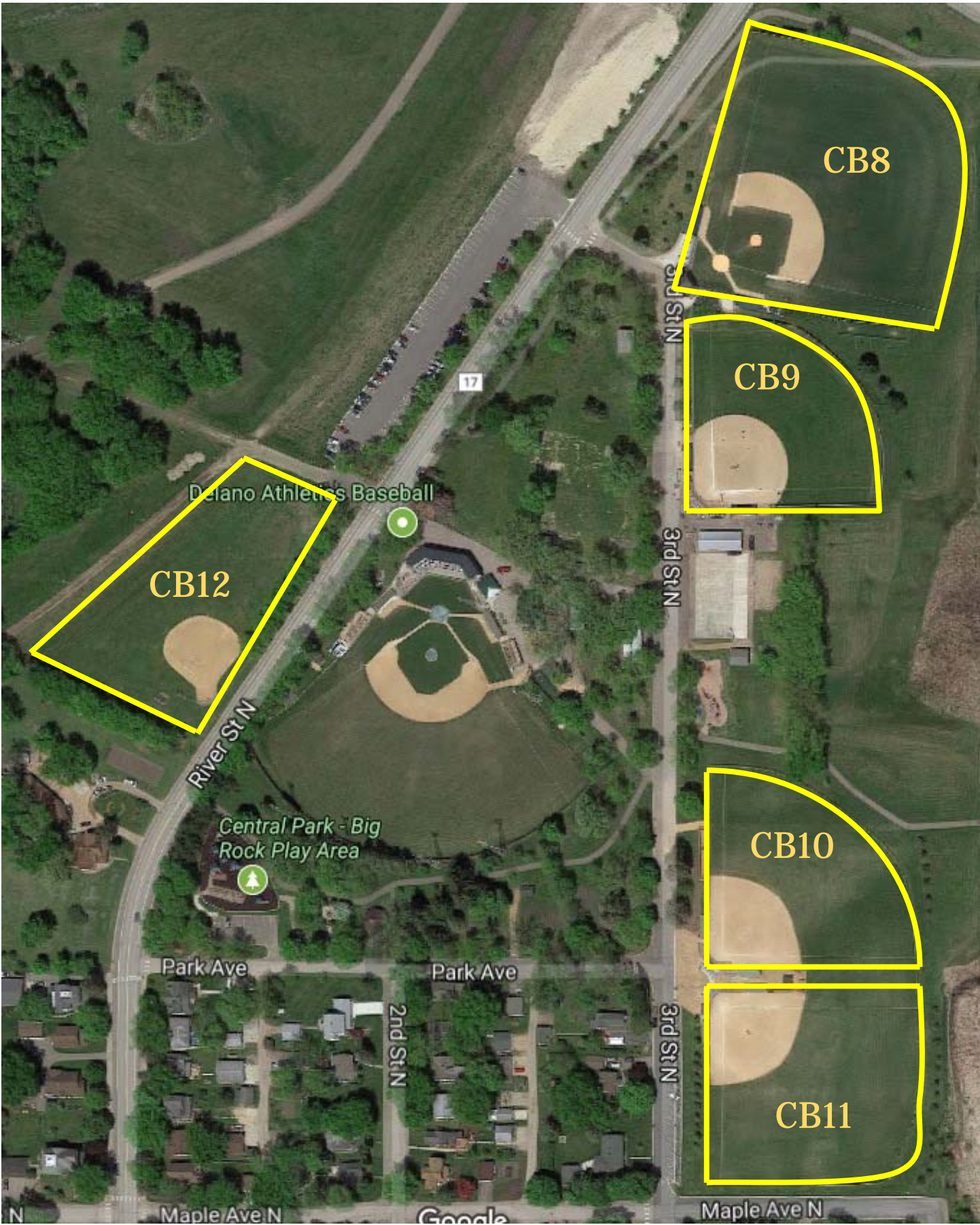
All staffing fees are at the current hourly rate, plus applicable overtime. Staffing fees are subject to change without notice due to contractual obligations.

Outdoor Athletic Spaces (2-Hr. Time Blocks)

Time Block	Start	End
1	7:00 AM	9:00 AM
2	9:00 AM	11:00 AM
3	11:00 AM	1:00 PM
4	1:00 PM	3:00 PM
5	3:00 PM	5:00 PM
6	5:00 PM	7:00 PM
7	7:00 PM	9:00 PM

Delano Schools Campus







Proposed TAC Membership Rates				
Effective Sept. 1, 2019				
Annual rates - paid in full up front				
Type	2018 - 2019 TAC Membership Rates	Proposed 2019 - 2020 TAC Membership Rates	Amount of Increase	
Family Complete	\$295	\$310	\$15	
Adult Complete	\$170	\$180	\$10	
Adult Basic/Walking	\$90	\$90	\$0	
Student Complete	\$100	\$100	\$0	
College Complete	\$100	\$100	\$0	
Senior Complete	\$60	\$65	\$5	
Student - Summer	\$55	\$55	\$0	
NR Family Complete	\$430	\$450	\$20	
NR Adult Complete	\$290	\$305	\$15	
NR Adult Basic	\$165	\$175	\$10	
NR Student Complete	\$165	\$175	\$10	
NR College Complete	\$165	\$175	\$10	
NR Senior Complete	\$120	\$125	\$5	
Monthly rates - requires one year commitment and automatic withdrawal from bank account				
Type	2018 - 2019 TAC Monthly Rates	Proposed 2019 - 2020 TAC Monthly Rates	Amount of Increase	
Family Complete	\$29.00	\$30.00	\$12	
Adult Complete	\$17.00	\$18.00	\$12	
Adult Basic/Walking	\$9.00	\$9.00	\$0	
Student Complete	\$10.00	\$10.00	\$0	
College Complete	\$10.00	\$10.00	\$0	
Senior Complete	\$6.50	\$7.00	\$6	
Student - Summer	n/a	n/a	n/a	
NR Family Complete	\$43.00	\$45.00	\$24	
NR Adult Complete	\$29.00	\$30.00	\$12	
NR Adult Basic	\$16.00	\$17.00	\$12	
NR Student Complete	\$16.00	\$17.00	\$12	
NR College Complete	\$16.00	\$17.00	\$12	
NR Senior Complete	\$12.00	\$13.00	\$12	
Daily Pass Rates				
		RESIDENTS		
	2018 - 2019	2019 - 2020 Proposed		
Daily Pass	Daily Pass Rates	Daily Pass Rate		
Student	\$5	\$5	\$0	
Senior	\$5	\$5	\$0	
Adult Basic	\$5	\$5	\$0	
Adult Complete	\$7	\$5	-\$2	
Family Max	\$20	\$20	\$0	
		NON-RESIDENTS		
Student**		\$10		
Senior		\$10		
Adult		\$10		
Family Max		\$30		
Students open enrolled to Delano would be treated as residents for daily passes				

