Independent School District #146
Regular School Board Meeting
7:15 PM on July 20, 2020
Barnesville High School
302 3rd Street South
Barnesville, MN 56514

1. Call to Order
Chair Bredman called the meeting to order at 7:15 PM
2. Roll Call
Members present: Dion Bredman, Marla Field, Jacob Thompson, Ryan Lindbom, Greg Berg, Leslie Shirek, David Herbranson and Superintendent Ellerbusch
Guests present: Chris Messer, Bryan Strand, Rodd Henrickson, Michael Stein and Brooke Fradet
3. Approval of Agenda

All in favor.
4. Approval of Minutes 2

All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

Regular School Board Meeting
Monday, June 15, 2020 7:00 PM Central

Barnesville High School
302 3rd Street South
Barnesville, MN 56379

Greg Berg:	Present
Dion Bredman:	Present
Marla Field:	Present
David Herbranson:	Present
Ryan Lindbom:	Present
Leslie Shirek:	Present
Jacob Thompson:	Present

Present: 7.

1. Call to Order

The Regular School Board Meeting was called to order at 7:00 PM, June 15, 2020 by Chair Bredman.

2. Roll Call

Board Members present: Dion Bredman, Leslie Shirek, Jacob Thompson, David Herbranson, Marla Field, Ryan Lindbom, Greg Berg and Superintendent Ellerbusch.

Guests present: Michael Stein, Brandi Holleman, Todd Henrickson, Bryan Strand, Tony Wolf, Ryan Bomstad, Lisa Gilbertson, Sarah Poepping, Scott Masten, Tori Olson, Chris Messer, McKinzie Tangen, Karie Martinson, Laura Jorud, Brenda Halverson, Erin Ellingson, Gina Stanford, Carrie Braton, Jeff Tharaldson, Kelly Smith, Linday Bontjes, Lisa Gilbertson, Michelle Jensen, Nate Strand, Patti Erlandson, Lisa Forsgren, Nadia Fronning, Michelle Tonsfeldt, Jodi Samuelson and Brooke Fradet.

3. Approval of Minutes

Vote to approve the minutes of the regular meeting on May 18, 2020 as presented/amended. This motion, made by Jacob Thompson and seconded by Greg Berg, Passed.
Greg Berg: Yea, Dion Bredman: Yea, Marla Field: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 7, Nay: 0

4. Claims, Accounts and Financial

Vote to approve the claims, wires and all other financial reports as presented. This motion, made by Leslie Shirek and seconded by Marla Field, Passed.
Greg Berg: Yea, Dion Bredman: Yea, Marla Field: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 7, Nay: 0

5. Appreciation, Recognition and Presentations

6. Recognition of Citizens for Input Purposes

7. Reports/News

7.A. High School Principal's Report

7.B. Elementary Principal/Activities Director's Report

7.C. Superintendent's Report

7.D. Board Committee Reports

7.D.1) Lake Agassiz Education Cooperative

8. Removal of Consent Items for Discussion

9. Approval of Consent Items

Vote to approve the consent agenda items as presented/amended. This motion, made by Ryan Lindbom and seconded by Leslie Shirek, Passed.
Greg Berg: Yea, Dion Bredman: Yea, Marla Field: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 7, Nay: 0

9.A. Personnel

9.A.1) Hire Sharon Barton as Head Cook

9.A.2) Hire Sharon Poach as Assistant Cook

9.A.3) Hire Tracy Hinsz as a summer school teacher

9.A.4) Hire Phil Trowbridge as a summer school teacher

9.A.5) Hire Julie Boom as summer recreation youth softball coordinator

9.A.6) Hire Phil Trowbridge as summer recreation youth baseball coordinator

9.A.7) Hire Jack Trowbridge as a summer recreation Babe Ruth coach

9.A.8) Hire Phil Trowbridge as a summer recreation Babe Ruth coach

9.A.9) Hire Nicole Herbranson as a summer recreation 14U softball coach

9.A.10) Hire Aaron Schindler as a summer recreation 18U softball coach

9.A.11) Hire Grace Halverson as a summer recreation youth golf coach

9.A.12) Hire John Roller as a summer recreation youth baseball coach

9.A.13) Hire Kiana Amundson as a summer recreation youth softball coach

9.A.14) Hire Samantha Passa as a summer recreation youth softball coach

9.A.15) Hire Hallie Redding as a summer recreation youth softball coach

9.A.16) Hire Carson Hagen as a summer recreation youth baseball coach

9.A.17) Hire Grace Halverson as a summer recreation youth softball coach

9.B. Donations

9.B.1) $497 Donation from Pheasants Forever for Trap Team Auxillary Account

9.B.2) $17,500 Donation from City of Barnesville for Summer Recreation Activities

9.C. Secondary Principal Contract for 2020-2022

9.D. Elementary Principal Contract for 2020-2022

9.E. AD Contract for 2020-2022

9.F. Project Application and Project Certification for Payment (Draw 2)

9.G. Summer School in High School

10. New Business

10.A. Budgets for 2020-21

Vote to approve the budgets for 2020-21. This motion, made by Jacob Thompson and seconded by Marla Field, Passed.
Greg Berg: Yea, Dion Bredman: Yea, Marla Field: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 7, Nay: 0

10.B.1 Joint Powers Agreement for Construction and Maintenance of Cooperative Facilities Lake Agassiz Education Cooperative

Vote to approve the Joint Powers Agreement for Construction and Maintenance of Cooperative Facilities Lake Agassiz Education Cooperative. This motion, made by Greg Berg and seconded by Leslie Shirek, Passed.
Greg Berg: Yea, Dion Bredman: Yea, Marla Field: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 7, Nay: 0

10.B.2) Funding Sources used to Pay for Lake Agassiz Education Cooperative Building Project

Vote to approve not using at least $50,000 out the General Fund not the lease levy, was made by Greg Berg and seconded by Jacob Thompson. Those in favor: Greg Berg: Yea, Jacob Thompson: Yea, Dion Bredman: Yea, David Herbranson: Yea, Those opposed: Marla Field: Nay, Ryan Lindbom: Nay, Leslie Shirek: Nay. Motion passed 4-3.

10.C. Contract Between Clay County Collaborative and Barnesville Public Schools

Vote to approve contract between Clay County Collaborative and Barnesville Public Schools. This motion, made by Marla Field and seconded by Ryan Lindbom, Passed.
Greg Berg: Yea, Dion Bredman: Yea, Marla Field: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 7, Nay: 0

10.D. Memorandum of Understanding Between Clay County Collaborative, Clay County Social Services, Lakeland Mental Health and Barnesville Public Schools

Vote to approve Memorandum of Understanding Between Clay County Collaborative, Clay County Social Services, Lakeland Mental Health and Barnesville Public Schools. This motion, made by Jacob Thompson and seconded by Leslie Shirek, Passed.
Greg Berg: Yea, Dion Bredman: Yea, Marla Field: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 7, Nay: 0

10.E. River Watch

Vote to approve a contribution in the amount of $2,000 to support the River Watch in 2020-21. This motion, made by Jacob Thompson and seconded by Greg Berg, Passed.

Greg Berg: Yea, Dion Bredman: Yea, Marla Field: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 7, Nay: 0

10.F. Proposal Request 01 for Civil House Demolition

Vote to approve proposal request 01 for civil house demolition. This motion, made by Dion Bredman and seconded by Greg Berg, Passed.
Ryan Lindbom: Absent, Greg Berg: Yea, Dion Bredman: Yea, Marla Field: Yea, David Herbranson: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

10.G. Proposal Request 03 for Structural Revisions

Vote to approve proposal request 03 for structural revisions. This motion, made by Marla Field and seconded by Greg Berg, Passed.
Ryan Lindbom: Absent, Greg Berg: Yea, Dion Bredman: Yea, Marla Field: Yea, David Herbranson: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

10.H. Renew Minnesota School Board Association (MSBA) Membership for 2020-21

Vote to approve renewal of membership in Minnesota School Board Association (MSBA) for 2020-21. This motion, made by Jacob Thompson and seconded by Leslie Shirek, Passed.
Greg Berg: Yea, Dion Bredman: Yea, Marla Field: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 7, Nay: 0

10.I. Renew Minnesota Rural Education Association (MREA) Membership for 2020-21

Vote to approve renewal of membership in Minnesota Rural Education Association (MREA) for 2020-21 and 2021-22. This motion, made by Jacob Thompson and seconded by Leslie Shirek, Passed.
Greg Berg: Yea, Dion Bredman: Yea, Marla Field: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 7, Nay: 0

11. Discussion/Information

11.A. Summary of Parent Feedback on Distance Learning Plan

11.B. Construction Project

11.C. Superintendent Evaluation

12. Enrollment Update

Enrollment K-5: 419, 6-12: 448 Total Enrollment: 867

13. Dates to Remember

13.A. Regular School Board Meeting

Monday, July 20, 2020, 7:00 PM, Barnesville High School and Zoom Remotely

14. Adjournment

Vote to adjourn the meeting. This motion, made by Jacob Thompson and seconded by Leslie Shirek, Passed.
David Herbranson: Absent, Greg Berg: Yea, Dion Bredman: Yea, Marla Field: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

It was moved by Director _____ and seconded by Director _____ to approve claims, wires and all other financial reports as presented. Motion carried by _____ vote.
All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

Finance Officer Report

7.20.2020

- **The auditors have scheduled field work for the FY20 audit for the week of August 10. I haven't heard yet if they'll be onsite or if most of the field work will be remote.**
- **Most of my time during the next three weeks will be working on audit entries.**
- **Revenues, expenses and fund balances on the reports will be adjusted once all of the audit entries have been made and reviewed by the auditors.**
- **General Fund Revenues prior to the audit journal entries are at 88% of budgeted amounts. Last year this was at 92%. Some items to note are lower revenues in Fees from Patrons, Student Activity & Entry Fees and Concessions due to the absence of spring activities. Food Service revenues are at 93% for FY20 and were the same (93%) for FY19. Community Service revenues are at 90% for FY20 and were at 95% for FY19. We were able to hold some Summer Rec classes, which helped with the Community Service Fund revenues.**
- **Detail Payment Register Items to Note**
    - **Items to Note are highlighted**
    - **Workers Comp (Employers pg. 9) and annual insurance premiums (Vaaler pgs. 20 and 21)**
    - **Third (and final) year of iPad lease is due in July (Wells Fargo Vendor Fin Serv pg. 10)**
    - **Bond interest payments are due August 1 (Bond Trust Services Corp, pg. 11) We have received levy money for the Bond 2019A interest payment and both levy and state aid money for the LTFM bond interest.**
    - **Capital items – football uniforms (BSN Sports, pg. 11), Science textbooks (Savvas pg. 18), Tech items (We Travel pg. 22)**
    - **Constructions Bills**
        - **Braun Intertec (pg. 11)**
        - **Central Door & Hardware (pg. 12)**
        - **Dakota Rolloff Services (pg. 12)**
        - **Eicholtz Masonry Inc (pg. 12)**
        - **Landwehr Construction (pg. 15)**
        - **Manning Mechanical (pg. 15)**
        - **RA Morton (pg. 17)**
        - **Seating & Athletic Facility Enterprises (pg. 18)**
        - **Wendel SGN Architects (pg. 19-20)**
        - **Moore Engineering (pg. 20)**
        - **Satellite Shelters (pg. 20)**

        - **Anderson Electric (pg. 21)**
    - **We have several annual subscriptions that are due in July**
        - **Forecast 5 Analytics (pg. 14)**
        - **JAMF Software (pg. 14)**
        - **JMC Computer Service (pg. 14)**
        - **MSBA BoardBook Premier (pg. 16)**
        - **Schoology (pg. 18)**
        - **Seesaw Learning (pg. 18)**
        - **Honeywell Instant Alert (pg. 21)**
    - **MREA Dues for two years (pg. 16) as approved at last board meeting**
    - **Van air conditioning repair (Nereson, pg. 16)**
    - **Johnson Controls – Half of the Planned Service Agreement for FY21 (pg. 20)**
- **We're waiting to place grade level supplies orders until the fall school format is determined.**

TREASURER'S REPORT

		2019-20	2018-19
Book Balance 6/1/20		$1,524,935.28	$1,832,876.64
Receipts			
6/1/2020	566.80		
6/2/2020	438,179.45		
6/4/2020	48.25		
6/5/2020	386.00		
6/8/2020	337.75		
6/9/2020	675.50		
6/11/2020	346.10		
6/15/2020	438,938.50		
6/16/2020	434.55		
6/18/2020	892.15		
6/23/2020	196,529.92		
6/24/2020	1,221,180.39		
6/29/2020	625.00		
6/30/2020	179,309.95		
Net in transit	(3,616.95)	$2,474,833.36	$774,013.58
		$3,999,768.64	$2,606,890.22
Disbursements		$1,873,328.31	$717,978.62
Book Balance	6/30/2020	$2,126,440.33	$1,888,911.60
Student Activities		$152,825.73	N/A
MSDLAF Investment		$1,614,809.59	$1,426,530.78
Bond 2019A Investments		$25,445,861.84	N/A
Midwest Money Market		$625,028.77	$617,774.95
Actual Balance		$29,964,966.26	$3,933,217.33

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE		BALANCE	
General	$3,236,834.22	$2,367,409.13	$2,114,543.60	$3,489,699.75	*	$3,796,087.47	^
Student Activities	$151,421.72	$1,649.00	$244.99	$152,825.73		N/A	
Food Service	$115,959.94	$83,658.49	$52,066.91	$147,551.52		$80,119.43	
Community Service	($15,414.61)	$76,228.21	$8,133.28	$52,680.32		$42,688.16	
Building Construction	$26,624,251.14	$39,083.27	$1,278,894.04	$25,384,440.37		$0.00	
Debt Service	$20,309.24	$717,459.33	$0.00	$737,768.57		$14,322.27	
Total	$30,133,361.65	$3,285,487.43	$3,453,882.82	$29,964,966.26		$3,933,217.33	

* Balance includes $1,886,668 of restricted/committed funds.

^ Balance includes $2,607,377 of restricted/committed funds, incl. $615,255 for boiler/roofing project.

Minnesota School District Liquid Asset Fund Plus
June 2020

Max Account						$1,047,942.75
Liquid Account						$66,866.84
Certificate of Deposit						$500,000.00
Investment Date	Institution	Maturity Date	Rate	Investment Amount	Value at Maturity	
12/2/2019	Bank Ozk, Little Rock, AR	8/28/2020	1.72%	$100,000.00	$101,384.03	
2/10/2020	Landmark Community Bank, Collierville, TN	2/9/2021	1.65%	$200,000.00	$203,600.00	
3/24/2020	Merrick Bank, South Jordan, UT	12/21/2020	0.88%	$200,000.00	$201,535.12	
Total Minnesota School District Liquid Asset Fund Plus						$1,614,809.59

Bond Proceeds Investment Summary - Barnesville ISD

06/01/2020 - 06/30/2020

Barnesville ISD 146 Agg (190700)

Dated: 07/13/2020

Portfolio Summary

	Portfolio
Client	Barnesville ISD 146
Custodian	TD Ameritrade
Source Account	943320252
Book Value + Accrued	25,445,861.84
Net Unrealized Gain/Loss	109,432.21
Market Value + Accrued	25,555,294.05
Book Yield	1.90
Duration	0.48
S&P Rating	AA
Moody's Rating	Aa2

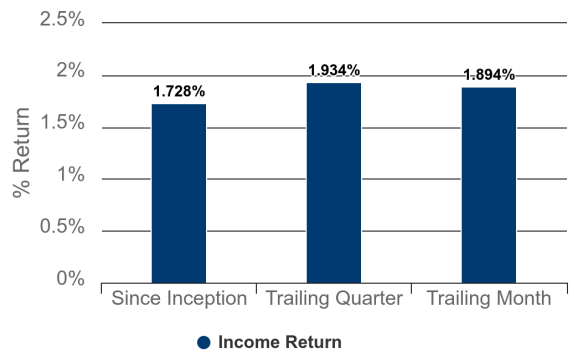
Footnote: 1

GAAP Income Detail

	Portfolio
Account	Barnesville ISD 146 2019A
MMF Payment Received Income	690.47
Coupon Received Income	60,863.60
Realized Gain	303.01
Other Income	0.00
Total Income	61,857.08

Footnotes: 2,3

Performance Summary



Portfolio Composition

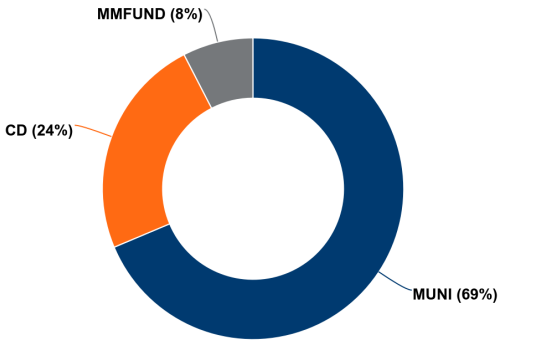
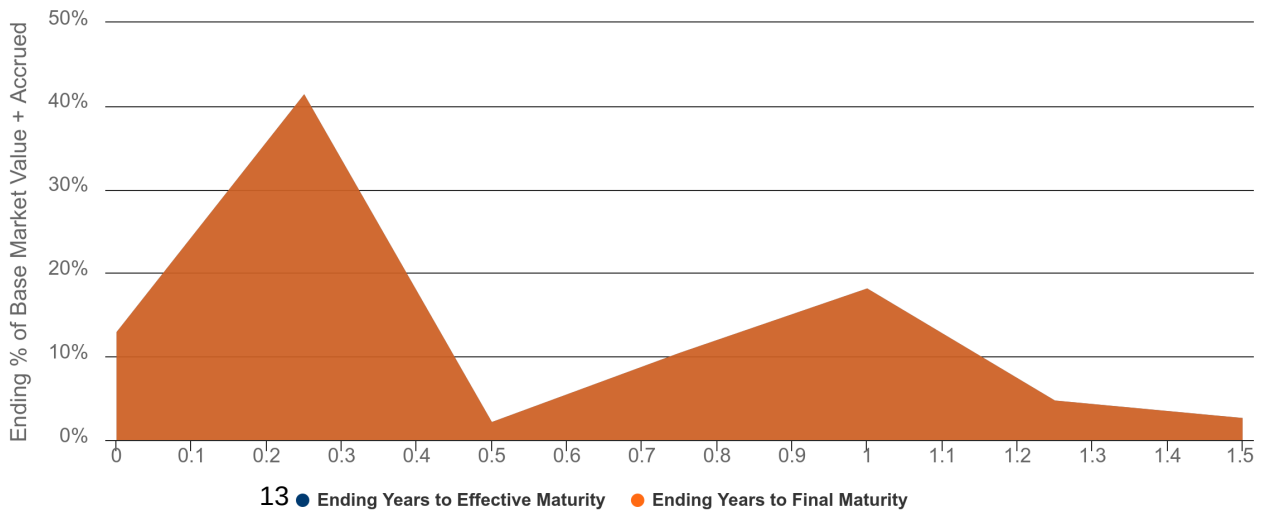


Chart calculated by: % of Market Value + Accrued

Time To Maturity



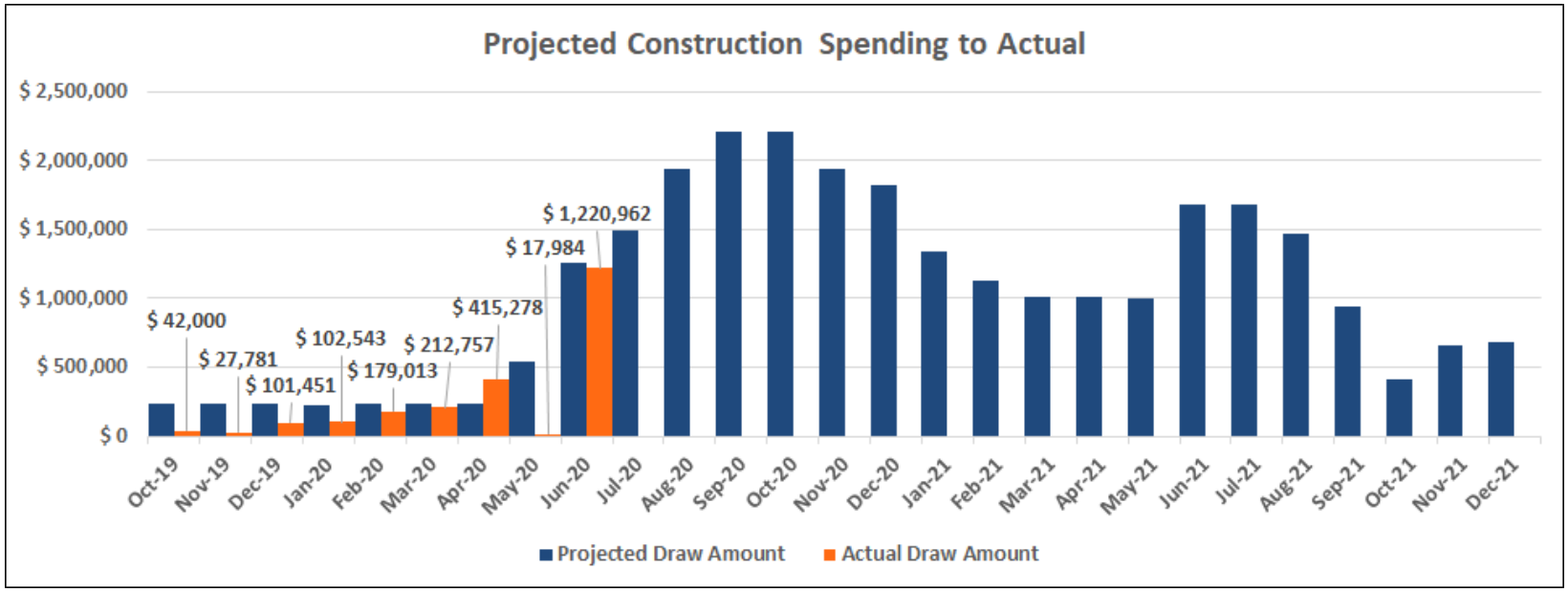
Bond Proceeds Investment Summary - Barnesville ISD

06/01/2020 - 06/30/2020

Barnesville ISD 146 Agg (190700)

Dated: 07/13/2020

1: * Weighted by: Market Value + Accrued, except Book Yield by Base Book Value + Accrued. 2: * Weighted by: Ending Market Value + Accrued. 3: * Formula Column: Total Income = [MMF Payment Received Income]+[Coupon Received Income]+[Realized Gain]+[Other Income].



Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending June 30, 2020

Sequence: Fd, O/S

		Description	B20 Annual Budget	Period 202012	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01		General Fund							
	001	Levies	(1,004,870.00)	(461,992.98)	(881,851.79)	88%	0.00	88%	(123,018.21)
	010	County Apport	(19,310.00)	(742.35)	(18,858.14)	98%	0.00	98%	(451.86)
	019	Misc Local	(5,810.00)	(1,459.47)	(6,974.33)	120%	0.00	120%	1,164.33
	021	Revenue from MN Dist	(56,000.00)	0.00	(7,303.42)	13%	0.00	13%	(48,696.58)
	050	Fees from Patrons	(39,580.00)	(3,200.00)	(35,789.00)	90%	0.00	90%	(3,791.00)
	060	Student Activity	(95,000.00)	(200.00)	(67,563.02)	71%	0.00	71%	(27,436.98)
	061	Entry Fee	(5,700.00)	0.00	(5,670.00)	99%	0.00	99%	(30.00)
	071	Med Assist Fr Dept of HS	(60,150.00)	(2,841.29)	(31,505.48)	52%	0.00	52%	(28,644.52)
	092	Interest	(40,000.00)	(1,183.05)	(40,441.36)	101%	0.00	101%	441.36
	093	Rent Facilities	(5,000.00)	(1,765.69)	(6,187.60)	124%	0.00	124%	1,187.60
	096	Gifts/Bequests	(29,500.00)	(308.33)	(15,500.68)	53%	0.00	53%	(13,999.32)
	099	Misc Revene	(27,520.00)	(2,212.21)	(21,863.94)	79%	0.00	79%	(5,656.06)
	201	Endowment Fund Appr	(39,490.00)	0.00	(39,596.81)	100%	0.00	100%	106.81
	211	Foundation Aid	(6,993,450.00)	(251,151.21)	(6,270,351.67)	90%	0.00	90%	(723,098.33)
	212	Literacy Incentive Aid	(57,090.00)	0.00	(51,384.96)	90%	0.00	90%	(5,705.04)
	229	Disparity Reduction	(670.00)	0.00	(600.80)	90%	0.00	90%	(69.20)
	234	Hmstd/Ag Market Value Credit	(7,840.00)	0.00	(7,058.67)	90%	0.00	90%	(781.33)
	300	State & Grants	(30,010.00)	0.00	(30,005.74)	100%	0.00	100%	(4.26)
	317	LTFM State Aid	(50,950.00)	0.00	(46,108.79)	90%	0.00	90%	(4,841.21)
	360	Spec Ed General	(639,930.00)	(85,332.83)	(560,624.08)	88%	0.00	88%	(79,305.92)
	400	Title IV B	(16,100.00)	0.00	(4,675.72)	29%	0.00	29%	(11,424.28)
	401	Title I Esea-A	(88,000.00)	0.00	(68,170.94)	77%	0.00	77%	(19,829.06)
	619	COM Rev Producing Act (Contra)	29,000.00	0.00	27,241.96	94%	0.00	94%	1,758.04
	620	Sale Mat-Rev Producing Act	(50,650.00)	(7.00)	(50,666.70)	100%	0.00	100%	16.70
	621	Sale Mat-Resale Mat	(8,850.00)	260.43	(5,416.01)	61%	0.00	61%	(3,433.99)
	623	Real Property Sales	(2,050.00)	0.00	(1,982.00)	97%	0.00	97%	(68.00)
	624	Sale of Equipment	(1,500.00)	0.00	0.00	0%	0.00	0%	(1,500.00)
	625	Insurance Recovery	(4,100.00)	0.00	(4,131.22)	101%	0.00	101%	31.22
01		General Fund	(9,350,120.00)	(812,135.98)	(8,253,040.91)	88%	0.00	88%	(1,097,079.09)

Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending June 30, 2020

Sequence: Fd, O/S

	Description	B20 Annual Budget	Period 202012	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
02	Food Service							
092	Interest	(250.00)	0.00	0.00	0%	0.00	0%	(250.00)
099	Misc Revene	(4,200.00)	0.00	(1,876.31)	45%	0.00	45%	(2,323.69)
300	State & Grants	(19,530.00)	0.00	(19,524.59)	100%	0.00	100%	(5.41)
471	School Lunch Fed	(28,770.00)	0.00	(28,768.35)	100%	0.00	100%	(1.65)
472	Free & Reduced Meals	(44,150.00)	0.00	(44,152.68)	100%	0.00	100%	2.68
474	Commodities	(34,500.00)	0.00	0.00	0%	0.00	0%	(34,500.00)
476	Breakfast Revenue	(11,840.00)	0.00	(11,837.36)	100%	0.00	100%	(2.64)
479	Summer Food Service	(138,100.00)	(58,786.66)	(142,209.16)	103%	0.00	103%	4,109.16
601	Type A Pupil	(211,340.00)	(190.00)	(210,195.70)	99%	0.00	99%	(1,144.30)
606	Type A Adult	(5,310.00)	0.00	(5,287.20)	100%	0.00	100%	(22.80)
02	**Food Service**	(497,990.00)	(58,976.66)	(463,851.35)	93%	0.00	93%	(34,138.65)
04	Community Service							
001	Levies	(57,480.00)	(22,780.39)	(46,917.61)	82%	0.00	82%	(10,562.39)
019	Misc Local	(50.00)	(1.88)	(2.93)	6%	0.00	6%	(47.07)
021	Revenue from MN Dist	(10,000.00)	(24,784.56)	(24,784.56)	248%	0.00	248%	14,784.56
050	Fees from Patrons	(102,150.00)	(18,824.50)	(79,011.50)	77%	0.00	77%	(23,138.50)
092	Interest	(180.00)	0.00	0.00	0%	0.00	0%	(180.00)
096	Gifts/Bequests	(24,300.00)	0.00	(20,934.05)	86%	0.00	86%	(3,365.95)
227	Abatement	(10.00)	0.00	0.00	0%	0.00	0%	(10.00)
229	Disparity Reduction	(130.00)	0.00	(114.35)	88%	0.00	88%	(15.65)
234	Hmstd/Ag Market Value Credit	(1,570.00)	0.00	(1,343.40)	86%	0.00	86%	(226.60)
258	Wetland & Native	(20.00)	0.00	0.00	0%	0.00	0%	(20.00)
300	State & Grants	(32,750.00)	(10,708.89)	(32,486.60)	99%	0.00	99%	(263.40)
301	Non-Public Aid	(370.00)	0.00	(241.23)	65%	0.00	65%	(128.77)
04	**Community Service**	(229,010.00)	(77,100.22)	(205,836.23)	90%	0.00	90%	(23,173.77)
06	Building Construction							
092	Interest	(250,000.00)	(39,083.27)	(319,647.28)	128%	0.00	128%	69,647.28
631	Sale Of Bonds	(27,625,180.00)	0.00	(27,625,182.60)	100%	0.00	100%	2.60
06	**Building Construction**	(27,875,180.00)	(39,083.27)	(27,944,829.88)	100%	0.00	100%	69,649.88

Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending June 30, 2020

Sequence: Fd, O/S

		Description	B20 Annual Budget	Period 202012	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
07		Debt Redemption							
	001	Levies	(127,113.00)	(717,388.65)	(762,099.58)	600%	0.00	600%	634,986.58
	019	Misc Local	0.00	(41.39)	(80.21)	0%	0.00	0%	80.21
	229	Disparity Reduction	(282.00)	0.00	(251.46)	89%	0.00	89%	(30.54)
	234	Hmstd/Ag Market Value Credit	(3,303.00)	0.00	(2,954.30)	89%	0.00	89%	(348.70)
	258	Wetland & Native	0.00	0.00	(26,707.50)	0%	0.00	0%	26,707.50
	317	LTFM State Aid	(65,426.00)	0.00	(52,891.78)	81%	0.00	81%	(12,534.22)
	649	Perm Interfd Transf	0.00	0.00	(3,489.82)	0%	0.00	0%	3,489.82
07		Debt Redemption	(196,124.00)	(717,430.04)	(848,474.65)	433%	0.00	433%	652,350.65
		Report Totals:	(38,148,424.00)	(1,704,726.17)	(37,716,033.02)	99%	0.00	99%	(432,390.98)

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending June 30, 2020

Sequence: Fd, Pro

		Description	B20 Annual Budget	Period 202012	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01		General Fund							
	010	Board-Education	46,530.00	1,571.94	49,203.10	106%	0.00	106%	(2,673.10)
	020	Office/Supt	245,610.00	21,729.13	239,937.50	98%	0.00	98%	5,672.50
	050	School Admin	420,760.00	44,615.16	428,118.71	102%	0.00	102%	(7,358.71)
	105	General Adm. Support	11,460.00	1,013.75	12,330.34	108%	0.00	108%	(870.34)
	108	Administrative Tech Services	16,500.00	0.00	14,712.23	89%	0.00	89%	1,787.77
	110	Business Services	214,790.00	12,933.47	215,035.02	100%	363.86	100%	(608.88)
	200	Class Size Reduction	18,670.00	9,310.97	37,362.77	200%	0.00	200%	(18,692.77)
	201	Kindergarten	332,230.00	58,165.68	328,644.83	99%	33.34	99%	3,551.83
	203	Elem Ed	353,640.00	56,038.70	358,524.14	101%	8,902.42	104%	(13,786.56)
	204	First Grade	330,940.00	72,192.10	300,998.09	91%	0.00	91%	29,941.91
	205	Second Grade	361,020.00	38,417.48	356,239.79	99%	0.00	99%	4,780.21
	206	Third Grade	242,760.00	36,095.13	239,434.10	99%	0.00	99%	3,325.90
	207	Fourth Grade	285,780.00	23,274.25	278,139.35	97%	47.86	97%	7,592.79
	208	Fifth Grade	263,790.00	16,276.32	257,881.19	98%	280.15	98%	5,628.66
	209	Sixth Grade	198,010.00	50,101.84	201,834.02	102%	0.00	102%	(3,824.02)
	211	Secondary Ed-Gen	246,720.00	32,104.33	230,885.52	94%	378.32	94%	15,456.16
	212	Art	73,040.00	16,488.17	70,217.73	96%	36.10	96%	2,786.17
	213	Agriculture - Non Vocational	17,250.00	4,057.14	16,895.71	98%	0.00	98%	354.29
	215	Business	2,050.00	0.00	2,052.95	100%	0.00	100%	(2.95)
	216	Educ. Disadvantaged	88,410.00	21,708.70	88,436.67	100%	0.00	100%	(26.67)
	218	Gifted And Talented	15,520.00	3,332.45	13,357.10	86%	0.00	86%	2,162.90
	220	English	281,740.00	24,504.46	274,413.64	97%	0.00	97%	7,326.36
	230	Foreign Language	42,650.00	10,340.19	42,012.89	99%	0.00	99%	637.11
	240	Health/Phys Ed	215,090.00	51,758.30	218,025.88	101%	0.00	101%	(2,935.88)
	249	Dr Trg/behind Wheel	15,550.00	1,774.44	8,684.60	56%	0.00	56%	6,865.40
	250	FACS	43,230.00	0.00	41,901.44	97%	0.00	97%	1,328.56
	254	Barnezville Branderz	200.00	0.00	156.19	78%	0.00	78%	43.81
	255	Industrial Educ	99,230.00	394.11	98,704.15	99%	0.00	99%	525.85
	256	Mathematics	249,870.00	44,863.02	253,259.14	101%	0.00	101%	(3,389.14)

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending June 30, 2020

Sequence: Fd, Pro

	Description	B20 Annual Budget	Period 202012	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
258	Inst Music	63,290.00	14,068.83	62,967.09	99%	113.60	100%	209.31
259	Vocal Music	139,240.00	12,519.56	137,632.43	99%	0.00	99%	1,607.57
260	Science	261,230.00	41,594.90	265,715.40	102%	0.00	102%	(4,485.40)
261	Science - River Watch	3,030.00	0.00	2,289.36	76%	0.00	76%	740.64
270	Social-Scienc/Study	262,070.00	64,055.92	257,483.08	98%	0.00	98%	4,586.92
288	Flow Thru/Sales	18,500.00	(42.60)	23,795.76	129%	1,218.09	135%	(6,513.85)
289	Flo Thru/Sales	22,360.00	1,451.04	18,349.06	82%	33.37	82%	3,977.57
292	Boys/Girls Athletic	30,320.00	0.00	18,932.97	62%	0.00	62%	11,387.03
294	Boys Athletics	162,030.00	0.00	153,376.61	95%	6,160.37	98%	2,493.02
295	Speech/Debate	6,850.00	3,892.59	6,400.00	93%	0.00	93%	450.00
296	Girls Athletics	107,060.00	0.00	95,619.43	89%	0.00	89%	11,440.57
298	Extra-Curricular	87,240.00	544.37	80,412.57	92%	0.00	92%	6,827.43
299	Concessions	28,020.00	0.00	27,962.08	100%	0.00	100%	57.92
301	Agriculture	86,760.00	20,764.61	87,418.59	101%	0.00	101%	(658.59)
331	Consumer Homemaking	46,190.00	0.00	45,701.46	99%	0.00	99%	488.54
341	Business and Office Education	154,190.00	23,015.14	152,690.49	99%	0.00	99%	1,499.51
400	General Special Education	500.00	0.00	162.00	32%	0.00	32%	338.00
401	Speech/Lang.impaired	124,660.00	24,105.58	123,453.23	99%	0.00	99%	1,206.77
402	M.I.-Mild-Moderate	144,730.00	22,818.12	141,110.27	97%	0.00	97%	3,619.73
403	M.I.-Moderate-Severe	30,310.00	7,579.07	30,476.22	101%	0.00	101%	(166.22)
404	Physically Impaired	910.00	0.00	906.00	100%	0.00	100%	4.00
405	Deaf-Hard of Hearing	0.00	0.00	14.99	0%	0.00	0%	(14.99)
406	Visually Impaired	8,450.00	0.00	3,047.51	36%	0.00	36%	5,402.49
407	Spec Learning Disabl	174,210.00	44,255.23	171,627.77	99%	0.00	99%	2,582.23
408	Emot/Behavior Disord	196,560.00	35,590.84	207,061.54	105%	0.00	105%	(10,501.54)
410	Other Health Impair	203,580.00	28,664.93	207,841.10	102%	0.00	102%	(4,261.10)
411	Autistic	132,390.00	14,206.73	133,981.24	101%	0.00	101%	(1,591.24)
412	Develop Delayed	0.00	0.00	426.20	0%	0.00	0%	(426.20)
416	Multiple Handicap	48,090.00	11,010.08	45,210.88	94%	0.00	94%	2,879.12

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending June 30, 2020

Sequence: Fd, Pro

		Description	B20 Annual Budget	Period 202012	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01		General Fund							
	420	Special Ed General	93,970.00	733.56	85,239.44	91%	0.00	91%	8,730.56
	430	Homebound	2,980.00	0.00	0.00	0%	0.00	0%	2,980.00
	612	Technology	178,520.00	4,970.29	154,410.21	86%	4,399.08	89%	19,710.71
	620	Educ.media/Library	72,890.00	15,047.11	70,846.99	97%	25.00	97%	2,018.01
	625	Audio/Visual Dept.	1,140.00	0.00	34.00	3%	0.00	3%	1,106.00
	630	Instruc-Related Technology	58,990.00	2,756.00	60,610.00	103%	0.00	103%	(1,620.00)
	640	Staff Development	104,030.00	1,151.20	33,795.22	32%	(315.00)	32%	70,549.78
	690	Other Inst Support	31,260.00	0.00	31,258.01	100%	0.00	100%	1.99
	710	Counseling/Guidance	94,460.00	22,451.26	92,112.28	98%	0.00	98%	2,347.72
	712	Elem Couseling & Guidance	18,110.00	4,402.80	18,194.56	100%	0.00	100%	(84.56)
	720	Health Services	72,630.00	16,380.55	71,289.09	98%	0.00	98%	1,340.91
	760	Pupil Transport	644,380.00	6,052.62	628,253.26	97%	238.60	98%	15,888.14
	790	Other Pupil Services	94,700.00	13,753.55	88,752.01	94%	0.00	94%	5,947.99
	810	Oper/Maintenance	683,080.00	50,700.58	659,499.78	97%	5,390.06	97%	18,190.16
	811	Grounds Maint	14,500.00	141.99	12,410.17	86%	478.18	89%	1,611.65
	812	Buildings Maint	75,470.00	449.68	60,762.52	81%	0.00	81%	14,707.48
	813	Equip Maint	5,900.00	327.36	6,794.34	115%	0.00	115%	(894.34)
	850	Facilities	154,670.00	0.00	153,965.24	100%	0.00	100%	704.76
	865	LTFM Excld Costs -Pro 866,867	52,500.00	3,082.67	53,709.05	102%	118.30	103%	(1,327.35)
	940	Prop/Other Ins	52,720.00	0.00	52,527.40	100%	0.00	100%	192.60
	960	Other Non-Recurring Items	2,770.00	0.00	2,776.08	100%	0.00	100%	(6.08)
01		**General Fund**	9,785,480.00	1,165,557.39	9,516,703.77	97%	27,901.70	98%	240,874.53
02		Food Service							
	770	Food Service	498,580.00	48,503.12	390,865.40	78%	0.00	78%	107,714.60
02		**Food Service**	498,580.00	48,503.12	390,865.40	78%	0.00	78%	107,714.60
04		Community Service							
	505	Community Ed	60,010.00	4,559.70	54,086.10	90%	2,833.55	95%	3,090.35
	506	Summer Recreation	62,900.20	3,352.50	50,433.47	80%	164.70	80%	12,301.83
	580	Early Childhood	47,340.00	505.90	34,063.15	72%	0.00	72%	13,276.85

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending June 30, 2020

Sequence: Fd, Pro

	Description	B20 Annual Budget	Period 202012	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
04	Community Service							
582	**School Readiness**	77,230.00	607.11	65,226.22	84%	0.00	84%	12,003.78
583	**Preschool Screening**	3,790.00	0.00	362.23	10%	0.00	10%	3,427.77
585	**Youth Dev/Youth Serv**	5,550.00	0.00	4,272.52	77%	0.00	77%	1,277.48
590	**Other Community Programs**	600.00	0.00	255.27	43%	0.00	43%	344.73
04	**Community Service**	257,420.00	9,025.21	208,698.96	81%	2,998.25	82%	45,722.79
06	Building Construction							
870	**Bldg/Capital Improv.**	3,436,950.00	1,278,894.04	2,560,389.51	74%	58,488.78	76%	818,071.71
06	**Building Construction**	3,436,950.00	1,278,894.04	2,560,389.51	74%	58,488.78	76%	818,071.71
07	Debt Redemption							
910	**Debt Redemption**	182,700.00	0.00	182,600.00	100%	0.00	100%	100.00
07	**Debt Redemption**	182,700.00	0.00	182,600.00	100%	0.00	100%	100.00
	Report Totals:	14,161,130.00	2,501,979.76	12,859,257.64	91%	89,388.73	91%	1,212,483.63

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
0146	MB		15011		FURTHER				Wire	
				B 01 215 024		FSA		$1,032.40		
	PO#:	Voucher #:	91030	Invoice	Invoice No: 39459178		6/22/2020		Paid Amt:	$1,032.40
									Check Amount:	$1,032.40
0146	MB		11760		LAKES COUNTRY SERVICE COOP.				Wire	
				B 01 215 026		Bc/Bs Premium		$80,708.00		
	PO#:	Voucher #:	91068	Invoice	Invoice No: 200602477679		6/30/2020		Paid Amt:	$80,708.00
									Check Amount:	$80,708.00
0146	MB		12851	REMIT	EDUCATORS BENEFIT CONSULTANTS				Wire	
				B 01 215 005		Tax Sheltered Annuities		$2,631.37		
	PO#:	Voucher #:	91071	Invoice	Invoice No: S2020240		6/30/2020		Paid Amt:	$2,631.37
				B 01 215 005		Tax Sheltered Annuities		$733.20		
	PO#:	Voucher #:	91081	Invoice	Invoice No: S202024S0		6/30/2020		Paid Amt:	$733.20
									Check Amount:	$3,364.57
0146	MB		12860		MINNESOTA TEACHERS RETIREMENT				Wire	
				B 01 215 018		TRA		$1,944.04		
	PO#:	Voucher #:	91082	Invoice	Invoice No: S202024S0		6/30/2020		Paid Amt:	$1,944.04
				B 01 215 018		TRA		$18,179.76		
	PO#:	Voucher #:	91072	Invoice	Invoice No: S2020240		6/30/2020		Paid Amt:	$18,179.76
									Check Amount:	$20,123.80
0146	MB		12861		PUBLIC EMPLOYEES RETIREMENT				Wire	
				B 01 215 017		PERA		$7,607.85		
	PO#:	Voucher #:	91073	Invoice	Invoice No: S2020240		6/30/2020		Paid Amt:	$7,607.85
									Check Amount:	$7,607.85
0146	MB		12862	REMIT	EDUCATORS BENEFIT CONSULTANTS				Wire	
				B 01 215 005		Tax Sheltered Annuities		$598.79		
	PO#:	Voucher #:	91074	Invoice	Invoice No: S2020240		6/30/2020		Paid Amt:	$598.79
									Check Amount:	$598.79
0146	MB		14128		INTERNAL REVENUE SERVICE				Wire	
				B 01 215 010		FICA Payable		$25,697.98		
				B 01 215 011		Federal Tax		$13,015.69		
	PO#:	Voucher #:	91075	Invoice	Invoice No: S2020240		6/30/2020		Paid Amt:	$38,713.67
				B 01 215 010		FICA Payable		$1,928.90		
				B 01 215 011		Federal Tax		$1,956.56		
	PO#:	Voucher #:	91083	Invoice	Invoice No: S202024S0		6/30/2020		Paid Amt:	$3,885.46
									Check Amount:	$42,599.13

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
0146	MB		14129		MINN DEPT OF REVENUE				Wire	
				B 01 215 013		State Tax		$5,810.93		
	PO#:	Voucher #:	91076	Invoice	Invoice No: S2020240		6/30/2020		Paid Amt:	$5,810.93
									Check Amount:	$5,810.93
0146	MB		14968	REMIT	EDUCATORS BENEFIT CONSULTANTS				Wire	
				B 01 215 005		Tax Sheltered Annuities		$2,921.35		
	PO#:	Voucher #:	91078	Invoice	Invoice No: S2020240		6/30/2020		Paid Amt:	$2,921.35
									Check Amount:	$2,921.35
0146	MB		16537	REMIT	EDUCATORS BENEFIT CONSULTANTS				Wire	
				B 01 215 005		Tax Sheltered Annuities		$466.60		
	PO#:	Voucher #:	91079	Invoice	Invoice No: S2020240		6/30/2020		Paid Amt:	$466.60
									Check Amount:	$466.60
0146	MB		16936	REMIT	EDUCATORS BENEFITS CONSULTANTS				Wire	
				B 01 215 005		Tax Sheltered Annuities		$2,517.06		
	PO#:	Voucher #:	91080	Invoice	Invoice No: S2020240		6/30/2020		Paid Amt:	$2,517.06
									Check Amount:	$2,517.06
0146	MB		12942		MIDWEST BANK				Wire	
				E 01 005 110 000 401 000		Deposit Slips		$189.00		
	PO#:	Voucher #:	91086	Invoice	Invoice No: 063020		6/29/2020		Paid Amt:	$189.00
									Check Amount:	$189.00
0146	MB		15011		FURTHER				Wire	
				B 01 215 033		Health Savings Account		$933.12		
	PO#:	Voucher #:	91087	Invoice	Invoice No: 061520 HSA		6/29/2020		Paid Amt:	$933.12
									Check Amount:	$933.12
0146	MB		15011		FURTHER				Wire	
				B 01 215 024		FSA		$201.53		
	PO#:	Voucher #:	91124	Invoice	Invoice No: 39474106		7/13/2020		Paid Amt:	$201.53
									Check Amount:	$201.53
0146	MB		15011		FURTHER				Wire	
				B 01 215 024		FSA		$1,904.58		
	PO#:	Voucher #:	91125	Invoice	Invoice No: 39481330		7/13/2020		Paid Amt:	$1,904.58
									Check Amount:	$1,904.58
0146	MB		15011		FURTHER				Wire	
				B 01 215 024		FSA		$617.97		
	PO#:	Voucher #:	91126	Invoice	Invoice No: 39486243		7/13/2020		Paid Amt:	$617.97
									Check Amount:	$617.97