FACILITY MAINTENANCE AND SCHEDULING AGREEMENT

CITY OF DELANO AND INDEPENDENT SCHOOL DISTRICT #879

WHEREAS, the City of Delano (“City”) and Independent School District #879 (“School”) seek to continue cooperation and partnership as to the maintenance and scheduling of certain facilities; and,

WHEREAS, Section 417.16 of Minnesota State Statutes authorizes cities and school districts to enter into agreements with organizations for the purposes of conducting and facilitating the operation of recreation activities; and,

WHEREAS, the City and School own property and facilities that are used by individuals, organizations, businesses, and other assemblies for meetings, events, practices, and competitions; and,

WHEREAS, the City and School entered into a “Ballfield Maintenance Agreement” on May 6, 2003, outlining a partnership for maintenance of ballfields and scheduling of the use of ballfields and both have continued to perform the duties as outlined in that agreement notwithstanding the Agreement expired by its terms in 2003; and,

WHEREAS, since 2005, the School has performed the duties of scheduling and insurance verification collectively for the use of City and School ballfields, providing users a simplified “one-stop shop” to make reservations and verify facility availability; and,

WHEREAS, in August 2013, the City and School entered into a Facility Maintenance and Scheduling Agreement to outline the responsibilities of both the City and School in regards to facilities management, and both the City and School have participated in the creation of this agreement to repeal and replace the August 2013 agreement; and,

WHEREAS, the City and School have collaboratively reviewed field use and maintenance and existing field reservation procedures to assure that field maintenance is being managed most efficiently and to account for needed updates and improvements to the reservations system

WHEREAS, the parties hereto have participated in discussions involving revisions to the Delano Facility Use Procedures Manual (herein referred to as “Exhibit A”) that shall consistently apply to City and School facilities.

NOW, THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE TO THE FOLLOWING:

1. The Facility Maintenance and Scheduling Agreement, adopted by both the City and School in 2013, is hereby repealed and replaced with this 2019 Facility Maintenance and Scheduling Agreement.
2. The School shall be responsible for coordinating the scheduling, distribution of revenue and implementation of the Delano Facility Use Procedures Manual attached as Exhibit A. The

policy and procedures may be amended from time to time with approval by both the City and School, and such amendments shall be deemed acceptable amendments to Exhibit A of this agreement. Notwithstanding this approval requirement, the School or City may make unilateral changes to those provisions in the Manual that relate only to School or City Facilities respectively which are not the subject of cooperation under this Agreement.

3. The City and School shall be responsible for all maintenance, including mowing and indoor facility maintenance, of their respective facilities specifically not mentioned in this agreement.
4. The City and School shall be responsible respectively for the hiring, compensation, and supervision of personnel necessary to perform the duties defined in this agreement.
5. The City and School agree to mutually indemnify, release and hold harmless each other, including their elected and appointed officials, officers, employees, and agents (the "Indemnitees") from all claims, lawsuits, administrative and regulatory actions, judgments, settlements, injunctions, restraining orders, fines, penalties, attorneys and expert costs and expenses, as a result of or arising from the execution of this agreement. Notwithstanding the foregoing, this indemnification shall not apply to willful misconduct by the Indemnitees.
6. This agreement shall remain in full force and effect indefinitely, unless cancelled for any reason by either the City or School with 90 days written notice to the other party.

ADOPTED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DELANO THIS _____ DAY OF _____ 2019.

Attest:

Dale Graunke, Mayor

Marlene E. Kittock, City Clerk

ADOPTED AND APPROVED BY THE DELANO INDEPENDENT SCHOOL DISTRICT #879 THIS _____ DAY OF _____, 2019.

_____, School Board Chair

Matthew Schoen, Superintendent

DELANO SCHOOL DISTRICT

EXTENDED FIELD TRIP REQUEST FORM

1. Name of sponsoring person: *Tristen Griffin*
2. Name of school activity or class:
Girls Soccer
3. Brief description of proposed trip:
*Going to Mankato to play Mankato East
then driving to Owatonna to play Owatonna*
4. Educational objectives of the proposed trip (itinerary to be listed in item #8):
*Team Building
Setting of Goals
Social Skills*
5. How will the money to finance the trip be raised? Include proposed fund raising projects and the amount to be raised.
Fee charged to Each player plus Booster money.
6. Itemize the full cost to students:
Around \$50⁰⁰ fee for each student.
7. List travel and lodging arrangements:
*Bus to Mankato staying @
Americinn Hotel
240 Stadium Dr Mankato*

8. List Itinerary (including dates):

See Attached sheet.

9. List chaperones and any special security provisions which will be provided:

4 coaches plus several parents
will be @ Hotel.

10. Project the number of students who will not be able to go on the trip due to time and/or cost:

0

11. Have alternative opportunities in the metro and surrounding areas been explored?

yes.

12. Do the dates of the proposed trip conflict with any school time or community activities?

no

13. What arrangements will be made with the parents in case of emergency-health, family, discipline, etc.?

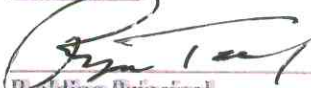
Phone #s of All parents
Emails of all parents

Recommendation

Date

Signature

8/15/19



Building Principal

Superintendent of Schools

School Board Chairperson

Trip this Fall

Delano to Mankato East games at 5:00 leave around 12:30 to check into hotel before games? 72 miles

Dinner at hotel after game Around 8:00 pizza?

Goal setting/Fun games (bonding time)

In rooms by 10:30

Breakfast 9:30 all

Check out 11:00

Warm up together stretch

Leave Mankato East to Owatonna games at 4. leave by 12:00 52 miles

stop for lunch around 12:30

Head home after both games at 4:00

stop for dinner

Owatonna to Delano 89 Miles

Home around 8:30

Coaches Room 3 Coaches =

Players room 4 players per room 10 rooms =

Bus Driver room =

Pizza=

hotel =

Bus=

Total fee to charge each player?? \$50.00

DELANO SCHOOL DISTRICT

EXTENDED FIELD TRIP REQUEST FORM

1. Name of sponsoring person: John Bergh
2. Name of school activity or class: Boys Soccer
3. Brief description of proposed trip:
Varsity, JV Soccer Game vs Hibbing
Non-conference game
4. Educational objectives of the proposed trip (itinerary to be listed in item #8):
Non-conference sporting event.
Education objective is the experience of competing against a non-metro opponent.
Experience of a travel game and ~~team~~ shared team experience
5. How will the money to finance the trip be raised? Include proposed fund raising projects and the amount to be raised.
Parents and Boosters
6. Itemize the full cost to students:
est. \$50
7. List travel and lodging arrangements:
Travel + Lodging coordinated by Activities office
(Julie Stroble)

8. List Itinerary (including dates):

Sept 6 - Bus departs after school for
Hotel - Dinner - Team activity - Bed

Sept 7 Breakfast - Bus to Game -
Bus to team activity (possibly Duluth Curling Center)
Bus to school

9. List chaperones and any special security provisions which will be provided:

Coaches + Parents as chaperones.

Each Player will be assigned to an Adult
Chaperone. No more than 8 player / chaperone

10. Project the number of students who will not be able to go on the trip due to time
and/or cost:

28

11. Have alternative opportunities in the metro and surrounding areas been explored?

Yes

12. Do the dates of the proposed trip conflict with any school time or community
activities?

No

13. What arrangements will be made with the parents in case of emergency-health,
family, discipline, etc.?

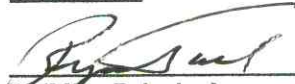
List of all parents contact information.
List of all health considerations for players.
Behavior expectations communicated to all
parents and players

Recommendation

Date

Signature

8/15/19



Building Principal

Superintendent of Schools

School Board Chairperson

DELANO SCHOOL DISTRICT

EXTENDED FIELD TRIP REQUEST FORM

1. Name of sponsoring person: *Gerrit Van Bergen*
2. Name of school activity or class: *Boys Hockey*
3. Brief description of proposed trip: *Winter Holiday tournament
against Northern MN Schools*
4. Educational objectives of the proposed trip (itinerary to be listed in item #8):
*This is an opportunity for the team to play
very good competition*
5. How will the money to finance the trip be raised? Include proposed fund raising projects and the amount to be raised.
*Expenses are paid through the booster club
Families pay into the booster club in addition to Fundraising*
6. Itemize the full cost to students:
No Cost to students
7. List travel and lodging arrangements:
*Coach Bus and Hotel Arrangements will be
Coordinated through Julie Strobl*

8. List Itinerary (including dates):

Dec 26 Depart for Hibbing JV+Varsity Play. Stay in Grand Raids
Dec 27 Morning Team Bonding Activity. JV+Varsity Play Green Isle.
Return to Grand Raids
Dec 28 Play JV+Varsity early afternoon VS Virginia. Return to

9. List chaperones and any special security provisions which will be provided:

4 Coaches will be with the team. Several families travel and stay at the same hotel

10. Project the number of students who will not be able to go on the trip due to time and/or cost:

None
Funding is taken of. Games are planned for in the schedule.

11. Have alternative opportunities in the metro and surrounding areas been explored?

We are trying to get outside the metro to face different competition.

12. Do the dates of the proposed trip conflict with any school time or community activities?

These dates allow for the trip without missing school.

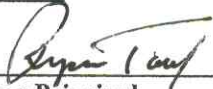
13. What arrangements will be made with the parents in case of emergency-health, family, discipline, etc.?