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type		
0146	MB		12851	REMIT	EDUCATORS BENEFIT CONSULTANTS				Wire		
				B 01 215 005		Tax Sheltered Annuities		$766.71			
	PO#:	Voucher #:	91105	Invoice	Invoice No: S2021010		7/15/2020		Paid Amt:	$766.71	
				B 01 215 005		Tax Sheltered Annuities		$1,796.17			
	PO#:	Voucher #:	91114	Invoice	Invoice No: S2020241		7/15/2020		Paid Amt:	$1,796.17	
									Check Amount:		$2,562.88
0146	MB		12860		MINNESOTA TEACHERS RETIREMENT				Wire		
				B 01 215 018		TRA		$15,188.60			
	PO#:	Voucher #:	91115	Invoice	Invoice No: S2020241		7/15/2020		Paid Amt:	$15,188.60	
				B 01 215 018		TRA		$2,937.01			
	PO#:	Voucher #:	91106	Invoice	Invoice No: S2021010		7/15/2020		Paid Amt:	$2,937.01	
									Check Amount:		$18,125.61
0146	MB		12861		PUBLIC EMPLOYEES RETIREMENT				Wire		
				B 01 215 017		PERA		$2,972.64			
	PO#:	Voucher #:	91107	Invoice	Invoice No: S2021010		7/15/2020		Paid Amt:	$2,972.64	
				B 01 215 017		PERA		$3,982.49			
	PO#:	Voucher #:	91116	Invoice	Invoice No: S2020241		7/15/2020		Paid Amt:	$3,982.49	
									Check Amount:		$6,955.13
0146	MB		12862	REMIT	EDUCATORS BENEFIT CONSULTANTS				Wire		
				B 01 215 005		Tax Sheltered Annuities		$188.79			
	PO#:	Voucher #:	91117	Invoice	Invoice No: S2020241		7/15/2020		Paid Amt:	$188.79	
				B 01 215 005		Tax Sheltered Annuities		$291.66			
	PO#:	Voucher #:	91108	Invoice	Invoice No: S2021010		7/15/2020		Paid Amt:	$291.66	
									Check Amount:		$480.45
0146	MB		14128		INTERNAL REVENUE SERVICE				Wire		
				B 01 215 010		FICA Payable		$6,710.34			
				B 01 215 011		Federal Tax		$3,537.83			
	PO#:	Voucher #:	91109	Invoice	Invoice No: S2021010		7/15/2020		Paid Amt:	$10,248.17	
				B 01 215 010		FICA Payable		$17,971.94			
				B 01 215 011		Federal Tax		$8,155.88			
	PO#:	Voucher #:	91118	Invoice	Invoice No: S2020241		7/15/2020		Paid Amt:	$26,127.82	
									Check Amount:		$36,375.99
0146	MB		14129		MINN DEPT OF REVENUE				Wire		
				B 01 215 013		State Tax		$3,832.69			
	PO#:	Voucher #:	91119	Invoice	Invoice No: S2020241		7/15/2020		Paid Amt:	$3,832.69	
				B 01 215 013		State Tax		$1,648.73			
	PO#:	Voucher #:	91110	Invoice	Invoice No: S2021010		7/15/2020		Paid Amt:	$1,648.73	
									Check Amount:		$5,481.42

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
0146	MB		14968	REMIT	EDUCATORS BENEFIT CONSULTANTS				Wire	
				B 01 215 005		Tax Sheltered Annuities		$729.43		
	PO#:	Voucher #:	91111	Invoice	Invoice No: S2021010		7/15/2020		Paid Amt:	$729.43
				B 01 215 005		Tax Sheltered Annuities		$2,138.16		
	PO#:	Voucher #:	91121	Invoice	Invoice No: S2020241		7/15/2020		Paid Amt:	$2,138.16
									Check Amount:	$2,867.59
0146	MB		16537	REMIT	EDUCATORS BENEFIT CONSULTANTS				Wire	
				B 01 215 005		Tax Sheltered Annuities		$175.01		
	PO#:	Voucher #:	91122	Invoice	Invoice No: S2020241		7/15/2020		Paid Amt:	$175.01
				B 01 215 005		Tax Sheltered Annuities		$291.67		
	PO#:	Voucher #:	91112	Invoice	Invoice No: S2021010		7/15/2020		Paid Amt:	$291.67
									Check Amount:	$466.68
0146	MB		16936	REMIT	EDUCATORS BENEFITS CONSULTANTS				Wire	
				B 01 215 005		Tax Sheltered Annuities		$201.33		
	PO#:	Voucher #:	91113	Invoice	Invoice No: S2021010		7/15/2020		Paid Amt:	$201.33
				B 01 215 005		Tax Sheltered Annuities		$2,254.10		
	PO#:	Voucher #:	91123	Invoice	Invoice No: S2020241		7/15/2020		Paid Amt:	$2,254.10
									Check Amount:	$2,455.43
0146	MB		12942		MIDWEST BANK				Wire	
				E 01 005 110 000 305 000		RDC Monthly fee		$75.00		
	PO#:	Voucher #:	91262	Invoice	Invoice No: 07012020		7/20/2020		Paid Amt:	$75.00
									Check Amount:	$75.00
0146	MB		15011		FURTHER				Wire	
				B 01 215 033		Health Savings Account		$933.07		
	PO#:	Voucher #:	91263	Invoice	Invoice No: 063020 HSA		7/20/2020		Paid Amt:	$933.07
									Check Amount:	$933.07
0146	MB		12942		MIDWEST BANK				Wire	
				E 01 005 110 000 305 000		Payroll ACH Fee		$70.00		
	PO#:	Voucher #:	91265	Invoice	Invoice No: 070720		7/20/2020		Paid Amt:	$70.00
									Check Amount:	$70.00
0146	MB		15011		FURTHER				Wire	
				B 01 215 033		Health Savings Account		$7,000.00		
	PO#:	Voucher #:	91264	Invoice	Invoice No: 070120 HSA		7/20/2020		Paid Amt:	$7,000.00
									Check Amount:	$7,000.00
0146	MB	79765	14911	REMIT	AMAZON CAPITAL SERVICES				Check	
				E 04 005 505 321 401 000		Forehead Thermometer with instant accurate rea		$274.95		

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date	Pmt Type	
0146	MB	79765	14911	REMIT	AMAZON CAPITAL SERVICES			Check	
				E 04 005 506 321 401 000	200 Counts Ear Thermometer Probe Covers/Rel	$31.98			
	PO#: 46731	Voucher #:	91039	Invoice	Invoice No: 111K-ML4J-XCMX		6/23/2020	Paid Amt:	$306.93
								Check Amount:	$306.93
0146	MB	79766	15411		DELTA DENTAL OF MINNESOTA			Check	
				B 01 215 032	premiums	$2,663.20			
	PO#:	Voucher #:	91052	Invoice	Invoice No: RIS0002920977		6/23/2020	Paid Amt:	$2,663.20
								Check Amount:	$2,663.20
0146	MB	79767	14311		E. WEINBERG SUPPLY & EQUIPMENT			Check	
				E 02 005 770 701 401 000	General Supplies	$89.49			
	PO#:	Voucher #:	91038	Invoice	Invoice No: 28641600		6/23/2020	Paid Amt:	$89.49
								Check Amount:	$89.49
0146	MB	79768	15344		EDUCATORS BENEFIT CONSULTANTS			Check	
				E 01 005 110 000 305 000	Fees For Services	$57.69			
	PO#:	Voucher #:	91053	Invoice	Invoice No: 14136		6/23/2020	Paid Amt:	$57.69
								Check Amount:	$57.69
0146	MB	79769	15413		FIDELITY SECURITY LIFE			Check	
				B 01 215 031	vision	$451.51			
	PO#:	Voucher #:	91051	Invoice	Invoice No: 2514182		6/23/2020	Paid Amt:	$451.51
								Check Amount:	$451.51
0146	MB	79770	16162		HUBER ELECTRIC INC.			Check	
				E 01 005 810 000 350 000	invoice #7549 seal kit	$100.00			
	PO#: 46739	Voucher #:	91040	Invoice	Invoice No: 49365		6/23/2020	Paid Amt:	$100.00
								Check Amount:	$100.00
0146	MB	79771	17096		ICARE ELECTRONIC REPAIR			Check	
				E 01 005 612 000 315 000	Rprs&Maint for Comp&Tech	$89.00			
	PO#:	Voucher #:	91041	Invoice	Invoice No: 23289		6/23/2020	Paid Amt:	$89.00
				E 01 005 612 000 315 000	Rprs&Maint for Comp&Tech	$89.00			
	PO#:	Voucher #:	91042	Invoice	Invoice No: 23290		6/23/2020	Paid Amt:	$89.00
				E 01 005 612 000 315 000	Rprs&Maint for Comp&Tech	$89.00			
	PO#:	Voucher #:	91043	Invoice	Invoice No: 23291		6/23/2020	Paid Amt:	$89.00
				E 01 005 612 000 315 000	Rprs&Maint for Comp&Tech	$89.00			
	PO#:	Voucher #:	91044	Invoice	Invoice No: 23437		6/23/2020	Paid Amt:	$89.00
				E 01 005 612 000 315 000	Rprs&Maint for Comp&Tech	$89.00			
	PO#:	Voucher #:	91045	Invoice	Invoice No: 23438		6/23/2020	Paid Amt:	$89.00
				E 01 005 612 000 315 000	Rprs&Maint for Comp&Tech	$89.00			
	PO#:	Voucher #:	91046	Invoice	Invoice No: 23439		6/23/2020	Paid Amt:	$89.00

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	79771	17096		ICARE ELECTRONIC REPAIR		Check
				E 01 005 612 000 315 000	Rprs&Maint for Comp&Tech	$89.00	
	PO#:	Voucher #:	91047	Invoice	Invoice No: 23440	6/23/2020	Paid Amt: $89.00
				E 01 005 612 000 315 000	Rprs&Maint for Comp&Tech	$89.00	
	PO#:	Voucher #:	91048	Invoice	Invoice No: 23441	6/23/2020	Paid Amt: $89.00
				E 01 005 612 000 315 000	Rprs&Maint for Comp&Tech	$89.00	
	PO#:	Voucher #:	91049	Invoice	Invoice No: 23442	6/23/2020	Paid Amt: $89.00
				E 01 005 612 000 315 000	Rprs&Maint for Comp&Tech	$25.00	
	PO#:	Voucher #:	91050	Invoice	Invoice No: 23446	6/23/2020	Paid Amt: $25.00
							Check Amount: $826.00
0146	MB	79772	15395		MADISON NATIONAL LIFE		Check
				B 01 215 027	Life & LTD	$1,332.43	
	PO#:	Voucher #:	91037	Invoice	Invoice No: July 2020	6/23/2020	Paid Amt: $1,332.43
							Check Amount: $1,332.43
0146	MB	79773	10799	remit	MN DEPT OF LABOR & INDUSTRY		Check
				E 06 005 870 000 305 000	HS Phase 2 Building Permit	$33,329.44	
	PO#:	Voucher #:	91031	Invoice	Invoice No: 062220 HS	6/23/2020	Paid Amt: $33,329.44
							Check Amount: $33,329.44
0146	MB	79774	10799	remit	MN DEPT OF LABOR & INDUSTRY		Check
				E 06 005 870 000 305 000	Elem School Phase 2 Building Permit	$23,392.21	
	PO#:	Voucher #:	91032	Invoice	Invoice No: 062220 EL	6/23/2020	Paid Amt: $23,392.21
							Check Amount: $23,392.21
0146	MB	79775	15415		NCPERS GROUP LIFE INS.		Check
				B 01 215 028	PERA Life Insurance	$144.00	
	PO#:	Voucher #:	91036	Invoice	Invoice No: 108802072020	6/23/2020	Paid Amt: $144.00
							Check Amount: $144.00
0146	MB	79776	14314	remit	RICK'S TIRE & TOWING		Check
				E 01 005 810 000 350 000	pick up mirror	$365.00	
	PO#: 46742	Voucher #:	91034	Invoice	Invoice No: 8864	6/23/2020	Paid Amt: $365.00
							Check Amount: $365.00
0146	MB	79777	14258		SPRINT		Check
				E 01 300 420 740 320 000	Sped Cell Phone	$119.56	
	PO#:	Voucher #:	91033	Invoice	Invoice No: 971284010-153	6/23/2020	Paid Amt: $119.56
							Check Amount: $119.56
0146	MB	79778	11606		U.S. POSTAL SERVICE		Check
				E 01 005 110 000 329 000	PO BOX RENT	$336.00	
	PO#:	Voucher #:	91035	Invoice	Invoice No: 06232020	6/23/2020	Paid Amt: $336.00
							Check Amount: $336.00

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
0146	MB	79779	15136		LAKES REGION BABE RUTH				Check	
				E 04 005 506 321 369 000		Babe Ruth Fees		$700.00		
	PO#:	Voucher #:	91054	Invoice	Invoice No: 062320		6/24/2020		Paid Amt:	$700.00
									Check Amount:	$700.00
0146	MB	79780	11239	REMIT	ACME TOOLS				Check	
				E 01 300 255 000 430 000		replacement tools consumables and 2 new grind		$274.39		
	PO#: 46735	Voucher #:	91063	Invoice	Invoice No: 7681437		6/29/2020		Paid Amt:	$274.39
									Check Amount:	$274.39
0146	MB	79781	16175		CLAY COUNTY PUBLIC HEALTH				Check	
				E 01 005 720 000 345 000		School Nurse		$5,074.00		
	PO#:	Voucher #:	91064	Invoice	Invoice No: 4244		6/29/2020		Paid Amt:	$5,074.00
									Check Amount:	$5,074.00
0146	MB	79782	10007		DACOTAH PAPER CO				Check	
				E 01 005 810 000 410 000		invoice # 38184 clorox spray		$64.12		
	PO#: 46738	Voucher #:	91061	Invoice	Invoice No: 38184		6/29/2020		Paid Amt:	$64.12
				E 01 005 865 352 401 000		Misinvoice # 34707 nitrile exam gloves		$57.67		
				E 01 005 810 000 410 000		degreeser orange		$64.94		
	PO#: 46738	Voucher #:	91062	Invoice	Invoice No: 34707		6/29/2020		Paid Amt:	$122.61
									Check Amount:	$186.73
0146	MB	79783	14274		DAKOTA MAILING				Check	
				E 01 005 110 000 401 000		Sealing Solution		$19.95		
				E 01 005 110 000 401 000		freight		$12.04		
	PO#:	Voucher #:	91066	Invoice	Invoice No: AR40223		6/29/2020		Paid Amt:	$31.99
									Check Amount:	$31.99
0146	MB	79784	17096		ICARE ELECTRONIC REPAIR				Check	
				E 01 005 612 000 315 000		Rprs&Maint for Comp&Tech		$89.00		
	PO#:	Voucher #:	91058	Invoice	Invoice No: 23465		6/29/2020		Paid Amt:	$89.00
				E 01 005 612 000 315 000		Rprs&Maint for Comp&Tech		$89.00		
	PO#:	Voucher #:	91059	Invoice	Invoice No: 23466		6/29/2020		Paid Amt:	$89.00
				E 01 005 612 000 315 000		Rprs&Maint for Comp&Tech		$89.00		
	PO#:	Voucher #:	91060	Invoice	Invoice No: 23467		6/29/2020		Paid Amt:	$89.00
									Check Amount:	$267.00
0146	MB	79785	14269		LAKES COUNTRY SERVICE COOP				Check	
				E 01 998 790 000 390 000		YES - Session 6		$6,470.19		
	PO#:	Voucher #:	91057	Invoice	Invoice No: 92121		6/29/2020		Paid Amt:	$6,470.19
									Check Amount:	$6,470.19

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
0146	MB	79786	16645		PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC			Check	
				E 01 005 110 302 370 000	Lease		$801.00		
	PO#:	Voucher #:	91065	Invoice	Invoice No: 3104020361	6/29/2020		Paid Amt:	$801.00
								Check Amount:	$801.00
0146	MB	79787	16851		SOCIAL THINKING			Check	
				E 01 100 411 740 433 000	ISBN 9780982523162 The Zones of Regulation:		$38.49		
				E 01 100 411 740 433 000	ISBN 6012 Self-Regulation with Superflex! All-In		$223.99		
				E 01 100 411 740 433 000	ISBN 9780970132000 Should I? or Shouldn't I?		$18.89		
				E 01 100 411 740 433 000	ISBN 9781936943500 Should I? or Shouldn't I'		$12.59		
				E 01 100 411 740 433 000	ISBN 5002 Superflex Posters 2-Pack		$12.59		
				E 01 100 411 740 433 000	Shipping		$32.46		
	PO#: 46648	Voucher #:	91067	Invoice	Invoice No: 166480	6/29/2020		Paid Amt:	$339.01
								Check Amount:	$339.01
0146	MB	79788	15764		WEST SIDE STEEL			Check	
				E 01 300 213 000 450 000	1/4 inch flat steel 4'X4'		$104.54		
				E 01 300 213 000 450 000	2 inch by 2 inch square tubing 3/16th inch		$255.68		
				E 01 300 213 000 450 000	3/16 sheet 16 inch by 5 foot		$32.68		
	PO#: 46736	Voucher #:	91056	Invoice	Invoice No: 25805	6/29/2020		Paid Amt:	$392.90
								Check Amount:	$392.90
0146	MB	79789	12853		EA - BARNESVILLE			Check	
				B 01 215 025	Nea-Mea-Bea Dues Payable		$1,733.98		
	PO#:	Voucher #:	91070	Invoice	Invoice No: S2020240	6/30/2020		Paid Amt:	$1,733.98
				B 01 215 025	Nea-Mea-Bea Dues Payable		$1,778.74		
	PO#:	Voucher #:	91004	Invoice	Invoice No: S2020230	6/30/2020		Paid Amt:	$1,778.74
								Check Amount:	$3,512.72
0146	MB	79790	16818		MN SCHOOL EMPLOYEES ASSOCIATION			Check	
				B 01 215 025	Nea-Mea-Bea Dues Payable		$271.07		
	PO#:	Voucher #:	91069	Invoice	Invoice No: S2020240	6/30/2020		Paid Amt:	$271.07
								Check Amount:	$271.07
0146	MB	79791	17238		ANDERSON, KYLE			Check	
				R 04 005 582 344 050 000	Refund		$30.00		
	PO#:	Voucher #:	91093	Invoice	Invoice No: 070620	7/10/2020		Paid Amt:	$30.00
								Check Amount:	$30.00
0146	MB	79792	15977		CARDMEMBER SERVICES			Check	
				E 01 005 020 000 401 000	Zoom subscription - JE		$16.09		
				E 01 005 020 000 820 000	MASA Dues - JE		$1,320.00		
				E 01 005 020 000 820 000	MBSA Dues - JE		$102.49		

Co	Bank	Check No	Code	Rcd	Vendor			Pmt/Void Date		Pmt Type	
0146	MB	79792	15977		CARDMEMBER SERVICES					Check	
				E 01 300 260 000 430 000		Science subscription - JS			$99.00		
PO#:		Voucher #:	91102	Invoice	Invoice No: June 2020			7/10/2020		Paid Amt:	$1,537.58
										Check Amount:	$1,537.58
0146	MB	79793	10001		CITY OF BARNESVILLE					Check	
				E 01 005 810 000 332 000		Electricity			$4,220.31		
				E 01 005 810 000 331 000		Water-Sewage			$2,288.50		
				E 01 005 810 000 330 000		Garbage			$18.54		
				E 04 005 505 321 320 000		Communication			$32.55		
				E 01 005 810 000 320 000		Communication			$673.50		
PO#:		Voucher #:	91101	Invoice	Invoice No: 10050228			7/10/2020		Paid Amt:	$7,233.40
										Check Amount:	$7,233.40
0146	MB	79794	17086		EMPLOYERS ASSURANCE CO					Check	
				E 01 300 211 000 270 000		Workers Comp			$14,898.50		
				E 01 100 203 000 270 000		Workers Comp			$14,898.50		
PO#:		Voucher #:	91100	Invoice	Invoice No: 062320			7/10/2020		Paid Amt:	$29,797.00
										Check Amount:	$29,797.00
0146	MB	79795	16830		FARSDALE, CHRIS OR BREANNA					Check	
				R 04 005 506 321 050 000		Refund			$75.00		
PO#:		Voucher #:	91091	Invoice	Invoice No: 070620			7/10/2020		Paid Amt:	$75.00
										Check Amount:	$75.00
0146	MB	79796	15185		MULCAHY, SARAH					Check	
				R 04 005 506 321 050 000		Refund			$90.00		
PO#:		Voucher #:	91090	Invoice	Invoice No: 070620			7/10/2020		Paid Amt:	$90.00
										Check Amount:	$90.00
0146	MB	79797	17235		MURPHY, EMILY					Check	
				R 04 005 506 321 050 000		Refund			$50.00		
PO#:		Voucher #:	91088	Invoice	Invoice No: 070620			7/10/2020		Paid Amt:	$50.00
										Check Amount:	$50.00
0146	MB	79798	17236		PAUL, PATTY					Check	
				R 04 005 506 321 050 000		Refund			$90.00		
PO#:		Voucher #:	91089	Invoice	Invoice No: 070620			7/10/2020		Paid Amt:	$90.00
										Check Amount:	$90.00
0146	MB	79799	17237		SUGGS, LAURA					Check	
				R 04 005 582 344 050 000		Refund			$30.00		
PO#:		Voucher #:	91092	Invoice	Invoice No: 070620			7/10/2020		Paid Amt:	$30.00
										Check Amount:	$30.00