This falls under our team travel policies

Recommendation

Date

Signature



Building Principal

Superintendent of Schools

School Board Chairperson

DELANO SCHOOL DISTRICT

EXTENDED FIELD TRIP REQUEST FORM

1. Name of sponsoring person: *Jacob Olson*
2. Name of school activity or class: *Boys Tennis*
3. Brief description of proposed trip:
*Playing North Branch then Playing the Pine City
Tournament the following day.*
4. Educational objectives of the proposed trip (itinerary to be listed in item #8):
*An opportunity to play different Competition
Team Building/Bonding experience*
5. How will the money to finance the trip be raised? Include proposed fund raising projects and the amount to be raised.
Fundraising through our Basketball tournament
6. Itemize the full cost to students:
No out of pocket expense for players
7. List travel and lodging arrangements:
*Coach will drive Mini Bus
Team will stay at the North Branch hotel*

8. List Itinerary (including dates):

May 1st travel to North Branch. Play match.
Team Meal. Stay at North Branch Hotel. May 2nd
Hotel Breakfast Travel to Pine City. Play Tournament.
Team Meal. Return home

9. List chaperones and any special security provisions which will be provided:

Two Coaches will supervise the team.

10. Project the number of students who will not be able to go on the trip due to time and/or cost:

None

11. Have alternative opportunities in the metro and surrounding areas been explored?

Looking to travel and play similar competition level.

12. Do the dates of the proposed trip conflict with any school time or community activities?

None that we are aware of.

13. What arrangements will be made with the parents in case of emergency-health, family, discipline, etc.?

Same policies as all away matches

Recommendation

Date

Signature



Building Principal

Superintendent of Schools

School Board Chairperson

DELANO SCHOOL DISTRICT

EXTENDED FIELD TRIP REQUEST FORM

1. Name of sponsoring person: *Jackie Johnson*
2. Name of school activity or class: *Girls Hockey*
3. Brief description of proposed trip: *Duluth Scrimmage*
4. Educational objectives of the proposed trip (itinerary to be listed in item #8):
*Team Bonding
Opportunity to Scrimmage many different opponents*
5. How will the money to finance the trip be raised? Include proposed fund raising projects and the amount to be raised.
Expenses are paid through the Booster Club
6. Itemize the full cost to students:
None
7. List travel and lodging arrangements:
*School Bus will be used for travel.
Team will stay one night in Duluth*

8. List Itinerary (including dates):

Nov 1st - Team will travel to Duluth and Scrimmage
Nov 2nd - Team will have further Scrimmages and return
home.
Schedule has yet to be determined.

9. List chaperones and any special security provisions which will be provided:

4 Coaches will be with the team.

10. Project the number of students who will not be able to go on the trip due to time and/or cost:

None

11. Have alternative opportunities in the metro and surrounding areas been explored?

Best opportunity for ice time with many
other schools available.

12. Do the dates of the proposed trip conflict with any school time or community activities?

None

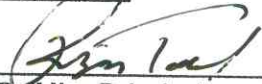
13. What arrangements will be made with the parents in case of emergency-health, family, discipline, etc.?

Normal team traveling policies

Recommendation

Date

Signature



Building Principal

Superintendent of Schools

School Board Chairperson

DELANO SCHOOL DISTRICT

EXTENDED FIELD TRIP REQUEST FORM

1. Name of sponsoring person: Jackie Johnson
2. Name of school activity or class: Girls Hockey
3. Brief description of proposed trip: Play Thiet River Falls and Crookston
4. Educational objectives of the proposed trip(itinerary to be listed in item #8):
Play good outstate competition. Time for Team Building
5. How will the money to finance the trip be raised? Include proposed fund raising projects and the amount to be raised.
Expenses are paid through the Booster Club
6. Itemize the full cost to students:
No Cost
7. List travel and lodging arrangements:
~~Booked~~ Bus and Hotel arrangements will be booked through Julie Strobl.

8. List Itinerary (including dates):

Nov 22nd Travel to Thist River Falls for JV + Varsity Games. Stay in TRF. Nov 23 Travel to Crookstar for afternoon JV + Varsity Game.

9. List chaperones and any special security provisions which will be provided:

4 Coaches will travel with team.

10. Project the number of students who will not be able to go on the trip due to time and/or cost:

None. No Cost to student.

11. Have alternative opportunities in the metro and surrounding areas been explored?

Trying to find competition outside the metro Area

12. Do the dates of the proposed trip conflict with any school time or community activities?

We will have to leave school early on 11/22.

13. What arrangements will be made with the parents in case of emergency-health, family, discipline, etc.?

Normal team traveling Procedures.

Recommendation

Date

Signature



Building Principal

Superintendent of Schools

School Board Chairperson

DELANO SCHOOL DISTRICT

EXTENDED FIELD TRIP REQUEST FORM

1. Name of sponsoring person: Jackie Johnson
2. Name of school activity or class: Girls Hockey
3. Brief description of proposed trip: Blaine Holiday Tournament
JV + Varsity
4. Educational objectives of the proposed trip (itinerary to be listed in item #8):
Maintain our schedule throughout the
Holiday break
5. How will the money to finance the trip be raised? Include proposed fund raising projects and the amount to be raised.
The trip is financed through Hockey boosters
6. Itemize the full cost to students:
None
7. List travel and lodging arrangements:
Travel with School Bus.
Stay at Hotel in Blaine Tournament Reserves
hotel blocks for schools.

8. List Itinerary (including dates):

Dec 30th - Travel to Blaine for 1st Game

Dec 31st - 2nd Game

~~Dec~~ Jan 1 - 3rd Game return home

Game Schedule to be determined.

9. List chaperones and any special security provisions which will be provided:

4 coaches will be with the team.

10. Project the number of students who will not be able to go on the trip due to time and/or cost:

None, This scheduled for everyone.

11. Have alternative opportunities in the metro and surrounding areas been explored?

This is a very well run tournament.

12. Do the dates of the proposed trip conflict with any school time or community activities?

No conflicts with school.

13. What arrangements will be made with the parents in case of emergency-health, family, discipline, etc.?

Normal travel policies apply.