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
0146	MB	79800	15810	LEASE	WELLS FARGO VENDOR FIN SERV				Check	
				E 01 005 850 000 580 000	Apple Computer Lease			$74,790.25		
				E 01 005 850 000 581 000	Interest on lease			$1,438.24		
	PO#:	Voucher #:		91200 Invoice	Invoice No: 5010607503		7/13/2020		Paid Amt:	$76,228.49
									Check Amount:	$76,228.49
0146	MB	79801	15900		ANDERSON ELECTRIC LLC				Check	
				E 01 005 811 000 350 000	invoice # 6303 repair underground cable at athl			$290.00		
	PO#: 46766	Voucher #:		91215 Invoice	Invoice No: 6303		7/15/2020		Paid Amt:	$290.00
									Check Amount:	$290.00
0146	MB	79802	12156		BARNESVILLE C-STORE				Check	
				E 01 005 760 733 442 000	Gasoline			$31.20		
				E 01 005 760 733 401 000	Car wash			$6.00		
	PO#:	Voucher #:		91130 Invoice	Invoice No: 8047-1		7/15/2020		Paid Amt:	$37.20
				E 01 005 760 733 442 000	Gasoline			$63.34		
	PO#:	Voucher #:		91131 Invoice	Invoice No: 1397-1		7/15/2020		Paid Amt:	$63.34
				E 01 005 760 733 442 000	Gasoline			$18.86		
				E 01 005 760 733 401 000	Car wash			$6.00		
	PO#:	Voucher #:		91132 Invoice	Invoice No: 3963-2		7/15/2020		Paid Amt:	$24.86
				E 01 005 760 733 401 000	Credit			$7.00		
	PO#:	Voucher #:		91133 Credit	Invoice No: 3964-2		7/15/2020		Paid Amt:	($7.00)
									Check Amount:	$118.40
0146	MB	79803	16618		BARNESVILLE DRUG & HARDWARE				Check	
				E 01 005 810 000 410 000	Custodial Supplies			$8.63		
	PO#:	Voucher #:		91135 Invoice	Invoice No: 34373		7/15/2020		Paid Amt:	$8.63
				E 01 005 810 000 410 000	Custodial Supplies			$42.31		
	PO#:	Voucher #:		91136 Invoice	Invoice No: 34417		7/15/2020		Paid Amt:	$42.31
				E 01 005 810 000 410 000	Custodial Supplies			$35.99		
	PO#:	Voucher #:		91137 Invoice	Invoice No: 34424		7/15/2020		Paid Amt:	$35.99
				E 01 005 810 000 410 000	Custodial Supplies			$76.46		
	PO#:	Voucher #:		91138 Invoice	Invoice No: 34444		7/15/2020		Paid Amt:	$76.46
				E 01 005 810 000 410 000	Custodial Supplies			$2.99		
	PO#:	Voucher #:		91139 Invoice	Invoice No: 34459		7/15/2020		Paid Amt:	$2.99
				E 01 005 810 000 410 000	Custodial Supplies			$39.95		
	PO#:	Voucher #:		91140 Invoice	Invoice No: 34477		7/15/2020		Paid Amt:	$39.95
				E 01 005 810 000 410 000	Custodial Supplies			$21.98		
	PO#:	Voucher #:		91141 Invoice	Invoice No: 34480		7/15/2020		Paid Amt:	$21.98
				E 01 005 810 000 410 000	Custodial Supplies	31		$21.98		
	PO#:	Voucher #:		91142 Invoice	Invoice No: 34500		7/15/2020		Paid Amt:	$21.98
									Check Amount:	$250.29

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
0146	MB	79804	10013		BARNESVILLE GROCERY				Check	
				E 04 005 506 321 401 000	Summer Rec supplies			$73.82		
	PO#:	Voucher #:	91143	Invoice	Invoice No: June 2020 Comm Ed		7/15/2020		Paid Amt:	$73.82
				E 01 005 810 000 410 000	Custodial Supplies			$19.98		
	PO#:	Voucher #:	91144	Invoice	Invoice No: June 2020 Custodian		7/15/2020		Paid Amt:	$19.98
									Check Amount:	$93.80
0146	MB	79805	10025		BARNESVILLE RECORD-REVIEW				Check	
				E 01 005 010 000 380 000	Publish Minutes			$2,952.00		
				E 01 005 010 000 380 000	Ad for Bids			$190.00		
	PO#:	Voucher #:	91134	Invoice	Invoice No: 063020		7/15/2020		Paid Amt:	$3,142.00
									Check Amount:	$3,142.00
0146	MB	79806	17031		BOND TRUST SERVICES CORPORATION				Check	
				E 07 005 910 000 720 000	Bond Interest			$19,200.00		
	PO#:	Voucher #:	91127	Invoice	Invoice No: 56872		7/15/2020		Paid Amt:	$19,200.00
									Check Amount:	$19,200.00
0146	MB	79807	17031		BOND TRUST SERVICES CORPORATION				Check	
				E 07 005 910 000 720 000	Bond 2019A Interest			$785,215.00		
	PO#:	Voucher #:	91128	Invoice	Invoice No: 56873		7/15/2020		Paid Amt:	$785,215.00
									Check Amount:	$785,215.00
0146	MB	79808	17031		BOND TRUST SERVICES CORPORATION				Check	
				E 01 005 110 000 305 000	Bond Paying Agent Fee			$475.00		
	PO#:	Voucher #:	91129	Invoice	Invoice No: 58179		7/15/2020		Paid Amt:	$475.00
									Check Amount:	$475.00
0146	MB	79809	17229		BRAUN INTERTEC CORPORATION				Check	
				E 06 005 870 000 305 889	Construction Testing			$8,601.50		
	PO#:	Voucher #:	91202	Invoice	Invoice No: Draw #3		7/15/2020		Paid Amt:	$8,601.50
									Check Amount:	$8,601.50
0146	MB	79810	15055	remit	BSN SPORTS LLC				Check	
				E 01 300 294 302 530 502	70 Jerseys			$7,595.00		
				E 01 300 294 302 530 502	shipping			$42.05		
	PO#: 46772	Voucher #:	91219	Invoice	Invoice No: 909356958		7/15/2020		Paid Amt:	$7,637.05
				E 01 300 294 302 530 502	70 pants			$4,165.00		
				E 01 300 294 302 530 502	shipping			$42.05		
	PO#: 46772	Voucher #:	91220	Invoice	Invoice No: 909356957		7/15/2020		Paid Amt:	$4,207.05
				E 01 300 294 000 401 502	F5 Schutt Helmet - 1 Medium, 3 Large, 2 XL			$2,244.00		
				E 01 300 294 000 401 502	shipping			$62.75		
	PO#:	Voucher #:	91221	Invoice	Invoice No: 909356961		7/15/2020		Paid Amt:	$2,306.75
									Check Amount:	$14,150.85

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
0146	MB	79811	14584		CENTRAL DOOR & HARDWARE INC.				Check	
				E 06 005 870 000 520 808	Doors, Frames & Hardware			$3,090.00		
	PO#:	Voucher #:	91099	Invoice	Invoice No: Draw #3		7/15/2020		Paid Amt:	$3,090.00
									Check Amount:	$3,090.00
0146	MB	79812	10001		CITY OF BARNESVILLE				Check	
				E 06 005 870 000 305 889	Temp Electric			$32.35		
	PO#:	Voucher #:	91204	Invoice	Invoice No: Draw #3		7/15/2020		Paid Amt:	$32.35
									Check Amount:	$32.35
0146	MB	79813	10007		DACOTAH PAPER CO				Check	
				E 01 005 865 352 401 000	invoice # 41891 face masks			$118.30		
				E 01 005 810 000 410 000	mr clean eraser			$47.64		
				E 01 005 810 000 410 000	38x58 black can liners			$32.13		
				E 01 005 810 000 410 000	hand sanitizer			$51.61		
				E 01 005 810 000 410 000	clorox disinf spray			$64.12		
				E 01 005 810 000 410 000	dial foaming hand soap			$22.95		
	PO#: 46760	Voucher #:	91145	Invoice	Invoice No: 41891		7/15/2020		Paid Amt:	$336.75
									Check Amount:	$336.75
0146	MB	79814	14803		DAKOTA REFRIGERATION				Check	
				E 01 005 810 000 350 000	invoice # f157980 clean ice machine			$390.50		
	PO#: 46765	Voucher #:	91214	Invoice	Invoice No: F157980		7/15/2020		Paid Amt:	$390.50
									Check Amount:	$390.50
0146	MB	79815	17239		DAKOTA ROLLOFF SERVICES LLC				Check	
				E 06 005 870 000 305 889	Dumpsters			$965.66		
	PO#:	Voucher #:	91203	Invoice	Invoice No: Draw #3		7/15/2020		Paid Amt:	$965.66
									Check Amount:	$965.66
0146	MB	79816	15344		EDUCATORS BENEFIT CONSULTANTS				Check	
				E 01 005 110 000 305 000	Fees For Services			$57.69		
	PO#:	Voucher #:	91208	Invoice	Invoice No: 14849		7/15/2020		Paid Amt:	$57.69
									Check Amount:	$57.69
0146	MB	79817	17177		EICHOLTZ MASONRY INC				Check	
				E 06 005 870 000 520 804	Masonry			$49,400.00		
	PO#:	Voucher #:	91096	Invoice	Invoice No: Draw #3		7/15/2020		Paid Amt:	$49,400.00
									Check Amount:	$49,400.00
0146	MB	79818	10052		FARMERS COOPERATIVE OIL CO				Check	
				E 01 005 760 733 442 000	Gasoline			$25.91		
	PO#:	Voucher #:	91149	Invoice	Invoice No: 251-1		7/15/2020		Paid Amt:	$25.91
				E 01 005 760 733 442 000	Gasoline			$17.50		
	PO#:	Voucher #:	91150	Invoice	Invoice No: 334-1		7/15/2020		Paid Amt:	$17.50

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	79818	10052		FARMERS COOPERATIVE OIL CO		Check		
				E 01 005 760 733 442 000	Gasoline		$15.18		
	PO#:	Voucher #:	91151	Invoice	Invoice No: 1795-1	7/15/2020		Paid Amt:	$15.18
				E 01 005 811 000 442 000	Gasoline		$24.50		
	PO#:	Voucher #:	91152	Invoice	Invoice No: 543-2	7/15/2020		Paid Amt:	$24.50
				E 01 005 760 733 442 000	Gasoline		$16.87		
	PO#:	Voucher #:	91153	Invoice	Invoice No: 5999-2	7/15/2020		Paid Amt:	$16.87
				E 01 005 811 000 442 000	Gasoline		$26.00		
	PO#:	Voucher #:	91154	Invoice	Invoice No: 2412-1	7/15/2020		Paid Amt:	$26.00
				E 01 005 760 733 442 000	Gasoline		$24.50		
	PO#:	Voucher #:	91155	Invoice	Invoice No: 7131-2	7/15/2020		Paid Amt:	$24.50
				E 01 005 810 000 442 000	Gasoline		$28.50		
	PO#:	Voucher #:	91156	Invoice	Invoice No: 7411-2	7/15/2020		Paid Amt:	$28.50
				E 01 005 760 733 442 000	Gasoline		$22.00		
	PO#:	Voucher #:	91157	Invoice	Invoice No: 4568-1	7/15/2020		Paid Amt:	$22.00
				E 01 005 811 000 442 000	Gasoline		$25.75		
	PO#:	Voucher #:	91158	Invoice	Invoice No: 8077-2	7/15/2020		Paid Amt:	$25.75
				E 01 005 760 733 442 000	Gasoline		$20.00		
	PO#:	Voucher #:	91159	Invoice	Invoice No: 8770-2	7/15/2020		Paid Amt:	$20.00
				E 01 005 760 733 442 000	Gasoline		$22.00		
	PO#:	Voucher #:	91160	Invoice	Invoice No: 8978-2	7/15/2020		Paid Amt:	$22.00
				E 01 005 760 733 442 000	Gasoline		$28.07		
	PO#:	Voucher #:	91161	Invoice	Invoice No: 6899-2	7/15/2020		Paid Amt:	$28.07
				E 01 005 810 000 442 000	Gasoline		$10.60		
	PO#:	Voucher #:	91162	Invoice	Invoice No: 9316-2	7/15/2020		Paid Amt:	$10.60
				E 01 005 760 733 442 000	Gasoline		$19.00		
	PO#:	Voucher #:	91163	Invoice	Invoice No: 7265-1	7/15/2020		Paid Amt:	$19.00
				E 01 005 760 733 442 000	Gasoline		$13.10		
	PO#:	Voucher #:	91164	Invoice	Invoice No: 7370-1	7/15/2020		Paid Amt:	$13.10
				E 01 005 760 733 442 000	Gasoline		$28.85		
	PO#:	Voucher #:	91165	Invoice	Invoice No: 238-2	7/15/2020		Paid Amt:	$28.85
								Check Amount:	$368.33
0146	MB	79819	16206	remit	FOLLETT SCHOOL SOLUTIONS, INC.		Check		
				E 01 300 620 302 470 000	Titlepeek Renewal		$130.00		
	PO#: 46690	Voucher #:	91148	Invoice	Invoice No: 1399940	7/15/2020		Paid Amt:	$130.00
								Check Amount:	$130.00

Co	Bank	Check No	Code	Rcd	Vendor			Pmt/Void Date		Pmt Type
0146	MB	79820	17205	REMIT	FORECAST5 ANALYTICS					Check
				E 01 005 110 000 305 000		5Cast and 5Cast Plus LIcense Agreement and S			$10,710.00	
	PO#: 46694	Voucher #:	91146	Invoice	Invoice No: INV12584			7/15/2020		Paid Amt: $10,710.00
										Check Amount: $10,710.00
0146	MB	79821	10060		FUCHS SANITATION, INC					Check
				E 01 005 810 000 330 000		Garbage			$947.81	
	PO#:	Voucher #:	91147	Invoice	Invoice No: 48167			7/15/2020		Paid Amt: $947.81
										Check Amount: $947.81
0146	MB	79822	10825		HUGHES, TRAVIS					Check
				E 04 005 506 321 305 000		Babe Ruth umpire			$168.00	
	PO#:	Voucher #:	91166	Invoice	Invoice No: 070920			7/15/2020		Paid Amt: $168.00
										Check Amount: $168.00
0146	MB	79823	17076		JAMF SOFTWARE LLC					Check
				E 01 300 211 000 405 000		Migration Services			$600.00	
				E 01 100 203 000 405 000		Migration Services			$600.00	
				E 01 300 211 000 405 000		EDU - RC JAMF PRO IOS			$76.50	
				E 01 100 203 000 405 000		EDU - RC JAMF PRO IOS			$76.50	
				E 01 100 203 000 405 000		EDU RC JAMF PRO IOS			$4,275.00	
				E 01 300 211 000 405 000		EDU RC JAMF PRO IOS			$4,275.00	
	PO#: 46712	Voucher #:	91168	Invoice	Invoice No: INV151350			7/15/2020		Paid Amt: $9,903.00
										Check Amount: $9,903.00
0146	MB	79824	16615		JIFFY JONS INC					Check
				E 06 005 870 000 401 889		Temp Toilet			$387.50	
	PO#:	Voucher #:	91094	Invoice	Invoice No: Draw #3			7/15/2020		Paid Amt: $387.50
										Check Amount: $387.50
0146	MB	79825	13040		JMC COMPUTER SERVICE INC.					Check
				E 01 300 211 000 405 000		Web Hosting			$770.00	
				E 01 300 211 000 405 000		HS			$3,108.10	
				E 02 005 770 701 350 000		Lunch Module			$698.90	
	PO#:	Voucher #:	91205	Invoice	Invoice No: 2218			7/15/2020		Paid Amt: $4,577.00
				E 01 100 203 000 405 000		Web Hosting			$974.00	
				E 01 100 203 000 405 000		Standards & Benchmarks			$374.99	
				E 01 100 203 000 405 000		Elem			$3,828.22	
				E 02 005 770 701 350 000		Lunch Module			$815.18	
	PO#:	Voucher #:	91206	Invoice	Invoice No: 2219			7/15/2020		Paid Amt: $5,992.39
										Check Amount: $10,569.39

Co	Bank	Check No	Code	Rcd	Vendor								Pmt/Void Date		Pmt Type	
0146	MB	79827	14269		LAKES COUNTRY SERVICE COOP										Check	
				E	01	005	110	000	820	000	FY21 Membership Fee			$3,948.75		
	PO#:	Voucher #:		91169	Invoice		Invoice No: 92209						7/15/2020		Paid Amt:	$3,948.75
															Check Amount:	$3,948.75
0146	MB	79828	17218		LANDWEHR CONSTRUCTION INC										Check	
				E	06	005	870	000	520	831	Earthwork & Site Utilities			$353,481.80		
	PO#:	Voucher #:		91095	Invoice		Invoice No: Draw #3						7/15/2020		Paid Amt:	$353,481.80
															Check Amount:	$353,481.80
0146	MB	79829	17233		MANNING MECHANICAL INC										Check	
				E	06	005	870	000	520	822	Plumbing & HVAC			$56,050.00		
	PO#:	Voucher #:		91097	Invoice		Invoice No: Draw #3						7/15/2020		Paid Amt:	$56,050.00
															Check Amount:	$56,050.00
0146	MB	79830	17230		MAPLE RIVER GRAIN AND AGRONOMY LLC										Check	
				E	01	005	811	000	420	000	chemicals for grounds			$487.18		
	PO#: 46726	Voucher #:		91226	Invoice		Invoice No: 210892						7/15/2020		Paid Amt:	$487.18
															Check Amount:	$487.18
0146	MB	79831	13592		MARCO BUSINESS PRODUCTS INC										Check	
				E	01	300	211	302	530	000	Konica Minolta Copier (6 month lease)			$705.14		
				E	01	005	110	302	530	000	Konica Minolta Copier (6 month lease)			$352.57		
				E	01	100	203	302	530	000	Konica Minolta Copier (6 month lease)			$705.15		
				E	01	100	203	302	530	000	Supply Freight			$14.00		
				E	01	005	110	302	530	000	Supply Freight			$7.00		
				E	01	300	211	302	530	000	Supply Freight			$14.00		
	PO#: 46791	Voucher #:		91211	Invoice		Invoice No: 418732970						7/15/2020		Paid Amt:	$1,797.86
															Check Amount:	$1,797.86
0146	MB	79832	11242		MASBO										Check	
				E	01	005	110	000	820	000	MASBO 2020-21 Active Member Dues			$340.00		
	PO#: 46759	Voucher #:		91173	Invoice		Invoice No: 300005032						7/15/2020		Paid Amt:	$340.00
															Check Amount:	$340.00
0146	MB	79833	10439		MASSP										Check	
				E	01	300	050	000	820	000	Dues and Membership			$865.00		
	PO#:	Voucher #:		91175	Invoice		Invoice No: 2020-21 Member						7/15/2020		Paid Amt:	$865.00
															Check Amount:	$865.00
0146	MB	79834	13570	remit	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS										Check	
				E	01	100	203	000	460	000	Social Studies - 978-0-07-672188-7			$451.95		
				E	01	100	203	000	460	000	Social Studies - 978-0-07-672240-2			$240.70		
				E	01	100	203	000	460	000	Social Studies - 978-0-07-673240-1			$135.65		

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	79834	13570	remit	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS		Check
				E 01 100 203 000 460 000	Shipping	$63.93	
	PO#: 46740	Voucher #:	91170	Invoice	Invoice No: 113265118001	7/15/2020	Paid Amt: $892.23
							Check Amount: $892.23
0146	MB	79835	10392		MESPA		Check
				E 01 100 050 000 820 000	Dues and Membership	$924.00	
	PO#:	Voucher #:	91178	Invoice	Invoice No: 05192020	7/15/2020	Paid Amt: $924.00
							Check Amount: $924.00
0146	MB	79836	14057		MIDWEST COMMUNICATIONS		Check
				E 01 005 812 000 350 000	Phone Service	$230.00	
	PO#:	Voucher #:	91222	Invoice	Invoice No: 23795	7/15/2020	Paid Amt: $230.00
							Check Amount: $230.00
0146	MB	79837	10165		MINN. SCHOOL BOARDS ASSOC.		Check
				E 01 005 010 000 820 000	Association Dues (7/1/20 to 6/30/21)	$4,246.00	
				E 01 005 010 000 405 000	BoardBook Subscription Tier II	$2,925.00	
				E 01 005 010 000 820 000	Policy Services Renewal	$715.00	
	PO#:	Voucher #:	91177	Invoice	Invoice No: 24822S6W7Y1	7/15/2020	Paid Amt: $7,886.00
							Check Amount: $7,886.00
0146	MB	79839	13860		MN FFA REGION I SEC/TREASURER		Check
				E 01 300 301 830 433 000	Indiv Instruct Mat'l	$275.00	
	PO#:	Voucher #:	91176	Invoice	Invoice No: 060920	7/15/2020	Paid Amt: $275.00
							Check Amount: $275.00
0146	MB	79840	10556	lss	MOORHEAD AREA PUBLIC SCHOOLS		Check
				E 01 200 420 740 396 000	Sp Ed Sal Pur F Other D	$2,010.48	
				E 01 200 420 740 366 000	Gen.trv,Meals, Rooms	$244.34	
	PO#:	Voucher #:	91171	Invoice	Invoice No: 1439-3	7/15/2020	Paid Amt: $2,254.82
							Check Amount: $2,254.82
0146	MB	79841	10222		MREA		Check
				E 01 005 010 000 820 000	2020-21 Dues	$1,747.00	
				E 01 005 010 000 820 000	2021-22 Dues	$1,747.00	
	PO#:	Voucher #:	91174	Invoice	Invoice No: 2021-1551	7/15/2020	Paid Amt: $3,494.00
							Check Amount: $3,494.00
0146	MB	79842	10589		NERESON AUTOMOTIVE, INC.		Check
				E 01 005 760 733 350 000	fix air cond.	$238.62	
	PO#: 46752	Voucher #:	91216	Invoice	Invoice No: 10986747/1	7/15/2020	Paid Amt: $238.62
				E 01 005 760 733 350 000	van air repair	$1,260.69	
	PO#: 46768	Voucher #:	91217	Invoice	Invoice No: 1098445	7/15/2020	Paid Amt: $1,260.69
							Check Amount: $1,499.31

Co	Bank	Check No	Code	Rcd	Vendor							Pmt/Void Date		Pmt Type	
0146	MB	79843	17214		PAPER 101									Check	
				E	01	300	211	000	401	000	W102 1 Pallet (40 Cases), Xerographic		$1,050.40		
				E	01	300	211	000	401	000	JULY Delivery Options		$0.00		
				E	01	300	211	000	401	000	LIFT LIFTGATE TO GROUND SERVICE. For 1		$75.00		
	PO#: 46714	Voucher #:	91209	Invoice		Invoice No: 181554-00						7/15/2020		Paid Amt:	$1,125.40
				E	01	100	203	000	401	000	W103 2 Pallets 8.5 x 11 20# Paper		$2,100.80		
				E	01	100	203	000	401	000	Liftgate to Ground Service		$75.00		
	PO#: 46713	Voucher #:	91210	Invoice		Invoice No: 181560-00						7/15/2020		Paid Amt:	$2,175.80
														Check Amount:	$3,301.20
0146	MB	79844	14819		PAYSCHOOLS									Check	
				E	01	005	110	000	305	000	Payschools Central annual agreement		$605.00		
	PO#: 46756	Voucher #:	91179	Invoice		Invoice No: 236512						7/15/2020		Paid Amt:	$605.00
														Check Amount:	$605.00
0146	MB	79845	16905		RA MORTON & ASSOCIATES INC									Check	
				E	06	005	870	000	305	882	CM Fee		$27,690.00		
				E	06	005	870	000	305	885	Plan Printing & Bid Expenses		$211.50		
				E	06	005	870	000	305	889	Job Overhead		$106.87		
				E	06	005	870	000	305	889	Phone/Technology		$10,080.00		
				E	06	005	870	000	305	883	CM Reimburseables		$4,000.00		
	PO#:	Voucher #:	91224	Invoice		Invoice No: Draw #3						7/15/2020		Paid Amt:	$42,088.37
														Check Amount:	$42,088.37
0146	MB	79846	10166		REGION I									Check	
				E	01	005	110	000	316	000	Data Processing Svcs		$2,398.25		
				E	01	005	110	302	316	000	Data Processing Svcs		$1,884.24		
	PO#:	Voucher #:	91183	Invoice		Invoice No: 9317						7/15/2020		Paid Amt:	$4,282.49
				E	01	005	110	000	316	000	Time Clock Plus		$1,335.23		
	PO#:	Voucher #:	91184	Invoice		Invoice No: 9291						7/15/2020		Paid Amt:	$1,335.23
				E	01	100	620	302	470	000	Media Resources		$1,007.80		
				E	01	300	620	302	470	000	Media Resources		$1,007.80		
	PO#:	Voucher #:	91186	Invoice		Invoice No: 9163						7/15/2020		Paid Amt:	$2,015.60
														Check Amount:	$7,633.32
0146	MB	79847	10471	REMIT	RIDDELL / ALL AMERICAN SPORTS CORP									Check	
				E	01	300	294	000	401	502	helmet and shoulder pad rep		$2,728.87		
	PO#:	Voucher #:	91180	Invoice		Invoice No: 951143336						7/15/2020		Paid Amt:	$2,728.87
				E	01	300	294	000	401	502	JH helmet and shoulder pad rep		$239.24		
	PO#:	Voucher #:	91181	Invoice		Invoice No: 951141809						7/15/2020		Paid Amt:	$239.24

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	79847	10471	REMIT	RIDDELL / ALL AMERICAN SPORTS CORP		Check
				E 01 300 294 000 401 502	FB supplies	$25.49	
	PO#:	Voucher #:	91182	Invoice	Invoice No: 951182817	7/15/2020	Paid Amt: $25.49
							Check Amount: $2,993.60
0146	MB	79848	14553		ROCHESTER TELECOM SYSTEMS		Check
				E 01 005 810 000 320 000	Communication	$17.96	
				E 04 005 505 321 320 000	Communication	$9.55	
	PO#:	Voucher #:	91185	Invoice	Invoice No: 062220	7/15/2020	Paid Amt: $27.51
							Check Amount: $27.51
0146	MB	79849	17052		ROLLER, JOHN		Check
				B 01 206 001	Returned ACH	$65.86	
	PO#:	Voucher #:	91225	Invoice	Invoice No: 071520	7/15/2020	Paid Amt: $65.86
							Check Amount: $65.86
0146	MB	79850	12998	REMIT	SAVVAS LEARNING COMPANY LLC		Check
				E 01 100 203 000 460 000	K-3 Math Workbooks (more needed based on st	$2,170.54	
				E 01 100 203 000 460 000	shipping	$151.94	
	PO#: 46741	Voucher #:	91191	Invoice	Invoice No: 4026106581	7/15/2020	Paid Amt: $2,322.48
				E 01 300 211 302 460 000	ELEVATE MIDDLE GRADES SCIENCE 2019 I	$5,877.90	
				E 01 300 211 302 460 000	ELEVATE MIDDLE GRADES SCIENCE 2019 S	$562.35	
				E 01 300 211 302 460 000	MILLER LEVINE BIOLOGY 2019 STUDENT EI	$604.85	
				E 01 300 211 302 460 000	MILLER LEVINE BIOLOGY DIGITAL COURSE	$6,612.90	
				E 01 300 211 302 460 000	MILLER LEVINE BIOLOGY 2019 LABSTER PF	$1,155.00	
				E 01 300 211 302 460 000	Shipping	$92.95	
	PO#: 46746	Voucher #:	91223	Invoice	Invoice No: 7027149721	7/15/2020	Paid Amt: $14,905.95
							Check Amount: $17,228.43
0146	MB	79851	15989	remit	SCHOOLOGY, INC.		Check
				E 01 005 612 000 555 000	Enterprise subscription 19-20	$8,240.00	
	PO#:	Voucher #:	91187	Invoice	Invoice No: 23477	7/15/2020	Paid Amt: $8,240.00
							Check Amount: $8,240.00
0146	MB	79852	17085		SEATING AND ATHLETIC FACILITY ENTERPRISES, LLC		Check
				E 06 005 870 000 520 811	Bleachers	$3,882.00	
	PO#:	Voucher #:	91098	Invoice	Invoice No: Draw #3	7/15/2020	Paid Amt: $3,882.00
							Check Amount: $3,882.00
0146	MB	79853	17169		SEESAW LEARNING INC		Check
				E 01 100 203 000 405 000	Subscription: Seesaw for Schools	$1,155.00	
	PO#: 46763	Voucher #:	91192	Invoice	Invoice No: 2020-24479	7/15/2020	Paid Amt: $1,155.00
							Check Amount: $1,155.00

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
0146	MB	79854	11442	remit	SHERWIN-WILLIAMS COMPANY				Check	
				E 01 005 812 000 420 000	invoice # 6090-2 paint for efus	$491.00				
	PO#: 46769	Voucher #:	91218	Invoice	Invoice No: 6090	7/15/2020		Paid Amt:	$491.00	
								Check Amount:		$491.00
0146	MB	79855	10852		SPORTLAND				Check	
				E 04 005 506 321 401 000	Babe Ruth Baseballs DBR	$164.70				
	PO#: 46758	Voucher #:	91188	Invoice	Invoice No: 58205	7/15/2020		Paid Amt:	$164.70	
								Check Amount:		$164.70
0146	MB	79856	10140		STEIN'S INC				Check	
				E 01 005 810 000 410 000	triple cleaner for carpet	$74.58				
	PO#: 46679	Voucher #:	91189	Invoice	Invoice No: 856657-2	7/15/2020		Paid Amt:	$74.58	
				E 01 005 810 000 410 000	symmetry hand sanitizer	$272.64				
	PO#: 46619	Voucher #:	91190	Invoice	Invoice No: 853121-2	7/15/2020		Paid Amt:	$272.64	
				E 01 005 810 000 410 000	invoice # 858358 juggerrnaut stripper	$515.68				
	PO#: 46744	Voucher #:	91194	Invoice	Invoice No: 858358	7/15/2020		Paid Amt:	$515.68	
				E 01 005 810 000 410 000	invoice # 858582 sanicare	$58.00				
				E 01 005 810 000 410 000	facility wipes	$71.60				
	PO#: 46744	Voucher #:	91195	Invoice	Invoice No: 858582	7/15/2020		Paid Amt:	$129.60	
				E 01 005 810 000 410 000	hand sanitizer pump	$0.00				
				E 01 005 810 000 410 000	invoice # 860536 hand sanitizer	$437.06				
	PO#: 46770	Voucher #:	91212	Invoice	Invoice No: 860536	7/15/2020		Paid Amt:	$437.06	
				E 01 005 810 000 410 000	hand sanitizer pump	$389.36				
	PO#: 46770	Voucher #:	91213	Invoice	Invoice No: 860507	7/15/2020		Paid Amt:	$389.36	
								Check Amount:		$1,818.92
0146	MB	79857	13937		STUDENT COUNCIL				Check	
				R 01 300 226 000 621 000	Student Council Vending	$171.61				
	PO#:	Voucher #:	91193	Invoice	Invoice No: 060120	7/15/2020		Paid Amt:	$171.61	
								Check Amount:		$171.61
0146	MB	79858	16303		UNITED STATES TREASURY				Check	
				E 01 005 110 000 896 000	PCORI fee	$399.35				
	PO#:	Voucher #:	91201	Invoice	Invoice No: 2020 720-V	7/15/2020		Paid Amt:	$399.35	
								Check Amount:		$399.35
0146	MB	79859	16653		VERIFIED FIRST				Check	
				E 01 005 105 000 305 000	Background Checks	$38.50				
	PO#:	Voucher #:	91196	Invoice	Invoice No: INV-000267577	7/15/2020		Paid Amt:	$38.50	
								Check Amount:		$38.50
0146	MB	79860	16906		WENDEL SGN ARCHITECTS, INC.				Check	
				E 06 005 870 000 305 000	Construction Documents	$30,294.00				

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
0146	MB	79860	16906		WENDEL SGN ARCHITECTS, INC.			Check	
				E 06 005 870 000 305 000	Construction Administration		$15,147.00		
	PO#:	Voucher #:	91198	Invoice	Invoice No: 500962	7/15/2020		Paid Amt:	$45,441.00
				E 06 005 870 000 305 000	Construction Documents		$30,294.00		
				E 06 005 870 000 305 000	Construction Administration		$15,147.00		
				E 06 005 870 000 305 000	Bidding		$11,360.25		
	PO#:	Voucher #:	91199	Invoice	Invoice No: 500874	7/15/2020		Paid Amt:	$56,801.25
								Check Amount:	$102,242.25
0146	MB	79861	14910		WEST MUSIC			Check	
				E 01 200 212 000 430 000	203768 Westco 6" Steel Triangle		$20.85		
	PO#: 46711	Voucher #:	91197	Invoice	Invoice No: SI1901915	7/15/2020		Paid Amt:	$20.85
								Check Amount:	$20.85
0146	MB	79862	16972		XCEL ENERGY			Check	
				E 01 005 810 000 333 000	Natural Gas		$581.03		
	PO#:	Voucher #:	91207	Invoice	Invoice No: 690275917	7/15/2020		Paid Amt:	$581.03
								Check Amount:	$581.03
0146	MB	79863	10904		JOHNSON CONTROLS, INC			Check	
				E 01 005 812 000 350 000	Planned Service Agreement (1/2)		$10,995.00		
	PO#: 46701	Voucher #:	91167	Invoice	Invoice No: 1-97321184095	7/15/2020		Paid Amt:	$10,995.00
								Check Amount:	$10,995.00
0146	MB	79864	17133		MOORE ENGINEERING INC			Check	
				E 06 005 870 000 305 889	Construction Staking		$13,352.85		
	PO#:	Voucher #:	91227	Invoice	Invoice No: 23997	7/15/2020		Paid Amt:	$13,352.85
								Check Amount:	$13,352.85
0146	MB	79865	17234		SATELLITE SHELTERS INC			Check	
				E 06 005 870 000 401 885	Mobile Office rental		$567.00		
	PO#:	Voucher #:	91228	Invoice	Invoice No: INV413575	7/15/2020		Paid Amt:	$567.00
								Check Amount:	$567.00
0146	MB	79866	15161		VAALER INSURANCE, INC.			Check	
				E 01 005 940 000 340 000	Property Insurance		$46,331.12		
	PO#:	Voucher #:	91229	Invoice	Invoice No: 24949	7/15/2020		Paid Amt:	$46,331.12
				E 01 005 940 000 340 000	Volunteer Accident coverage		$300.00		
	PO#:	Voucher #:	91230	Invoice	Invoice No: 24955	7/15/2020		Paid Amt:	$300.00
				E 01 005 760 733 340 000	Auto		$7,593.00		
	PO#:	Voucher #:	91231	Invoice	Invoice No: 24951	7/15/2020		Paid Amt:	$7,593.00
				E 01 005 940 000 340 000	Umbrella		$1,409.00		
	PO#:	Voucher #:	91232	Invoice	Invoice No: 24953	7/15/2020		Paid Amt:	$1,409.00
								Check Amount:	$55,633.12

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
0146	MB	79867	15900		ANDERSON ELECTRIC LLC				Check	
				E 06 005 870 000 305 000		demo elementary lights for remodel		$7,605.00		
	PO#: 46788	Voucher #:	91235	Invoice	Invoice No: 6312		7/17/2020		Paid Amt:	$7,605.00
									Check Amount:	$7,605.00
0146	MB	79868	15730		ESSENTIA HEALTH				Check	
				E 01 300 790 000 305 000		Monthly Sports Medicine agreement		$125.00		
	PO#:	Voucher #:	91239	Invoice	Invoice No: 1220.3010.1707.01		7/17/2020		Paid Amt:	$125.00
				E 01 300 790 000 305 000		Monthly Sports Medicine agreement		$125.00		
	PO#:	Voucher #:	91240	Invoice	Invoice No: 0121.3010-1707-01		7/17/2020		Paid Amt:	$125.00
									Check Amount:	$250.00
0146	MB	79869	16894		FASTENAL COMPANY				Check	
				E 01 005 810 000 410 000		window cleaner		$85.24		
	PO#: 46789	Voucher #:	91236	Invoice	Invoice No: NDWAH130369		7/17/2020		Paid Amt:	$85.24
									Check Amount:	$85.24
0146	MB	79870	15882		HONEYWELL INTERNATIONAL INC.				Check	
				E 01 005 110 000 305 000		Instant Alert renewal 20-21		$3,150.87		
	PO#: 46790	Voucher #:	91234	Invoice	Invoice No: 5251860311		7/17/2020		Paid Amt:	$3,150.87
									Check Amount:	$3,150.87
0146	MB	79871	11312	REMIT	JOHN DEERE FINANCIAL				Check	
				E 01 005 811 000 350 000		invoice # w6494155 service work on john deere t		$941.82		
	PO#: 46793	Voucher #:	91238	Invoice	Invoice No: W6494155		7/17/2020		Paid Amt:	$941.82
									Check Amount:	$941.82
0146	MB	79872	14824		PROTECTION SYSTEMS, INC.				Check	
				E 01 005 810 000 350 000		disconnect fire alarm		$151.00		
	PO#: 46792	Voucher #:	91237	Invoice	Invoice No: 49214		7/17/2020		Paid Amt:	$151.00
									Check Amount:	$151.00
0146	MB	79873	15161		VAALER INSURANCE, INC.				Check	
				E 01 005 940 000 340 000		Cyber		$2,653.28		
	PO#:	Voucher #:	91233	Invoice	Invoice No: 25191		7/17/2020		Paid Amt:	$2,653.28
									Check Amount:	$2,653.28
0146	MB	79874	15412		AFLAC				Check	
				B 01 215 029		Supplemental Insurance-Voluntary		$626.92		
	PO#:	Voucher #:	91250	Invoice	Invoice No: 619525		7/17/2020		Paid Amt:	$626.92
									Check Amount:	$626.92
0146	MB	79875	14269		LAKES COUNTRY SERVICE COOP				Check	
				E 01 005 865 358 305 000		Asbestos sampling, project #944-9-16		$116.05		
	PO#:	Voucher #:	91251	Invoice	Invoice No: 92279		7/17/2020		Paid Amt:	$116.05
									Check Amount:	$116.05

Co	Bank	Check No	Code	Rcd	Vendor									Pmt/Void Date		Pmt Type	
0146	MB	79876	16017	REMIT	PURCHASE POWER											Check	
				E	01	005	110	000	329	000	postage				$500.00		
	PO#:	Voucher #:		91252	Invoice			Invoice No:	070820					7/17/2020		Paid Amt:	$500.00
																Check Amount:	$500.00
0146	MB	79877	13590		WE TRAVEL PC LLC											Check	
				E	01	005	630	302	305	000	Tech coordinator				$1,200.00		
	PO#:	Voucher #:		91241	Invoice			Invoice No:	1040					7/17/2020		Paid Amt:	$1,200.00
				E	01	005	612	302	530	000	Ubiquiti Networks Unifi 48 Port Switch				$2,500.00		
	PO#: 46794	Voucher #:		91242	Invoice			Invoice No:	7065					7/17/2020		Paid Amt:	$2,500.00
				E	01	005	630	000	401	999	Lightning to USB Cable				$630.00		
				E	01	005	630	000	401	999	Apple 12w USB Power Adapter				$714.00		
	PO#: 46794	Voucher #:		91243	Invoice			Invoice No:	7056					7/17/2020		Paid Amt:	$1,344.00
				E	01	300	211	000	401	000	Digital to Analog Tv Converter - Weight Room T\				$49.99		
				E	01	300	612	000	455	000	Dell USB Flash Drive 64gb Optiplex Recovery B				$29.99		
				E	01	005	612	000	401	000	Dell B1260dn Toner				$59.99		
				E	01	100	612	000	401	000	HP26A Toner 2 Pack				$228.99		
				E	01	005	612	000	455	000	Intel I210-TI Network Adapter for PW3630				$59.65		
				E	01	100	408	740	401	000	Apple Pencil				$99.00		
				E	01	005	612	302	530	000	Parallels Desktop 15 for Mac				$79.99		
				E	01	005	110	000	401	000	Troy M402/M426 Micr Toner				$228.00		
				E	01	005	612	000	319	000	Webroot Endpoint May				$0.00		
	PO#: 46794	Voucher #:		91244	Invoice			Invoice No:	7056					7/17/2020		Paid Amt:	$835.60
				E	01	300	211	302	530	000	WD Purple 14TB Surveillance Hard Drive				$831.98		
	PO#:	Voucher #:		91245	Invoice			Invoice No:	7056					7/17/2020		Paid Amt:	$831.98
				E	01	005	612	302	530	000	Dell Latitude - Chris Ellefson				$856.00		
				E	01	005	612	302	530	000	Dell Latitude - Brooke Fradet				$856.00		
	PO#: 46794	Voucher #:		91246	Invoice			Invoice No:	7021					7/17/2020		Paid Amt:	$1,712.00
				E	01	005	612	302	530	000	SonicWall Advanced Gateway Security Suite Lic				$4,263.00		
				E	01	005	612	000	319	000	Carbonite Ultimate 2.22.20-5.22.20				$664.00		
				E	01	005	612	000	319	000	Carbonite Ultimate 1.5TB Cloud Backup 5.22.20				$1,999.89		
				E	01	005	612	000	319	000	ExacQ Transfer - Security software to new secu				$150.00		
				E	01	300	612	000	319	000	Exacq Pro C				$265.99		
				E	01	300	612	000	319	000	ExacQ Camera License				$905.10		
	PO#: 46794	Voucher #:		91247	Invoice			Invoice No:	6729					7/17/2020		Paid Amt:	$8,247.98
				E	01	005	612	302	530	000	Dell Optiplex 3070 PC for Teacher Rotation				$9,828.00		
				E	01	005	612	302	530	000	Apple 13.3" Macbook Air - Teacher Rotation				$13,286.00		
	PO#: 46794	Voucher #:		91248	Invoice			Invoice No:	6786					7/17/2020		Paid Amt:	$23,114.00
				E	01	005	612	000	319	000	Webroot Endpoint May				$472.50		
				E	01	005	612	000	319	000	Webroot Endpoint June				$472.50		

Co	Bank	Check No	Code	Rcd	Vendor			Pmt/Void Date		Pmt Type	
0146	MB	79877	13590		WE TRAVEL PC LLC					Check	
				E 01 005 612 000 319 000		Webroot Endpoint July			$472.50		
	PO#: 46794	Voucher #:	91249	Invoice	Invoice No: 7069			7/17/2020		Paid Amt:	$1,417.50
										Check Amount:	$41,203.06
0146	MB	79878	10001		CITY OF BARNESVILLE					Check	
				E 01 005 810 000 334 000		Recycle microwaves, TV, computer monitors			$100.00		
	PO#:	Voucher #:	91253	Invoice	Invoice No: 7162020			7/20/2020		Paid Amt:	$100.00
										Check Amount:	$100.00
0146	MB	79879	15011		FURTHER					Check	
				E 01 005 110 000 305 000		Fees For Services			$114.00		
	PO#:	Voucher #:	91254	Invoice	Invoice No: 15497656			7/20/2020		Paid Amt:	$114.00
										Check Amount:	$114.00
0146	MB	79880	14269		LAKES COUNTRY SERVICE COOP					Check	
				E 04 005 582 344 390 000		Early Childhood Support FY20 - Final Billing			$2,914.37		
				E 04 005 580 325 390 000		Early Childhood Support FY20 Final Billing			$2,914.37		
	PO#:	Voucher #:	91258	Invoice	Invoice No: 92302			7/20/2020		Paid Amt:	$5,828.74
										Check Amount:	$5,828.74
0146	MB	79881	15415		NCPERS GROUP LIFE INS.					Check	
				B 01 215 028		PERA Life Insurance			$144.00		
	PO#:	Voucher #:	91255	Invoice	Invoice No: 108802082020			7/20/2020		Paid Amt:	$144.00
										Check Amount:	$144.00
0146	MB	79882	14258		SPRINT					Check	
				E 01 300 420 740 320 000		Sped Cell Phone			$120.40		
	PO#:	Voucher #:	91256	Invoice	Invoice No: 971284010-154			7/20/2020		Paid Amt:	$120.40
										Check Amount:	$120.40
0146	MB	79883	10140		STEIN'S INC					Check	
				E 01 005 810 000 410 000		Summer Supplies			$3,427.29		
				E 01 005 810 000 410 000		Summer Supplies			$0.45		
	PO#: 46798	Voucher #:	91259	Invoice	Invoice No: 858297			7/20/2020		Paid Amt:	$3,427.74
				E 01 005 810 000 410 000		Summer Supplies			$3,647.60		
	PO#: 46798	Voucher #:	91260	Invoice	Invoice No: 858297-1			7/20/2020		Paid Amt:	$3,647.60
				E 01 005 810 000 410 000		supplies			$9.00		
	PO#:	Voucher #:	91261	Invoice	Invoice No: 860507-1			7/20/2020		Paid Amt:	$9.00
										Check Amount:	$7,084.34
0146	MB	79884	16215	remit	TEACHER SYNERGY LLC					Check	
				E 01 100 209 000 430 000		Hatchet Novel Study Unit Distance Learning			$15.75		
				E 01 100 209 000 430 000		Fractions Project | Distance Learning | Google C			$3.50		
				E 01 100 209 000 430 000		Fiction & Nonfiction Reading Response | GOOG			$9.99		