Recommendation

Date

Signature



Building Principal

Superintendent of Schools

School Board Chairperson

DELANO SCHOOL DISTRICT

EXTENDED FIELD TRIP REQUEST FORM

1. Name of sponsoring person: *Jeff Olson*
2. Name of school activity or class: *Wrestling*
3. Brief description of proposed trip: *Rumble on the Red
JV + Varsity*
4. Educational objectives of the proposed trip (itinerary to be listed in item #8):
*This is a Holiday Tournament to play
teams across the region.*
5. How will the money to finance the trip be raised? Include proposed fund raising projects and the amount to be raised.
*Wrestling Booster's cover the cost of Travel,
Hotel, and 1 meal*
6. Itemize the full cost to students:
Meals - \$50
7. List travel and lodging arrangements:
*Stay at Fargo Reddison
Travel in School Buses*

8. List Itinerary (including dates):

Dec 26th Travel to Fargo

Dec 27th - Tournament Begins

Dec 28th - Tournament Ends. Return home

9. List chaperones and any special security provisions which will be provided:

4 or more Coaches will be with the team.
Many families travel as well.

10. Project the number of students who will not be able to go on the trip due to time and/or cost:

None. only if family conflict.

11. Have alternative opportunities in the metro and surrounding areas been explored?

This is a Program Tradition.
Great new competition.

12. Do the dates of the proposed trip conflict with any school time or community activities?

None conflicts

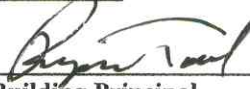
13. What arrangements will be made with the parents in case of emergency-health, family, discipline, etc.?

Same as all traveling policies

Recommendation

Date

Signature



Building Principal

Superintendent of Schools

School Board Chairperson

DELANO SCHOOL DISTRICT

EXTENDED FIELD TRIP REQUEST FORM


1. Name of sponsoring person: *Anna Marie Martino*
2. Name of school activity or class: *Softball*
3. Brief description of proposed trip: *Travel to Orlando, Florida for Spring Training - Varsity Returning Players*
4. Educational objectives of the proposed trip (itinerary to be listed in item #8):
Please see KSA Itinerary.
5. How will the money to finance the trip be raised? Include proposed fund raising projects and the amount to be raised.
Many projects have been done over the summer. Also looking at Casino Night, purse Bingo, Heggies Pizza Selling fruit and Fundraiser w/ Mario's.
6. Itemize the full cost to students:
Cost covered through fundraising.
7. List travel and lodging arrangements:
Arrangements made through KSA Events.

8. List Itinerary (including dates):
March 9-13 - DHS Spring Break
Itinerary Attached
9. List chaperones and any special security provisions which will be provided:
2 Coaches will travel with the team
We may have Parents join the group as well.
10. Project the number of students who will not be able to go on the trip due to time and/or cost:
None. Fundraising to cover the cost.
11. Have alternative opportunities in the metro and surrounding areas been explored?
No Softball in the Metro March 9th
12. Do the dates of the proposed trip conflict with any school time or community activities?
Trip Over Spring Break
13. What arrangements will be made with the parents in case of emergency-health, family, discipline, etc.?
KSA will assist in getting necessary paperwork and policies for team travel.

Recommendation

Date

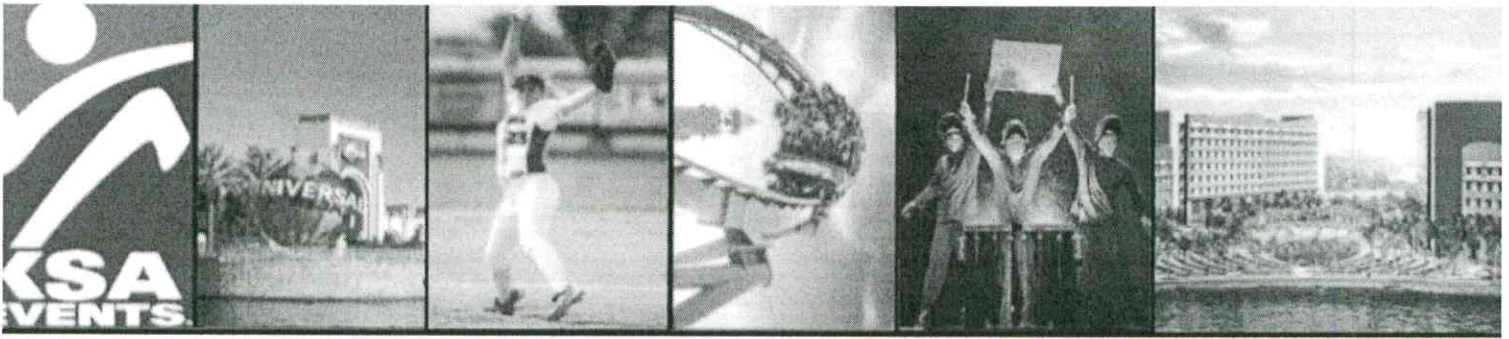
Signature



Building Principal

Superintendent of Schools

School Board Chairperson



KSA Events Softball Universal Studios Spring Training

March 9, 2020 – March 13, 2020

Cyndee Barduson
Delano High School
622 Chaucer Lane
Watertown, MN 55328

Coach Cyndee Barduson,

Thank you so much for your interest in the 2020 KSA Events Softball Spring Training Event! We are very excited about our new offering here in Orlando with Universal Studios and Islands of Adventure. In addition to getting your team out of the cold and on to the beautiful fields here in the Florida sunshine, you're sure to have a blast while off the fields too! With park access to Universal Orlando, you will be able to "Ride the Movies" at Universal Studios and "Live the Adventure of a Lifetime" at Islands of Adventure – your team will go home with memories of a lifetime!