Co	Bank	Check No	Code	Rcd	Vendor						Pmt/Void Date		Pmt Type
0146	MB	79884	16215	remit	TEACHER SYNERGY LLC								Check
				E	01	100	209	000	430	000	Genius Hour Digital Activities | Distance Learnin	$5.00	
				E	01	100	209	000	430	000	February Early Finisher or Challenger Packet Gr	$4.00	
				E	01	100	209	000	430	000	Meet the Teacher Template - Editable!	$4.00	
				E	01	100	209	000	430	000	Hatchet Review Jeopardy	$4.00	
				E	01	100	209	000	430	000	Halloween Art Project, Jack-O-Lantern Art Proje	$4.00	
				E	01	100	209	000	430	000	6th Grade Daily Reading Review & Quizzes | Gc	$29.99	
				E	01	100	209	000	430	000	Minnesota + Me | Introduction & Geography Unit	$5.00	
				E	01	100	209	000	430	000	Minnesota + Me | ESCAPE ROOM | Early Dako	$3.00	
				E	01	100	209	000	430	000	Google Classroom Distance Learning End of the	$3.50	
				E	01	100	209	000	430	000	Text Message Analysis Making Inferences Goog	$3.00	
				E	01	100	209	000	430	000	Plot Diagram Activity Using Disney Movies	$3.00	
				E	01	100	209	000	430	000	Project Based Learning: Obstacle Race- Area-P	$6.75	
				E	01	100	209	000	430	000	Dream House Math Project Based Learning PBL	$4.00	
				E	01	100	209	000	430	000	Christmas Project Based Learning | Ugly Holiday	$6.00	
				E	01	100	209	000	430	000	Point of View Task Cards *Digital Option Include	$3.50	
				E	01	100	209	000	430	000	Digital Inferencing | Distance Learning	$5.00	
				E	01	100	209	000	430	000	Digital Main Idea & Supporting Details | Distance	$5.00	
				E	01	100	209	000	430	000	Digital Point of View | Distance Learning	$5.00	
				E	01	100	209	000	430	000	Digital Character Traits | Distance Learning	$5.00	
				E	01	100	209	000	430	000	Christmas Activities Google Classroom Math Dig	$4.99	
				E	01	100	209	000	430	000	Google Classroom Distance Learning Grammar	$23.24	
				E	01	100	209	000	430	000	Instagram Template (Editable on Google Slides)	$3.00	
				E	01	100	209	000	430	000	Paragraph of the Week | Paragraph Writing | GC	$9.99	
				E	01	100	209	000	430	000	6th Grade Language Spiral Review & Quizzes | (	$29.99	
				E	01	100	209	000	430	000	Division Project | Distance Learning | Google Cla	$3.50	
				E	01	100	209	000	430	000	Distance Learning Genius Hour with Google	$6.00	
				E	01	100	209	000	430	000	Gr 4-6, Vocabulary in Context Bundle, Activities	$13.80	
				E	01	100	209	000	430	000	Processing Fee	$2.99	

PO#: 46781 **Voucher #:** **91257** Invoice **Invoice No:** 121093021 **7/20/2020** **Paid Amt:** **$235.48**

Check Amount: **$235.48**

Report Total: **$2,150,468.30**

Barnesville Public Schools #146
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	$638,332.51
02	Food Service	$1,603.57
04	Community Service	$7,649.29
06	Building Construction	$698,467.93
07	Debt Redemption	$804,415.00
Report Total		**$2,150,468.30**

Student Activity Account
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
1146	MN	17428	1021		BSN SPORTS, INC.		Check
				E 01 300 298 000 401 580	Football Pants	$3,310.05	
	PO#:	Voucher #:	4174	Invoice	Invoice No: 5714688	7/14/2020	Paid Amt: $3,310.05
							Check Amount: $3,310.05
1146	MN	17429	1301		BARNESVILLE RECORD REVIEW		Check
				E 01 300 298 000 401 550	Basketball Posters	$56.25	
	PO#:	Voucher #:	4177	Invoice	Invoice No: 1827	7/20/2020	Paid Amt: $56.25
							Check Amount: $56.25
1146	MN	17430	1697		CENTRAL MINNESOTA LEAGUE		Check
				E 01 300 298 000 401 550	Summer Basketball League	$150.00	
	PO#:	Voucher #:	4176	Invoice	Invoice No: 07202020	7/20/2020	Paid Amt: $150.00
							Check Amount: $150.00
1146	MN	17431	1137		CI SPORT		Check
				E 01 300 298 000 401 550	Camp Tshirts	$380.25	
	PO#:	Voucher #:	4178	Invoice	Invoice No: 703679	7/20/2020	Paid Amt: $380.25
							Check Amount: $380.25
1146	MN	17432	1619		PERHAM HIGH SCHOOL		Check
				E 01 300 298 000 401 550	Boys Basketball Expense	$225.00	
	PO#:	Voucher #:	4175	Invoice	Invoice No: 07202020	7/20/2020	Paid Amt: $225.00
							Check Amount: $225.00
							Report Total: $4,121.55

CLAIMS PRESENTED TO THE BOARD OF EDUCATION
Monday, July 20, 2020

Amundson, Kiana			$87.05
	Summer Rec	$87.05	
Berg, Gregory			$1,195.00
	School Board Expense	$1,195.00	
Bontjes, Jaida			$12.23
	Summer Rec	$12.23	
Boom, Sydney			$928.00
	Summer Rec	$928.00	
Braton, Sharon			$441.00
	Food Service	$441.00	
Bredman Dion			$605.00
	School Board Expense	$605.00	
Cote, Celeste			$1,946.88
	Custodial Expense	$1,946.88	
Cox, Linda			$267.09
	Driver	$267.09	
Detloff, Krista			$300.00
	Student Teacher	$300.00	
Duval, Duane			$29.57
	Custodial Expense	$29.57	
Ellerbusch, Jon			$2,596.15
	Vacation Days	$2,596.15	
Ellingson, Erin			$3,242.20
	Drivers Ed	$2,294.48	
	Community Ed	$947.72	
Fradet, Brooke			$65.00
	School Board Expense	$65.00	
Goering, John			$300.00
	Student Teacher	$300.00	
Gylland, Jennifer			$83.97
	Staff Development	$83.97	
Hagen, Carson			$93.73
	Summer Rec	$93.73	
Halverson, Grace			$138.65
	Summer Rec	$138.65	
Herbranson, Nicole			$1,296.00
	Summer Rec	$1,296.00	
Hinsz, Tracy			$2,664.75
	Summer Rec	$1,320.00	
	Summer School	$1,344.75	
Lindbom, Ryan			$62.50
	School Board Expense	$62.50	

Meyer, Claire			$1,842.38
	Custodial Expense	$1,842.38	
Paur, Nicholas			$250.00
	Student Teacher	$250.00	
Passa, Samantha			$84.97
	Summer Rec	$84.97	
Peloubet-Messer, Christine			$420.00
	Summer Rec	$420.00	
Redding, Hallie			$66.32
	Summe Rec	$66.32	
Roller, John			$71.31
	Summer Rec	$71.31	
Samuelson, Jodi			$195.00
	School Board Expense	$195.00	
Snobl, Scott			$300.00
	Student Teacher	$300.00	
Strand, Bryan			$900.00
	Cell Phone Reimbursement	$900.00	
Thompson, Jacob			$125.00
	School Board Expense	$125.00	
Trowbridge, Jack			$1,296.00
	Summer Rec	$1,296.00	
Trowbridge, Philip			$750.00
	Summer Rec	$750.00	
Tschumperlin, Jordan			$1,754.53
	Custodial Expense	$1,754.53	
	SUBTOTAL	$24,410.28	
	TOTAL		$24,410.28

MSDLAF TRANSFERS TO MIDWEST BANK

NONE		
TOTAL		$0.00

MIDWEST BANK CREDIT CARD EXPENDITURES

Jon Ellerbusch			
	Zoom subscription	$16.09	$1,438.58
	MASA Dues	$1,320.00	
	MBSA Dues	$102.49	
Jodi Samuelson			$99.00
	HS Science subscription	$99.00	
Total Credit Card Expense			$1,537.58
Total Credit Card Expense			$1,537.58

6. Appreciation, Recognition and Presentations
7. Recognition of Citizens for Input Purposes
8. Reports/News
    A. High School Principal's Report 51

Barnesville High School - Board Report
July 20, 2020

Past Months Events

1. 2nd session of summer school started today and goes through this Friday, July 31.
    1. no idea yet on number of students attending
2. We have run a summer school math session and a general session to date
3. Been meeting with site council to come up with our 3 plans of action for coming back to school. To date we have come up with our In-House plan and our Hybrid plan, we will meet tomorrow to discuss what distance learning will look like moving forward.

Future High School Events

1. Secretaries will begin again August 3rd
    1. Hours will be 7:30 a.m. to 4:00 p.m.

BOARD REPORT -- TODD HENRICKSON
ELEMENTARY PRINCIPAL/ACTIVITIES DIRECTOR
July 16, 2020

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten:	70	73	73	73	72	72	72	72	72	
Grade 1:	75	76	77	77	78	78	78	78	78	
Grade 2:	70	70	71	71	71	71	71	71	71	
Grade 3:	62	61	61	61	61	60	60	60	60	
Grade 4:	68	67	67	67	67	67	67	67	67	
Grade 5:	72	72	72	72	72	71	71	71	71	
Grade 6:	66	66	66	67	68	68	68	68	68	
Total:	**483**	**485**	**487**	**488**	**489**	**487**	**487**	**487**	**487**	

ELEMENTARY INFORMATION:

- **Back to School Preparations**
  - **June 30th – District Meeting – Elementary & H.S. Site Councils**
  - **July 7th – School in Session Scenario**
    - Limiting interaction between classrooms and the social distancing of students within those classrooms is the primary concern.
    - Discussion Items include but were not limited to:
      - Student and Staff Checks
      - Entering and Leaving the building
      - Changes to “normal” in-class routines
      - Hygiene breaks throughout the day
      - PE/Music
      - Lunch & recess
      - Milk & Juice Break (snacks)
      - Special Ed
      - RTI
      - Library
      - Classroom Parties
      - Field Trips
  - **July 14th – Hybrid Model Scenario**
    - Continuing with the protocols that will be followed with the “In-School” Scenario
    - Discussion Items:
      - How will students be split?
      - How will instruction be delivered both to the students that are physically present and those that are at home
      - How do we give adequate time to both?
      - This will be a challenge!
  - **July 21st – Distance learning Scenario**
    - We will be discussing the survey results and the directives from MDE

- **Elementary Summer School (August 3rd - August 14th)**
  - Will take place in the High School (6th Grade Classrooms)
  - 41 students have signed up as of the end of May
  - The summer school staff will be meeting next week to discuss protocols and guidelines.

- **Handbook Changes**
  - There will be changes based on COVID and the Construction Project
    - Staff, students, and parents will be made aware of the changes before the school year begins.
  - I am not sure if these will be permanent changes and therefore would not be added to our handbook.

- **We plan to be back in the Office officially on August 3rd**
  - Will depend on the abatement project

ACTIVITY INFORMATION:

- **July 16th - MSHSL Update**
  - Pod sizes and competition guidelines are still in place
  - AD from a school near the cities spoke to the group
    1. They recently had several athletes test positive for COVID
    2. All protocols and guidelines were being followed during their summer camps
    3. The issue was traced back to a get together held at a lake cabin
    4. This will be an ongoing problem as schools cannot control what happens when students leave.
  - Officials Associations – Finding officials may be a problem
  - Board of Directors Meeting
    1. Expired physicals have been officially extended through the end of the school year
    2. **Return to Participation Task Force** – created
       - Direction will come from the Governor, MDH, and MDE
       - Partnering with MASSP, MSBA, MASA, etc.
       - Will review current guidelines that are in place for youth activities
       - Guiding Principals
         - Health and Safety
         - Align with return to Learn decisions
         - Provide opportunity for participation in each sport
         - Make fair and equitable decisions
         - Be financially responsible
         - Apply guidelines consistently
       - Create frameworks for options for participation
       - Moving from a system approach to a more specific approach
    3. **Financial Task Force** - created
       - What will activities look like moving forward
    4. Important Dates
       - July 27th - Start of School announcement
       - August 4th - Board of Directors Meeting
  - **The MSHSL has had no discussions or made any decisions on flipping seasons.**
    1. A lot of miss-information is going around on social media
  - ***NO PLAN HAS BEEN DEVELOPED AT THIS TIME!***

- **Fall Athletic Start Dates**
  - **Monday, August 17th**
    - **Volleyball Grades 9 – 12**
      - Time: 8:00 am – 11:00 am
      - Site: New & Old Gyms

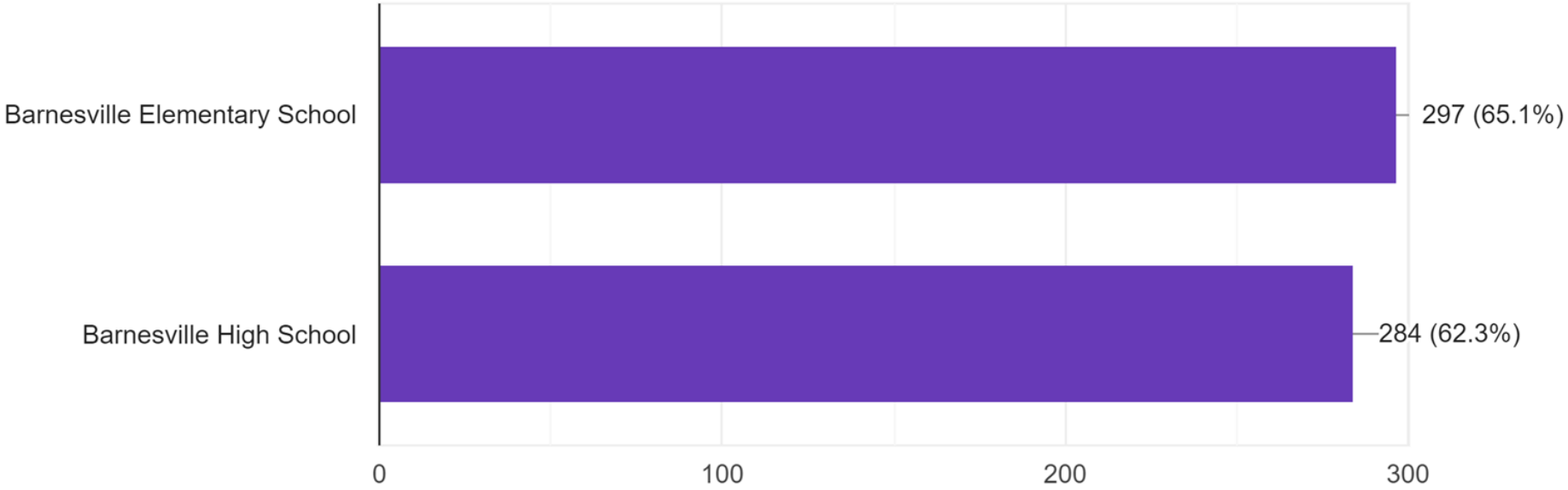
- **Football Grades 9 – 12**
  - Time: 8:00 am – 12:00 pm
  - Site: Fairgrounds

- **Monday, August 31st**
  - **7th and 8th Grade Volleyball**
    - Time: 4:00 pm – 6:00 pm
    - Site: Elementary Gym
  - **7th and 8th Grade Football**
    - Time: 4:00 pm - 6:00 pm
    - Equipment Handout - High School Locker Room
    - Impact Test – High School Computer Lab (for those students that have not taken it)

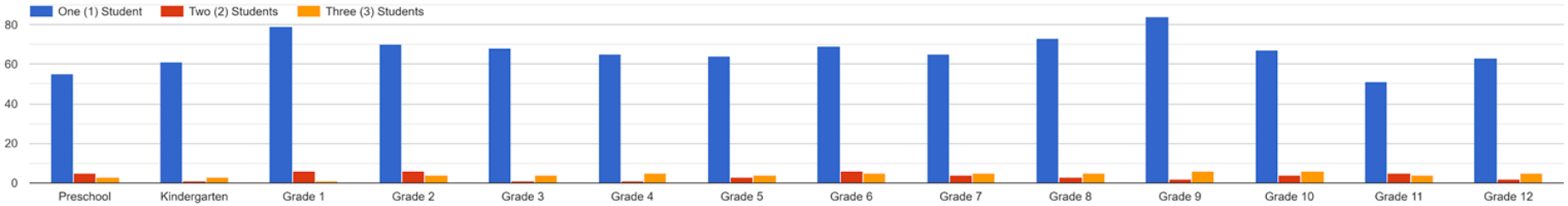
C. Superintendent's Report
1) School Reopening Survey for Families 57

My student(s) will attend:

456 responses

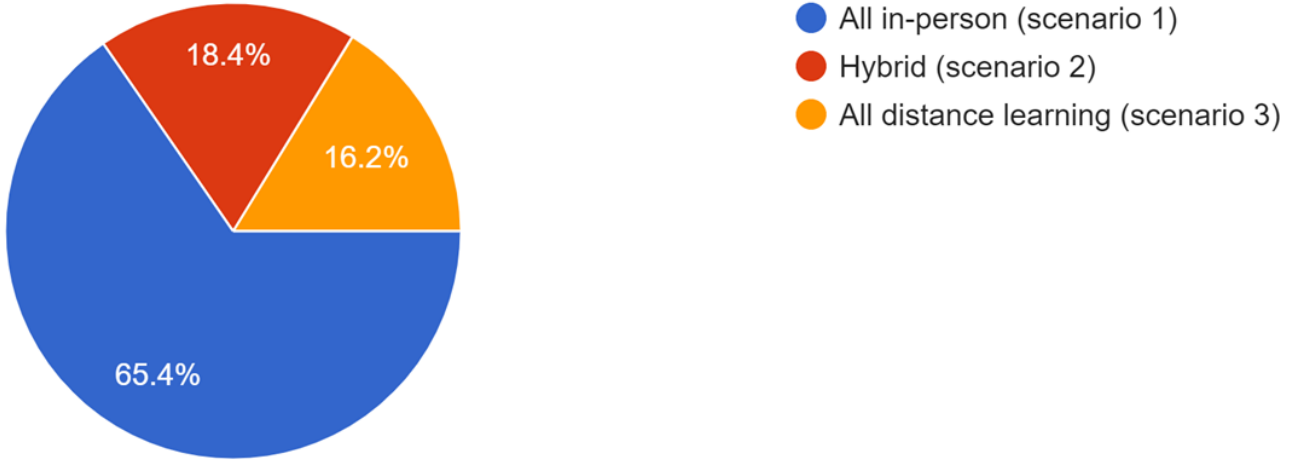


How many students in your household will be enrolled during the 2020-21 school year? Note: We have families with twins and triplets in the same grade!



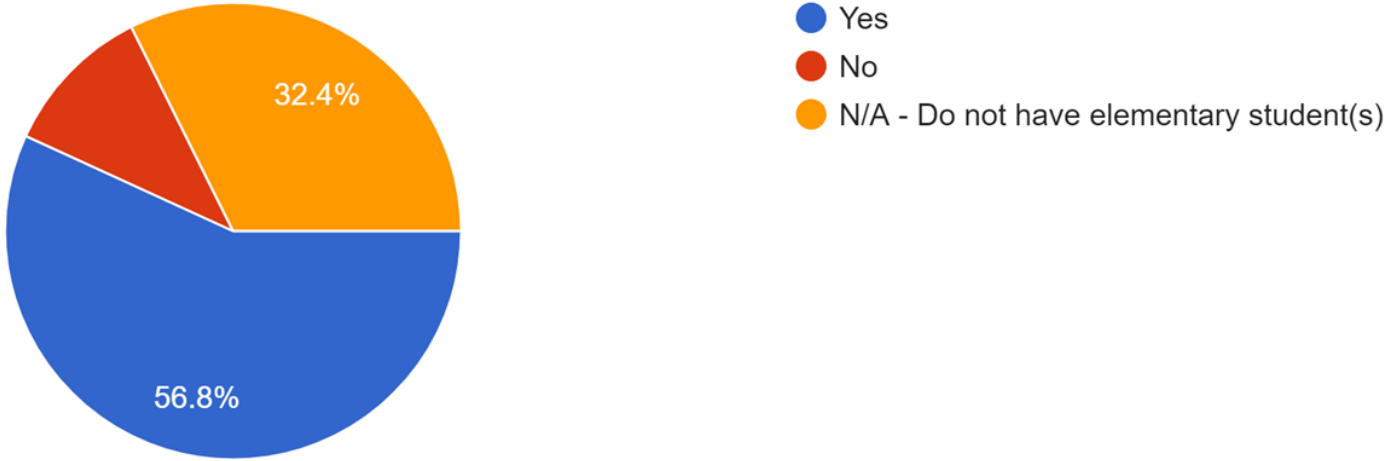
Assuming appropriate safety measures are in place, what is your preference for how your student(s) returns to school in the fall?

456 responses



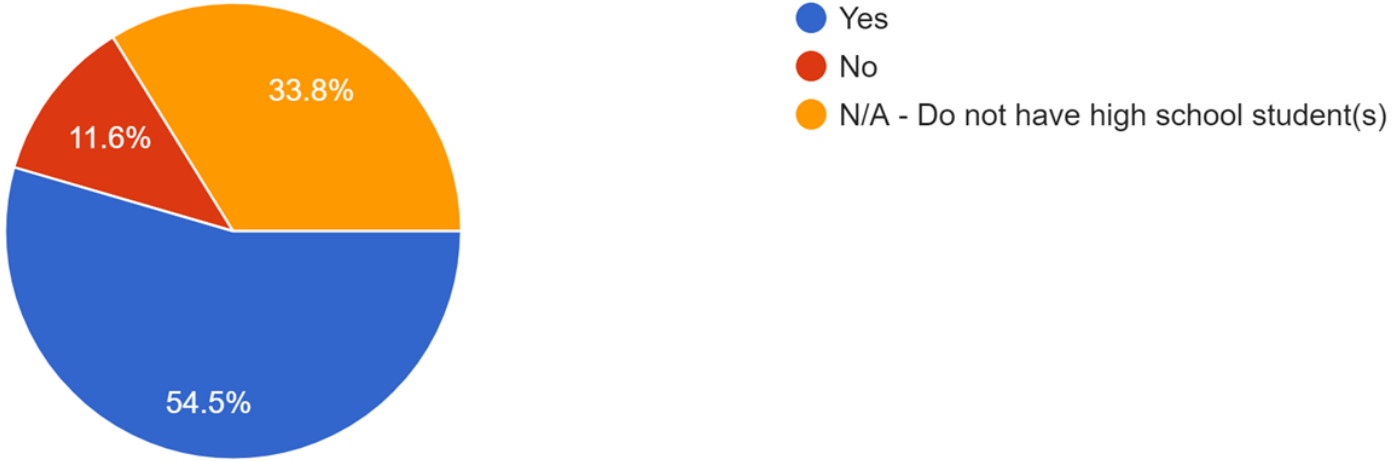
If public health officials believe it is safe to allow in-person instruction, would you be comfortable having your ELEMENTARY student(s) return?

454 responses



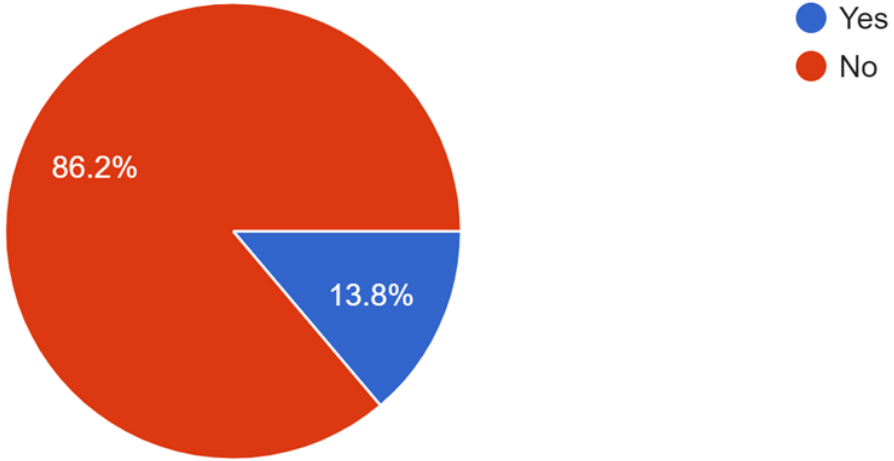
If public health officials believe it is safe to allow in-person instruction, would you be comfortable having your HIGH SCHOOL student(s) return?

455 responses

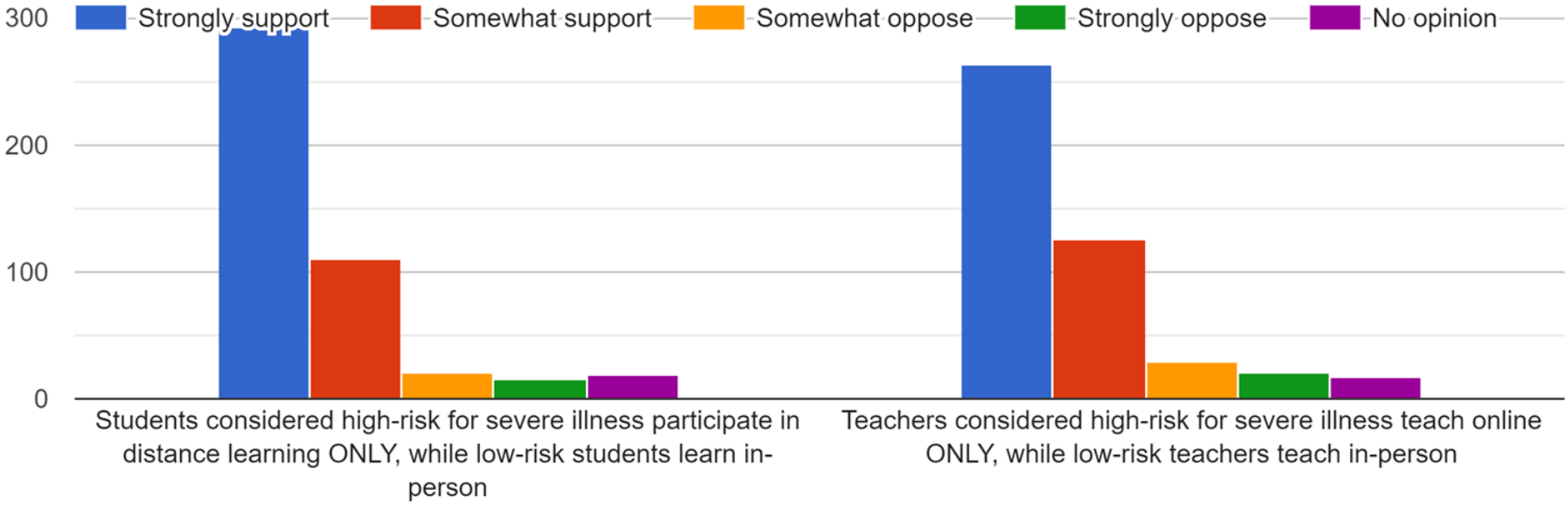


Does your child or anyone in your household have health concerns that would prevent your student(s) from returning to in-person learning?

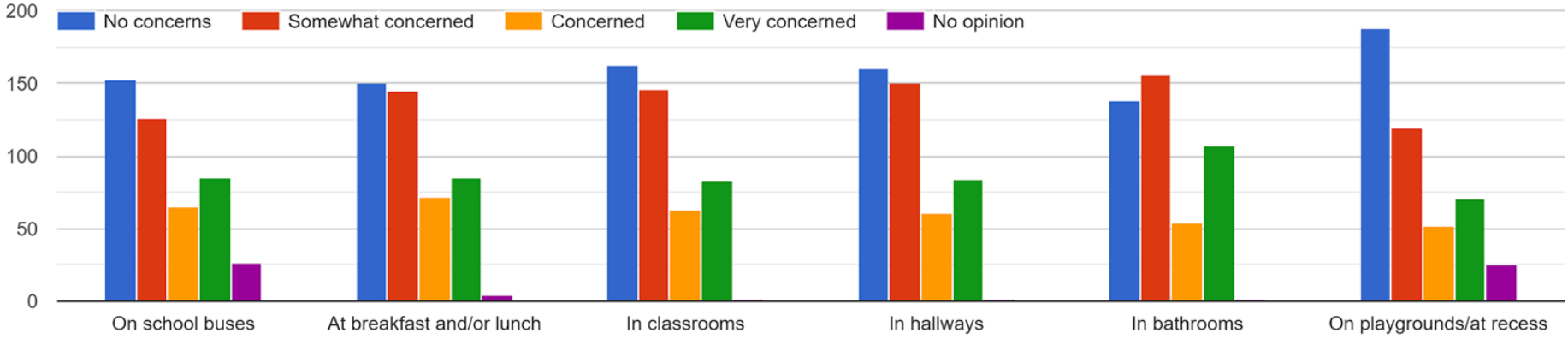
456 responses



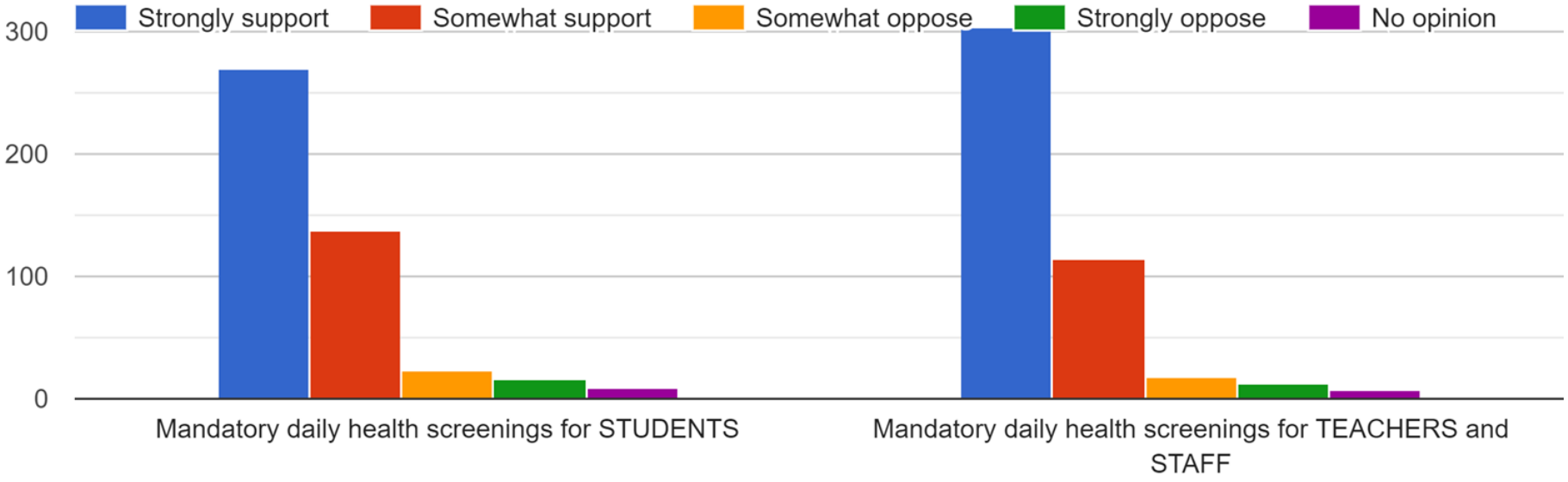
How much would you support these accommodations for students and teachers?



If schools reopen in the fall, how much concern do you have about the following areas in relation to sanitation, social distancing and student safety?

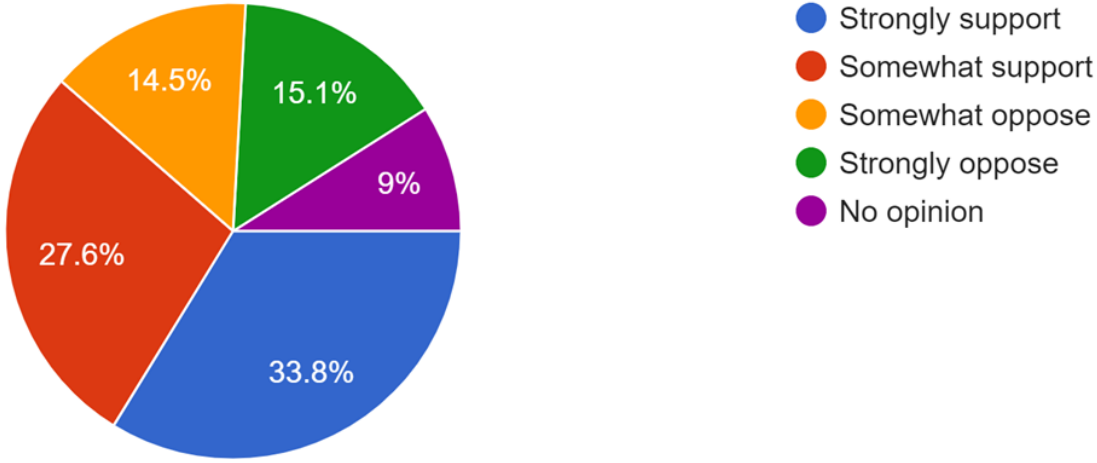


How much would you support mandatory daily health screenings (i.e., Yes and No questions to fever, cough, sore throat, shortness of breath, t...ys was in contact with someone who has COVID-19)?



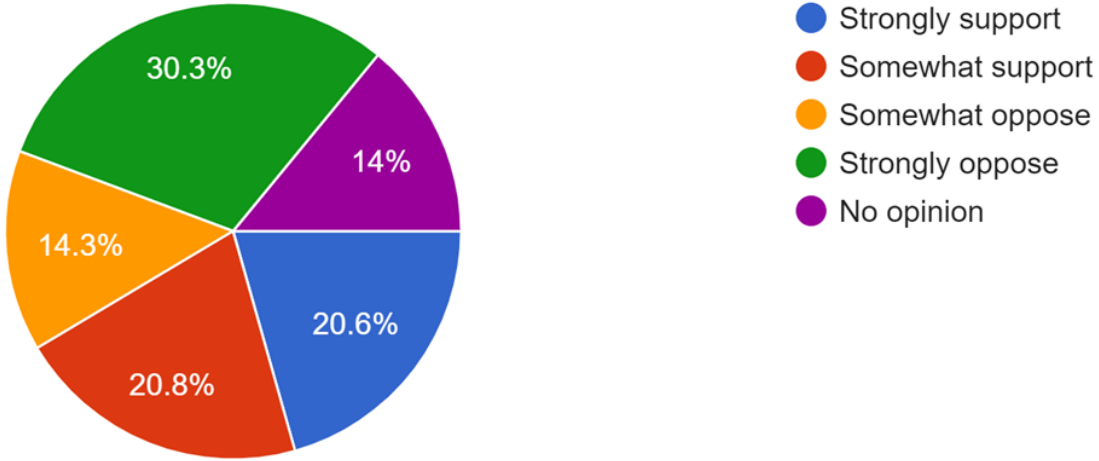
How much would you support a requirement for TEACHERS and STAFF to wear masks or face shields in classrooms?

456 responses



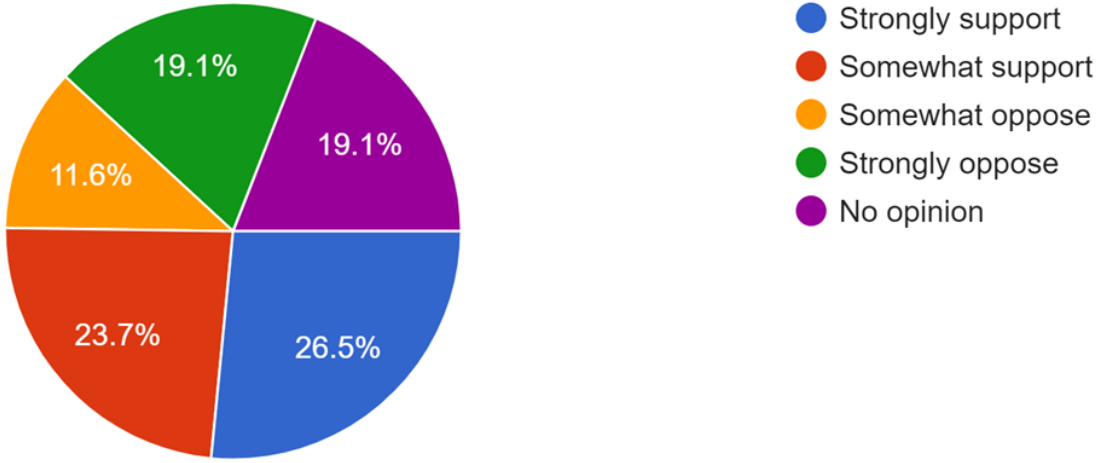
How much would you support a requirement for ELEMENTARY STUDENTS to wear masks in classrooms?

456 responses



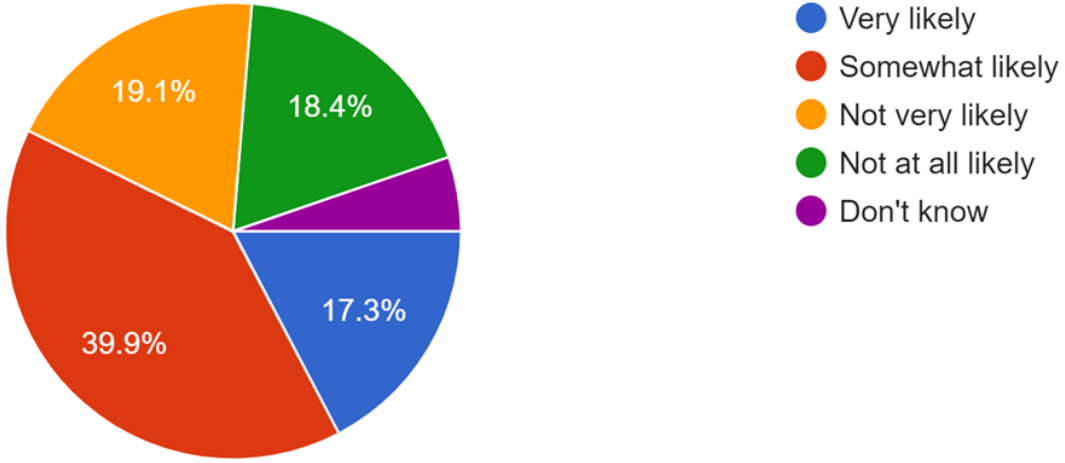
How much would you support a requirement for HIGH SCHOOL STUDENTS to wear masks in classrooms?

456 responses



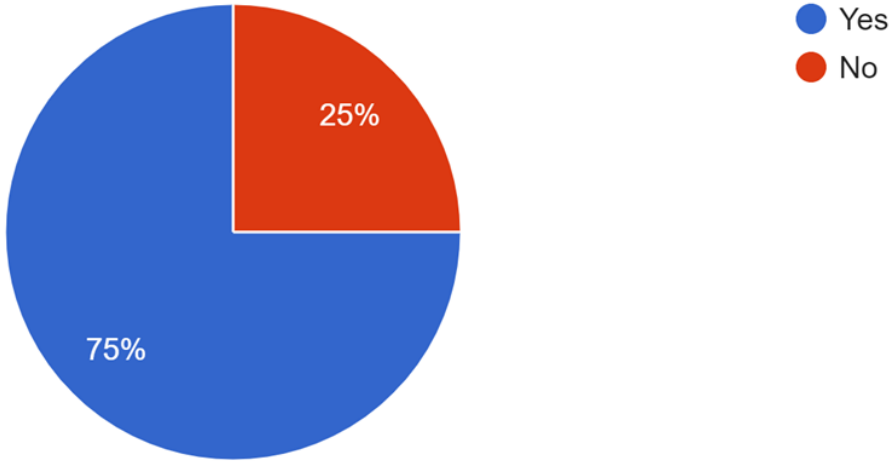
How likely would your STUDENT(s) be to wear a mask and practice social distancing during the school day?

456 responses

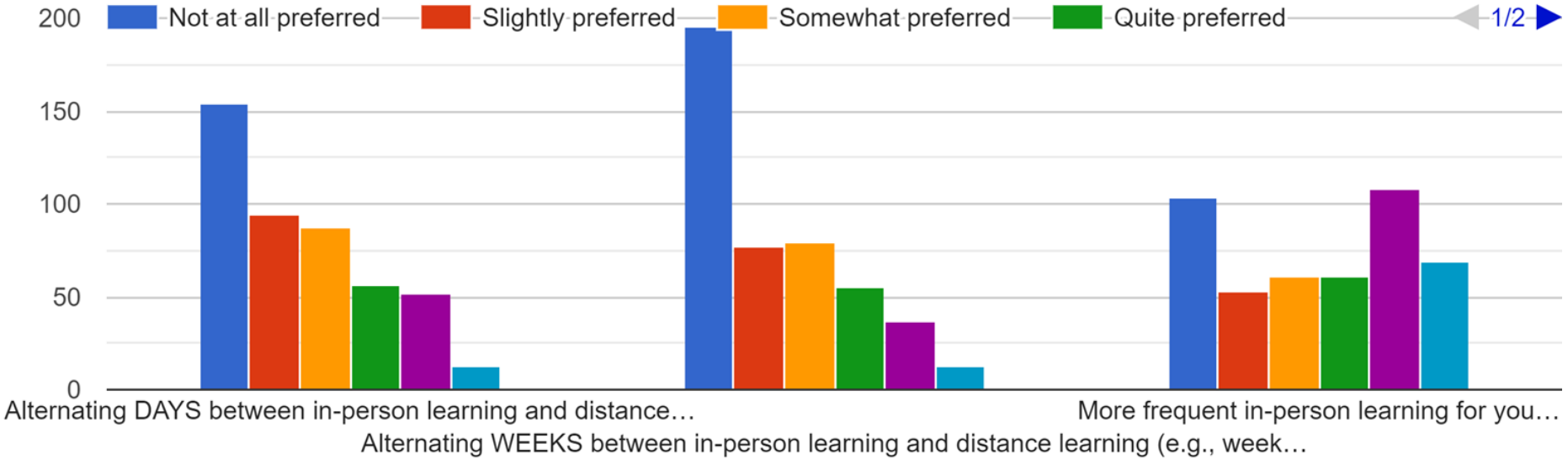


Will someone be home to help your student(s) warm-up delivered meals (e.g., popcorn chicken, taco meat, pizza, corn, peas, etc.) on days they are home for hybrid or distance learning?

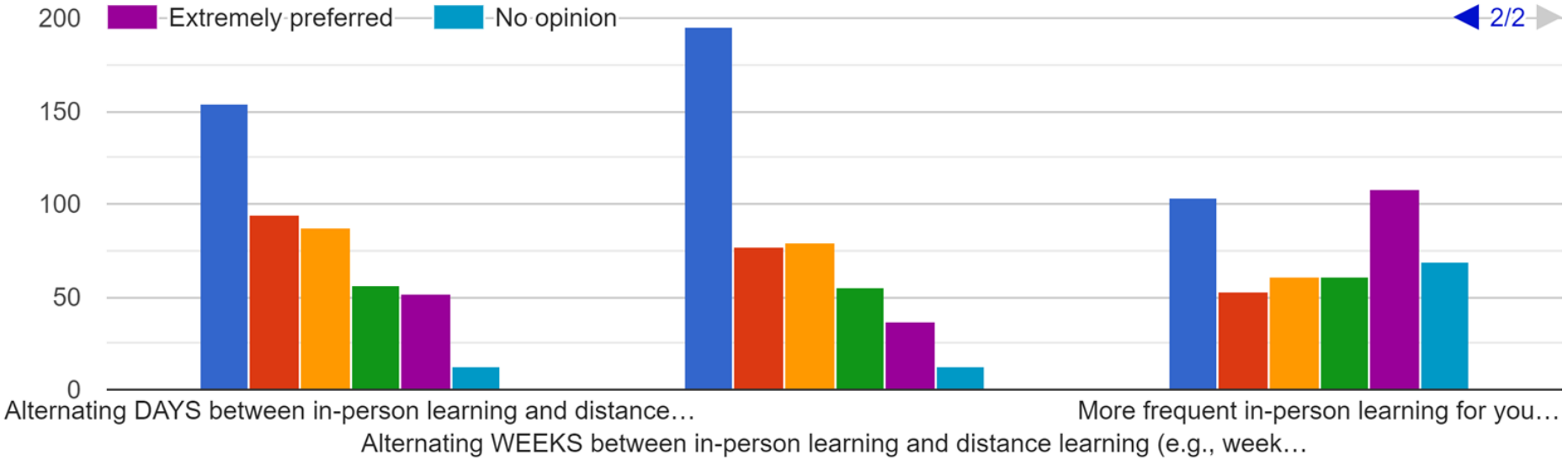
456 responses



Please tell us your level of preference for each of the following instruction models.

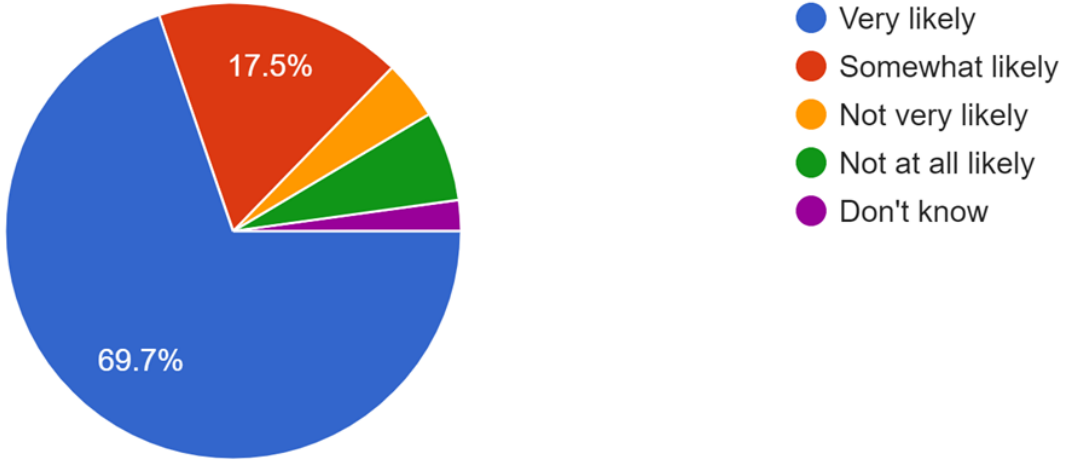


Please tell us your level of preference for each of the following instruction models.



Now that you've considered some details, how likely would you be to send your student(s) to school if it reopens with in-person instruction?

456 responses



If you're NOT likely to send your student(s) back to school in-person, are you open to them distance learning at Barnesville Public Schools?

452 responses

Nothing
Sanitation
School transfering
Ensure good hygiene of students and all sick children must stay home
Respecting the space of all students and follow the guidelines
Cleaning protocols and taking into consideration that we are not the Minneapolis area.
Kids get back to school face to face and kids don't fall behind
Some sort of plan to allow adults who are in school to feel they can stay home if sick to not spread it. I believe that's not really the case because of shortages of subs. Definitely make anyone with a fever stay home preference would be have people tested.