Our Spring Training Packages include everything you need for an easy and successful trip:

- Competition at an Upscale Facility
- Hotel Accommodations and Theme Park Tickets
- Guaranteed minimum of 2 on field experiences per day
- JV Games Available
- Competing Teams From Across the Country
- Multiple Levels of Competition from Re-Building to Competitive
- Coaches Comps
- And Much More. . .

By taking your team on the road, you are allowing them to experience a truly unique opportunity. Exposing your team to a whole new world of responsibility and competition is sure to develop lifelong skills proving the educational benefits of sports. It is our goal to provide your team the ability to bring their goals to the next level.

KSA Events is here to make the experience happen for you. We take care of everything and are dedicated to making it stress free for you to travel! From fundraising plans to group airfare to family packages to meal plans, KSA Events is your One Stop Shopping for everything! Each step of the way, we are there to assist you! I know this season is incredibly important for you! I truly believe that by attending the KSA Events Spring Training Event your players will return to finish their season with memories that will make their season unlike any other.

Keep in mind that our packages are fully customizable and can be formatted to best fit your team's goals both on and off the field! The final price will be based on your customized package, please feel free to give me a call so that we can talk about how to make this a possibility for your team! I really hope that we can make this happen and that we will see you and your team at the 2020 KSA Events Spring Training Program.

Sincerely,

Katie Dull
KSA Events Spring Training
katie@ksaevents.net
800-813-7193 (office)
Cell: +1 4077162618



Delano High School
2020 KSA Events Softball Spring Training

KSA EVENTS SAMPLE TRAVEL PROPOSAL

LAND ONLY PACKAGE – 5 Day/4 Night

KSA Events Spring Training Inclusions:

- Upscale Fields
- Two Field Activities per full day with any combination of games, practices, or scrimmages
- Game Umpires, Scorekeepers, Trainers, and Game Balls
 - *Team Registration Fee (Usually Paid by Your Athletic Department) is an additional \$400 and will be added to your invoice*

Accommodations:

- Four (4) Nights Accommodations at Cabana Bay Beach Resort or Universal's Surfside Inn and Suites

Transportation:

- Airport Transfers to and from Orlando International Airport (Airfare Not Currently Included)
- Shuttle Service to and from Playing Facilities
- Shuttle Service to and from all Theme Parks and Inclusions within package

Admissions:

- Three (3) Day Universal Studios/ Islands of Adventure Ticket with admission to:
 - Universal Studios and Universal's Island of Adventure
- Admission To Blue Man Group Orlando

KSA Events Meal Plan:

- Breakfast Coupons at the Resort (4)
- Meal Coupons for use in the Parks, Select Universal CityWalk Restaurants, (4)
- Refillable Beverage Mug for use at the Hotel (1)

KSA Events Exclusive Inclusions:

- One Complimentary Package for Every Twenty Full Paying Passengers
- KSA Events Representative to Assist Your Group with all trip components
- KSA Events Representative on-site
- All Taxes and Gratuities

Lock In Air Fare Rate From MSP At 439 Per Person + \$15 Air Service Fee Per Person
Air Rate Valid 30 Days From Issued Proposal Date
Prices Listed Below Do Not Include Air Fare

All Listed Costs Reflect A Per Person Rate	2 Per Room	3 Per Room	4 Per Room	5 Per Room	6 Per Room
Cabana Bay Standard Room – Moderate Resort	\$1,429	\$1,239	\$1,139	-	-
Cabana Bay Suite Room – Moderate Resort	\$1,529	\$1,299	\$1,189	\$1,129	\$1,079
Surf Side Standard Room – Value Resort	\$1,319	\$1,159	\$1,079	-	-
Surf Side Suite Room – Value Resort	\$1,479	\$1,269	\$1,159	\$1,099	\$1,059

* 7680 Universal Blvd. Suite 640 * Orlando, FL * 32819 * 800-813-7193 * www.KSAEvents.com *



Delano High School
2020 KSA Events Softball Spring Training

KSA EVENTS SAMPLE TRAVEL PROPOSAL
Sample Itinerary

Day 1

- Arrival in Sunny Warm Orlando, Florida
 - Transfer to **Universal Resort** for Registration and Orientation
 - Rooms will be pre-checked in with Room Keys Ready
 - KSA Orientation will give you a thorough walk through of your trip and components
 - Dinner at the Resort with a **Meal Coupon**
 - Room Check and Lights Out
-

Day 2

- Breakfast at the Resort with **Meal Coupon**
 - Transfer to Day 1 of the **2020 KSA Events Softball Spring Training**
 - Transfer back to Resort
 - Enter **Universal Studios** – Ride the Movies!
 - Dinner in the Park with a **Meal Coupon**
 - Transfer Back to Hotel
 - Room Check and Lights Out
-

Day 3

- Breakfast at the Resort with **Meal Coupon**
 - Transfer to Day 2 of the **2020 KSA Events Softball Spring Training**
 - Transfer to Resort
 - Enter Either **Universal Studios** or **Islands of Adventure**
 - Transfer Universal City Walk – Enjoy the Sites and Shopping
 - Dinner in the park with a **Meal Voucher**
 - Transfer Back to Resort
 - Room Check and Lights Out
-

Day 4

- Breakfast at the Resort with **Meal Coupon**
 - Transfer to Day 3 of the **2020 KSA Events Softball Spring Training**
 - Transfer to **Islands of Adventure** – Experience the Wizarding World of Harry Potter
 - Dinner in the Park with a **Meal Coupon**
 - Meet At Orlando Blue Man Group And Enjoy An Interactive Performance You Will Never Forget!
 - Room Check and Lights Out
-

Day 5

- Breakfast at the Resort with a **Meal Coupon**
- Check out of Rooms
- Load Busses for Airport

VENDING AGREEMENT

VENDING AGREEMENT

AGREEMENT made this 12th day of August, 2019 by and between **Delano High School** 700 Elm Ave E, Delano, MN 55328 its successors and assigns (hereinafter called "Customer") and **Bernick's Full Line Vending**, 801 Sundial Drive, St. Cloud, MN 56302, its successors and assigns, (hereinafter called "Company").

IT IS HEREBY AGREED AS FOLLOWS:

1. EXCLUSIVE GRANT:

Customer hereby grants Company the exclusive right and privilege to operate vending, concessions, coffee and juice at Customer's establishment in **Delano** (hereinafter called "Premises") and to sell all vended foods, beverages, and merchandise to employees and visitors of the Customer at the Premises.

2. INSTALLATION AND SUPPLY.

The company shall install, without cost to the Customer, conventional vending equipment required and mutually agreed upon by both parties including all coolers, freezer, and coffee equipment and hot beverages, juice and the automatic food, beverage, and merchandise dispensing machines set forth hereto and made a part hereof. Company shall replace such machines as Company may from time to time determine necessary and shall install such additional machines as Company and Customer may from time to time mutually determine necessary. Any original, replacement and additional machines shall collectively be referred to as the "Machines". The Company shall keep the Machines supplied with an adequate amount of food, beverages, and other merchandise as may be selected by the company of good quality, prepared and dispensed in conformity with all applicable State, Federal, and other health and sanitation standards. The Machines and their contents shall remain the exclusive property of the Company.

3. AREA IMPROVEMENTS.

Area improvements or changes made by the Company in any area shall remain the Sole and exclusive property of Company and shall be removed by Company upon termination of this agreement.

VENDING AGREEMENT

4. UTILITY AND SERVICE CONNECTIONS.

Customer shall at its own expense provide the Company all necessary utility outlets and a dedicated internet connection at the designated areas where the Machines are to be located and shall also furnish without cost to Company all necessary heat, water, electrical currents and internet. Customer agrees to notify Company immediately of interruption of such services.

5. COMPENSATION.

The Company agrees to charge the retail prices at the Premises set forth on exhibit A attached hereto and made a part hereof by reference, subject to the other provisions of this Agreement. It is understood and agreed that the retail prices under this Agreement are based on current costs to the Company, including without limitation to labor, merchandise, taxes, and license fees. In the event of any increase in such costs to the Company, the Company and the Customer shall mutually agree upon price changes or other changes to cover any cost increases.

6. LICENSES.

All Federal, State, and Local licenses shall be paid for by Company. Company agrees to reimburse Customer for any license or permit required to be purchased by Customer relating to sales through Machines.

7. MAINTENANCE.

Company shall operate and maintain all Machines in a clean and sanitary condition in accordance with recognized standards and applicable laws, and regulations. Customer agrees to keep the areas in which the Machines are located in a clean and sanitary condition and shall dispose of all garbage and trash that may result from the operation of the vending service in accordance with all applicable laws and regulations.

8. PERSONNEL

Company employees will, at all times, be dressed in clean and neat uniforms or other assigned dress code and will observe all regulations in effect on the Premises.

Customer agrees to allow only Company employees or other Company authorized personnel to remove, maintain, repair, any machine or contents thereof. Customer shall further provide reasonable security to prevent theft or vandalism of the Machines or their contents.

VENDING AGREEMENT

9. INSURANCE.

Company will procure and maintain the following insurance.

(a) Workmen's Compensation as required by the laws of Minnesota.

(b) Comprehensive Bodily Injury, Property Damage, Liability, including bodily injury and property damage, including fire and water damage and damage caused by automobiles trucks or other vehicles within limits of \$1,000,000 (One Million).

(c) Product Liability in minimum limits of \$1,000,000. (One Million). Company will furnish Customer evidence of insurance covering items specified as Customer may reasonably request. The cost of the above insurance shall be of the Company.

10 TERM.

This Agreement shall become effective 8/12/19 and shall remain in force for a period of Three (3) years from such effective date and for any additional period or periods as provided herein. This agreement will automatically renew at the end of the three-year calendar year term for an additional two (2) year term upon satisfaction with service provided by the Company. Unless cancelled by the giving of written notice at least 60 days prior to the termination of the Agreement.

11. CANCELLATION.

In the event of breach by either party in the performance of any of its obligations under this Agreement, the other party may give written notice thereof to the breaching party. In the event that the breaching party does not take the necessary steps to correct such conditions of breach within thirty (30) days of receipt of such written notice, the other party may, in addition to any other legal remedies, terminate this Agreement by written notice to breaching party in accordance with the requirement of Section 10 above.

12. REMOVAL.

Upon the termination of this Agreement, Company shall vacate and return the Premises to Customer. Company shall have the right to remove all Machines and other property and equipment installed by Company thereunder. Company shall not be responsible for reasonable wear and tear.

VENDING AGREEMENT

13. NOTICES.

All notices required thereunder shall be sent certified mail, return receipt requested and addressed as follows:

If to Customer: Delano High School

700 Elm Ave E

Delano, MN 55328

If to Company: Bernick's Full Line Vending

801 Sundial Drive

St. Cloud, Minnesota 56302

ATTN: Director of Vending Food Service

Darren Hatlestad

14. ASSIGNMENT.

This Agreement shall be assignable by either party hereto, but, shall be limited to operation of Machines at the Premises named herein.

15. INDEPENDENT CONTRACTOR.

It is the intent of the parties hereto that the relationship between the parties shall be that of independent contractors.

VENDING AGREEMENT

16. LAWS APPLICABLE.

The provisions of this Agreement shall be construed under the laws of Minnesota.

17. AUTHORITY.

This Agreement is entered into by the Company on the express warranty and representation that the Customer has the Authority to enter into this Agreement.

18. HEADINGS.

The section headings provided herein are for reference only and shall not be construed to affect the meaning of provisions therein

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

DELANO HIGH SCHOOL

By: _____

Its:

Date:

BERNICK'S FULL LINE VENDING

By: *Darren Hatlestad*

Its: Vending Director

Date: *8/12/19*

VENDING AGREEMENT

Attachment A

In return for the exclusive rights to the Conventional vending rights, concessions, coffee and juice on the Customer's Premises in Delano for an agreed upon (3) three-year calendar period. Effective upon the date signed, The Bernick's Company will make the following offer:

- 1) Bernick's is the exclusive provider of beverages at Delano High School for vending, concessions, coffee and juice both inside and outside of the building
 - a. Pepsi Free Vending Coupons available at \$1.75 each
 - b. Credit Card readers on all vendors
 - c. Vendors required to be on and available during school hours
- 2) 10% back at the end of the year based on yearly sales to be used for beverages, custom banners, etc. for other Delano High School events.
- 3) Deliveries for the vending, concessions, coffee and juice will be a minimum of once per week.
- 4) All service will be provided at no charge.
- 5) All special events will include a charge for product and a \$50.00 delivery fee.

Note: Any and all price increases will be passed on to Delano High School. Not to exceed 4% per year. All price increases will be mutually agreed upon by the Bernick's Company and Delano High School.

Adopted: 1995-96
Revised: May 21, 2012
Revised: August 26, 2019

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 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: 1995-96
Revised: August 26, 2019

307 ADMINISTRATIVE GOALS

I. PURPOSE

The purpose of this policy is to ensure that school district administrators will establish goals prior to the start of each school year.

II. GENERAL STATEMENT OF POLICY

- A. The Board as a whole, or a designated committee, will review the drafted goals and negotiate the final form of the goals. The signing of the contract for a two-year period will not occur until the goals for the period have been adopted.
- B. Board members are expected to meet on a timely basis as requested by an administrator for discussion of goals.

Adopted: 1995-96

Revised: February 20, 2007

Revised: December 15, 2008

Revised: July 26, 2010

Revised: August 26, 2013

Revised: October 27, 2014

Revised: May 18, 2015

Revised: March 25, 2019

Revised: September 23, 2019

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]

- D.** *The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.*

III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to,; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- D. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in

this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. ENFORCEMENT

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

VI. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

Adopted: 1995-96
Revised: April 28, 2014
Revised: December 15, 2014
Revised: June 27, 2016
Revised: September 23, 2019

522 STUDENT SEX NONDISCRIMINATION

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates Jenny Lorentz, 700 Elm Ave. E., Delano, MN 55328, 763.972.3365, ext. 1952, jenny.lorentz@delanoschools.org, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any

person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Joe Vieau, 700 Elm Avenue E., Delano, MN 55328, 763.972.3365, ext. 1902, joe.vieau@delanoschools.org; and Jenny Lorentz, 700 Elm Avenue E., Delano, MN 55328, 763.972.3365 ext. 1952, jenny.lorentz@delanoschools.org, as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office addresses and telephone numbers and work e-mail addresses.
- F. Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.

- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint, or grievance alleging unlawful sex discrimination toward a student, shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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Revised: October 27, 2008
Revised: May 21, 2012
Revised: January 27, 2014
Revised: April 27, 2015
Revised: September 26, 2016
Revised: September 23, 2019

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

[Note: School districts are required by statute to have a policy addressing these issues.]

[Note: Minnesota Laws 2009, Chapter 96, made a number of changes to the laws and rules governing the use of “conditional procedures” with respect to special education students. Specifically, Chapter 96 repealed, EFFECTIVE AUGUST 1, 2011, Minn. Stat. §§121A.66, 121A.67, Subd. 1, as well as Minn. Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules were replaced, effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the restrictive procedures law contains a significant staff training component, found at Minn. Stat. §125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use the new procedures.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district’s discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student’s behavior will be taken by staff when a student’s behavior violates the school district’s discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation in which immediate intervention is necessary to protect a student or other individual from physical injury.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the

health, safety of self, other students, or staff members, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal by Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, or staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. §121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. §626.556;
6. Physical holding (as defined by Minn. Stat. §125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying the student access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's

IEP, IIP, or behavior intervention plan authorizes the use of one or more conditional procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References:

Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. 609.06 (Authorized Use of Force)
Minn. Stat. 609.379 (Permitted Actions)
20 U.S.C. 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References:

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

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603 CURRICULUM DEVELOPMENT

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

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and to the extent possible, shall reflect the diversity of the district and its school sites, and shall have parent, teacher, support staff, student, community residents and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other

community residents shall comprise at least two-thirds of advisory committee members.

- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
1. Provide for articulation of courses of study from kindergarten through grade twelve.
 2. Identify minimum objectives for each course and at each elementary grade level.
 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
 4. Provide a program for ongoing monitoring of student progress.
 5. Provide for specific, particular and special needs of all members of the student community.
 6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
 7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
 8. Meet all applicable requirements of the Minnesota Department of Education and federal law.
- D. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. § 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.
- E. The superintendent shall be responsible for keeping the school board informed of all state mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students’ Successful Transition to Postsecondary Education and Employment)
Minn. Rules Part 3500.0550 (Inclusive Education Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rule Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing, Accommodations, Modifications, and Exemptions for IEP’s, Section 504 Plans and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)