I have an elementary student and I feel he would be ok wearing a mask if needed but would like it assured that those who don't follow rules would be dealt with even if that means they have to stay home until they follow rules.
Teaching and enforcing social distancing with students. (I will have a kindergartner—the question in that made me choose every line before I could keep going.) It will be very hard to teach the little ones, but it is what keeps me up at night—wanting my child to socialize and start the school experience, but also wanting to keep him safe. Thank you for asking these questions!
Sanitation
Just lowering numbers when and where possible.
Daily and deep cleaning routines.
Mandatory masks
Open up. Be safe.
More cleaning sanitizing - hepa filtration in rooms - distance learning that follows a normal day schedule.
Make the kids help sanitize every morning and before they leave at night.

Overcrowding on busses, contact in hallway and lunchroom.
Frequent hand washing Breaks and surface cleaning
Just make sure all kids and teachers are safe!
To do whatever it takes to get students back into the classroom per state guidelines.
Following MDE guidelines, wearing masks as ALL students should wear them and take ALL precautions necessary to prevent the spread - cleaning, masks, temperatures taken, etc....
Internet for school at home
Make sure there is a daily screening process.
Nothing. These kids need to get back to in person learning and activities.
I actually have an autoimmune disease and see a specialist at the Mayo Clinic. I teach as well. I spoke to my doctor and said she didn't feel concerned about me going back to school as long as adults wore a mask at all times. I asked about kids and she said there was not enough research or evidence yet to support them wearing masks plus they would never keep them on anyways. She said when staff at Mayo Clinic started wearing masks all the time, cases went down by 90%. I also asked about pregnant staff being more at risk and she wasn't overly concerned as much about them either.
After identifying clear requirements of parents (when to keep home etc.), a way for these students to attend live class virtually (when not sick, but failing temp/symptom tests) etc.
I think we ensure hand washing and sanitizing. We have to get kids back to school, kids are suffering. Kids need kids. I am not a teacher and the fear of set back for these kids trumps any fear I have a COVID. At some point we have to get back to normalcy. The risk of COVID is not unlike like that of the flu, which we work through each year.
Teaching important hygiene keeping contact to a minimum
Well thought out plan and very detailed in communication with expectations for both students and staff
Set protocols if COVID is discovered in the school

Screening for the kids and staff to make sure everyone is healthy before they come into the school to spread Covid
KEEPING EVERYTHING CLEAN AND SANITIZED
Smaller classroom sizes. Less kids in a class.
Just making sure they are safe which I believe will happen
Routine temp checking
Following CDC guidelines
Scheduled cleaning of the building...rotation and recorded say every 1/2 hour...
Make sure teachers are heard and supported through this process. If it's not actually feasible for them to do what the MDE is asking on paper and teach then we shouldn't be going back. Plans on paper are great but if they don't pan out in person they mean nothing.
Nothing - community is ready like it is every year for illnesses
Just stress that if someone is sick they stay home.
The school will do what they need to, just get the kids back to school!
Covid plan if covid is found in school
I trust the district to do what is necessary to keep all children and staff as safe as possible.
Making sure everything is safe at school and meeting guidelines.
Being we are 68 years old and only people able to care for Adison, we feel everything would have to be as safe as possible.
Ensure strict sanitation policies and frequent hand washing
Safety measures in place and clear rules with explanations of guidelines and consequences of disobeying them. Including immediate removal.

The district needs to understand that people still are going to work and the children will either be at school or daycare. If the child is more at risk or lives in a household that is at risk they should have the option to stay home. But if children want to go to school they should be able to. We are not in Minneapolis/St. Paul they should have no input on our district
There are plans in place in the event there is another outbreak.
Everyone needs to wear masks. I am not comfortable with sending my two kids to school. My husband and I work outside of the home and are fortunate to have done so this whole time. We take precautions at work and in public. We all have families and I respect the teachers and staff and want everyone safe and healthy. If distance learning is to take place I hope the district has worked out better lesson plans for classes/grades. Students need to be accountable for attending zoom meetings whether kids think they understand material or not. It should be a part of their grade. Everyone was thrown into this last spring and we all got through. Hopefully lessons learned and hoping teachers are more interactive.
My concern is we see cases rising, and although kids do not get infected as often, or die as often, they do still get ill and die, or they bring it home to older family members, who are at-risk. There are also vulnerable adults who are employed by the school who will be at-risk, how will cleaning supplies be provided? What about families that cannot afford masks? What is the plan for the high risk areas such as meals, PE, music, etc? If in-person, what about sports, including club ball, concerts, field trips, etc. How do you ensure families do not medicate a child prior to sending to school with a low grade fever because they cannot miss work? Plus many more questions.
Suggestion: to have a plan in case a parent sends child to school sick and to have a plan in case a parent needs to call the school at night.
Complying with MDH and MDE regulations.
Common sense and following guidelines
I'm comfortable sending my kids to school now.

I'm comfortable sending my kids to school now.
Setting a routine from Day 1 so both students and parents can prepare in advance for what school/work will be like instead of starting it one way then changing it after school has begun.
Did your air quality in the elementary school get better did you add air exchangers and what will you do for indoor recess. You have no plan that has been made public it’s very scary. If my child were to go to school and catch COVID because you haven’t made the accommodations that pro sports have made for their leagues you are setting yourself up for a lawsuit.
Understanding exposure and how to respond and mitigate. I fully expect some students and teachers to get COVID. my expectation is that the school is able to smartly respond to exposure risks based on those cases. For example, if 1 student in Classroom D tests positive, there are measures in place to know if Classes A, B and C or other grades have been exposed. I trust the administration and teachers to make good, smart decisions. There is some calculated risk but I think the return on having children in school and learning far outweighs those risks. I will also say that based on online learning from this spring, don't discount the need for the older students to be held accountable and managed. while they may seem like they can 'handle' self learning and management more than youngers kids, they can't. They have not reached the maturity to self manage. Teachers need to actively be checking in and requiring participation and routines.
NA
Just have hand sanitizer at kids desks and accessible to them to sanitize as my child knows how I’d supply for my child if needed
I think they do a wonderful job with cleaning already so I think the increase sanitation will be followed easily.
All staff need to have training with proper sanitation, cross contamination risks, and PPE usage.
The teachers need to be comfortable returning to school, first and foremost!

I am concerned about Choir and Band and theatre related classes/activities and how the instructors will be able to handle their large class sizes as these groups are very important to my children. Choir and Band returning are essential components of the reopening! Thanks and Best of Luck!!
Knowing ventilation has been improved & strict sanitation guidelines
Keeping everyone safe!!!
A hybrid is ridiculous idea. Either we are in school or not. I can not go to my boss and say one day I'm here and one day I'm not.
Have you made any fixes to your air quality issues at the elementary school or have we only bought sporting equipment we don't need this year.
School needs to resume as normally as possible. These kids need structure back in their lives.
Following CDC guidelines
I am find with students being in the classroom. Have teachers (that are not at risk and are comfortable) provide instruction and use appropriate facial coverings when within 6 feet of students. Provide distancing as much as possible in the classroom, even have kids eat lunch in the classroom, perhaps, after getting their food from the lunch room. Do as much PE outside as possible, have student use hand sanitizer when entering the room and when leaving the room.
Communication, and more communication! (something that Barnesville has done poorly in past history) Well thought out, discussed plan, with logic and opinions from all sides of the coin. Not just listing to one opinion, rural small schools are different from big city schools, we need a plan that works for us not the entire state or country. Kids need teachers, teachers need kids, the future of the kids and of our economy require kids to be in school, and teachers to be teaching. Be smart, extra cleaning, social distancing when appropriate.
Consider kids with severe asthma where they can't even breathe in masks
Policies for social distancing and improvements to distance learning procedures and curriculum.

Honestly distance learning was a bit tough on my son so I would just like more zoom meetings. I would like to thank everyone for all their hard work! Seriously we are all learning and going through these new ways of learning to try and keep everyone safe. And I think for being new it went pretty well! Thanks for all the hard work!
Disinfecting task force!!!
Make sure sanitizing is in place and how are the kids going to social distance it's hard for kids to do that
Sanitation of commonly touched items/surfaces that are used by multiple students.
Set standards for faculty testing for covid and an actual set plan for sanitizing. If there is not a set plan I do not agree with attendance in schools.
share the cleaning steps that will be used
Online learning for immune compromised
My 5th grader said he doesn’t want to go to school to die. What will you do to make sure he is safe. Do you have better air quality and air conditioning put in to circulate the air because last September the classrooms were 90 plus degrees and no air flow. You will not like the outcome if you haven’t done anything about air quality. Are you getting testing kits for students and staff. Are you making sure teachers know they shouldn’t feel pressured to come in if they don’t have sick days or because you can’t get subs. My child is not a number he is a person.
Students need to be screened every day and plans in place, that parents are aware of, if COVID cases do appear in the school. How will the school plan for students or staff that get it?
Public school wont work unless it goes back to the way it has always been
The virus must be under control worldwide and/or with the option of a vaccine

If any level of distance education is utilized, I hope that the district is preparing for online learning and that the teachers are now educated on high quality learning techniques and ready to simulate classroom learning through distance technology. We are lucky in our community that the Barnesville School District has the tools (iPads) available to all students. I would also like to see consistency across teacher's methods and expectations for their online teaching is clearly articulated. Sorting through where each teacher kept assignments, how they communicated, and how they wanted assignments submitted was at times, confusing. In fact, the class of 2025 created a parent FB group to help each other sort through assignments, when they were due, what they were, when there were Zoom calls/whether they were optional or mandatory, etc because every teacher communicated differently. This was not necessary when the kids were in school and caused many families stress that could be avoided with clear, consistent teacher communication across the school. There was a significant loss of schedule and routine last spring, as most teachers (in our experience) did not continue to teach during their specified class time using Zoom, for example, to teach what they would have in-person. My children had only a few actual live classroom "lectures", there was a lot of "read this" "do this worksheet" "watch a video" type teaching. Many of the Zoom calls that were scheduled were "optional". While that got us through last Spring, I worry about the low level of actual teacher-led instruction that was provided then will be the norm again this fall. Why aren't the teachers and young people continuing their reg schedule of what they would do if they were in school? Young people thrive on routine. Why aren't students moving into Zoom rooms with their teacher and classmates through the day to simulate a school day to keep relationships with teachers & other students, routines for young people and direct instruction? Even if they spend a portion of the scheduled class time together live in a Zoom meeting (or another tech tool) it would get closer to the instruction they would get in-person (I.e. Flipgrid is another popular educational tool). I also recognize Zoom fatigue. But NO instruction is not acceptable either.

Find a balance - be creative with the vast amount of educational tech tools available. Not all students can organize their own time and learn asynchronously with success. Keeping a nearly regular school day schedule with teachers would help that. (and help us as parents keep routine and a sense of normalcy) I would imagine the teachers would appreciate a regular daily schedule, as well, keeping the SCHOOL DAY HOURS with live instruction and when the majority of the school learning is completed. Teaching on a live Zoom call what they would have said in-person will not significantly increase their teaching time. Zoom has screen sharing, white board, chat, breakout room capabilities and more that can simulate instructional techniques and allow the teachers to use their teaching materials that they use on their smartboards, for example. And, for those students without internet access, Zoom can then be recorded for those who cannot or are unable to attend live. We have a wonderful teaching staff in Barnesville, and whether in-person or online, our teachers and students deserve the highest level of quality education available, no matter which schooling option we are in this fall. Thank you for the tremendous effort you are making and for allowing an opportunity for feedback.
Elementary - Them having some sort of "Normal" school with regular interaction with other kids. Not acting like everyone has the plague. I do not want our kids to be "taught" they could die if they get too close to another person. IF we have to start with option 3 there has to be some way for their new teachers to get to know the students personally & Academically so they have the ability to teach effectively OR I feel they need to start the year with their previous teacher till they can be in person.

Your question about high risk teachers working online only: As long as that means they are teaching kids that are online only I have am strongly in favor of it. But if that means there class that wants to be in school/in person only sees a teacher virtually I don't think that would be very good.
Need to hold e learning as if they were in class, have all classes on a zoom schedule as a normal day in school
Everyone's safety with proper equipment and materials.

Clear instructions for all student and teachers as to the precautions being taken and them to be followed by all so my 1st grader doesn't come home asking why some people have masks and some don't have to wear them if they are going to be mandatory
Clean and hope for the best
Frequent cleaning of doorknobs and handrails
Lack of ventilation in many of the rooms. Staggered bells for hs students at their lockers, smaller class sizes, kids in the halls before school starts.
Better cleaning and HEPA filtration system
Daily routine of sanitization. Otherwise, let’s get back to school and activities
Monitoring sick students or teachers when entering the school & being understanding or have a plan for those that stay home for those that stay home even for a simple cold.
Just practice sanitizing things regularly and make sure kids and teachers prescribe hand hygiene
Safety. Kids wearing face mask all day isn't practical and I don't seem them leaving it on.
If it’s online at all, all teachers need to be on the same schedule of when things are due. I think even if it’s half the students at a time they need interaction and to be able to talk to the teacher in person makes a difference.
Being prepared for all scenarios
Screening
Have plenty of sanitizer available for staff and kids and remind the kids often to sanitize and wash hands. LOTS of disinfecting and using bleach water on small toys. Maybe offering parents to volunteer to come to help disinfect their children's class rooms.

Require masks for all students and staff. Frequently sanitize high touch surfaces. Limit people on bus at a time.

Knowing the plan to social distance during lunch and in the hallways between classes. Social distancing when the halls are congested with kids is impossible - will the teachers be moving classrooms or will the kids?

I think common sense goes a long way. If someone is sick or ill, they should stay home. If a sick or ill child arrives at the school, they should be sent home immediately. I support accommodating students and teachers in high risk situations. The qualifying criteria for high risk individuals should be well thought out. You should anticipate some potential abuse of this flexibility.

Making a solid plan as soon as possible so parents can make arrangements where necessary

A quarter of the student body was out sick with the flu last year. That is an illness WITH a vaccine and there was no controlling it. COVID-19 case numbers are still going up and there is no vaccine, no protection from this. We barely know the short-term consequences of this virus, much less the long-term effects...
There is currently NO SAFE WAY to open!

Have the equipment to sanitize surfaces every night

To have developed a plan to minimize risk of exposure. I would like to see daily screening of students to detect possible illness. I don't know what that looks like. Frequent hand washing and sanitizer stations. Is it possible to put plexiglass screening around each of the desks / tables? My workplace is currently doing this in shared lunchrooms to allow individuals to sit by each other under the 6 foot requirement. I don't know if kids wearing masks will work. I think they will be a distraction. But masks would definitely help with the spread of any of the normal cold/flu germs.

Make sure that there is a football season.

Have enough cleaning product and hand sanitizer for the staff and students.

Convey and display serious intent to follow guidelines, being careful about possible (cross) contamination of anything (changing gloves/masks between each encounter and/or sanitizing/cleaning them as appropriate, for example). The goal is to prevent the spread as much as is possible, and even if it is a tedious chore, it is an effort that should be done - not only for the sake of the kids, but for the sake of everyone they could spread it to - not only teachers, but parents, grandparents, and so on.

I have one child that needs special help and it's hard for me to give that and the benefits from school helps my child out a lot. And my other child wasn't very excited to do the school work. It was really hard to get them to do the work and keep up with the homework.

The district needs to be able to ensure class sizes as well as curriculum can safely allow for the learning.

We would like to see that the students and staffs physical and mental health are a top priority

Masks for everyone

Have a safety plan, cleaning plan, and plan for each classroom if a student becomes positive

The district needs to determine what actions will be taken when a classmate or teacher tests positive with Covid-19. Also, if a parent feels their child would be better off staying home on a certain day, would they be able to do distance learning that day? I know we're all learning as we go and we will adapt as needed.

I don't believe 50% capacity is enough to achieve social distancing. 33% or 25% may be required. Fever checks every day for every one are important and wearing masks in-doors. I have no idea how you would spread out lunch enough in person to not create a high risk of spread.

A clear plan for cleaning and sanitizing

If not feeling well or have any symptoms, stay home. Golden rules 1. cover your mouth when sneezing/coughing 2. wash your hands 3. educate, don't create fear

D. Board Committee Reports

1) Lake Agassiz Education Cooperative

9. Removal of Consent Items for Discussion

10. Approval of Consent Items

It was moved by Director _____ and seconded by Director _____ to approve the consent agenda items ___ through ___ as presented/amended. Motion carried/failed by _____ vote.
All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

A. Personnel

All hirings are based upon the findings of each individual's background check, licensure status, and discipline report from the Minnesota Department of Education.

1) Marlene Flenner's Resignation as an Administrative Assistant 88

Marlene Flenner

601 N 12th St

Breckenridge, MN 56520

June 24, 2020

Superintendent Ellerbusch and School Board

302 3rd St SE

Barnesville, MN 56514

Dear Dr. Ellerbusch,

Please accept this letter as my formal resignation from my position as Administrative Assistant at Atkinson Elementary.

Thank you for the opportunities and positive experience, one for which I am grateful.

Sincerely,

Marlene Flenner

Marlene Flenner

2) Lane Change for Marissa Lind from BA +30 to MA
Vote to approve a lane change for Marissa Lind from BA +30 to MA.
3) Lane Change for Laura Jorud from MA +10 to MA +20
4) Hire Jennifer Gylland as a Co-director of the Musical
5) Hire Alissa Nibbe as a Co-director of the Musical
6) Hire Randy Trowbridge as the All Cheer Teams Coach
7) Hire Bryan Strand as Head Football Coach for the 2020 Season
8) Hire Phil Trowbridge as an Assistant Football Coach for the 2020 Season
9) Hire Nathan Strand as an Assistant Football Coach for the 2020 Season
10) Hire Nick Paur as the 9th Grade Football Coach for the 2020 Season
11) Hire Matt Askegaard as an 8th Grade Football Coach for the 2020 Season
12) Hire Stacy Martz as an 8th Grade Football Coach for the 2020 Season
13) Hire Scott Amundson as the 7th Grade Football Coach for the 2020 Season
14) Hire Tracy Hinsz as a 7th Grade Football Coach for the 2020 Season
15) Hire Megan Askegaard as the Head Volleyball Coach for the 2020 Season
16) Hire McKinzie Tangen as an Assistant Volleyball Coach for the 2020 Season
17) Hire Maggie Stickney as an Assistant Volleyball Coach for the 2020 Season
18) Hire Jackie Marquardt as the 8th Grade Volleyball Coach for the 2020 Season
19) Hire Janet Rasmussen as the 7th Grade Volleyball Coach for the 2020 Season
20) Hire Matt Samuelson as a Summer Recreation Babe Ruth Coach
Compensation will be $1,250
21) Pay Jack Trowbridge Full Compensation as a Summer Recreation Babe Ruth Coach
22) Pay Nicole Herbranson Full Compensation as a Summer Recreation 14U Softball Coach
23) Pay Aaron Schindler Full Compensation as a Summer Recreation 18U Softball Coach
24) Pay Julie Boom Full Compensation as a Summer Recreation Youth Softball Coordinator

B. Volunteers
1) Approve Marty Gray as a Volunteer Babe Ruth Coach for Summer 2020
2) Approve Craig Samuelson as a Volunteer Babe Ruth Coach for Summer 2020
3) Approve Phil Trowbridge as a Volunteer Babe Ruth Coach for Summer 2020
4) Approve Dain Biewer as a Volunteer Football Coach for the 2020-21 Season
5) Approve Ace Gregg as a Volunteer Football Coach for the 2020-21 Season
6) Approve Scott Snobl as a Volunteer Football Coach for the 2020-21 Season

C. Donations
1) Donation from Mission Mechanical, Inc.
2) Donation from Barnesville PTO

11. New Business

A. Dairy Products 90

All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

July 14, 2020

Barnesville Public Schools
Attn: Brooke Fradet
302 3rd St. SE
Barnesville, MN 56514

Dear Brooke Fradet,

The attached copies are the results of the dairy/milk bid for the 2020-2021 school year. This information was brought before the school board for Moorhead Public Schools on July 13, 2020 and I recommended that the bid be awarded to Cass-Clay.

Thank you,
Donna Tvedt
Food and Nutrition Services Director
218-284-3324

Description	Cass-Clay	Prairie Farms (formerly Dean Foods)
Half Pint Size - 1% Butterfat White/per container	.1377	.244
Half Pint Size - Fat Free White/per container	.1316	.241
Half Pint Size - Fat Free Chocolate/per container	.1495	.259
Half Pint Size Lactose Free/per container (Prairie Farms is 1% not fat free)	.62	.639
1.0% Milk, Gallon	2.26	3.54
Pt. - Whipping Cream	1.51	2.51
Novelties, 2 Dozen Per Box		
Dixie Cups Ice Cream	NA	7.51
Ice Cream Sandwiches		
Vanilla	NA	7.26
M&M	NA	25.30
Snickers	NA	23.23
Drumsticks	NA	9.28
5 Lb. Sour Cream	5.03	7.39
5 Lb. Sour Cream Fat Fee (Prairie Farms is lite not fat free)	4.08	7.59
5 Lb. Cottage Cheese 2% Lowfat	5.13	7.69
22 oz. Cottage Cheese Fat Free	1.78	3.52
3 Lb. Cream Cheese	NA	NA
36 Lb. Grade AA Butter	NA	4.38
5 Lb. Yogurt, Lowfat, Flavored	4.24	NA
4 Oz. 100% Apple Juice	.19	.2337
6 Oz. 100% Grape Juice	NA	NA

BASE PRICE IF ESCALATOR CLAUSE PROPOSED ____ PER HUNDRED WEIGHT.	11.42	15.38

Cost Savings Total Calculations:

ITEM	USAGE ESTIMATE	CASS-CLAY COST	PRAIRIE FARMS (FORMERLY DEAN FOODS)	DIFFERENCE CALCULATION	DETERMINATION
1%	359,945 containers	$49,564.42	$87,826.58	$38,262.16	Cass-Clay is $38,262.16 less.
FAT FREE WHITE	167,029 containers	$21,981.01	$40,253.98	$18,272.97	Cass-Clay is $18,272.97 less.
FAT FREE CHOCOLATE	839,364 containers	$125,484.91	$217,395.27	$91,910.36	Cass-Clay is $91,910.36 less.
COST SAVINGS TOTAL				**$148,445.49**	**Total of Cass-Clay for 2020-2021 school year would be $148,445.49 less than Prairie Farms.**

B. Bread Products
All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None
C. LP Gas
All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

DEAN'S BULK SERVICE

PO Box 249
Barnesville, MN 56514
218-354-2378

July 10th, 2020

Independent School District No. 146
Barnesville, MN 56514

We submit the following bid for L.P. Gas for the 2020-2021 school year.

DBS agrees to continue supplying 1-Propane tanks for L.P. Gas, at the Elementary School. DBS would maintain ownership of tank and would not charge rent or a usage fee to the school district so long as DBS continues to fill tank with propane for the school districts needs.

DBS would lock in a price of $1.15 for the 2020/2021 school year. DBS would bill all propane used by school district on a monthly statement.

DBS will also give the option to ISD #146 of summer filling tank at $.90 cents per gallon.

Ryan Tonsfeldt

Ryan Tonsfeldt

Dean's Bulk Service Inc.

D. Fuel Oil #2
All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

DEAN'S BULK SERVICE

PO Box 249
Barnesville, MN 56514
218-354-2378

July 10th, 2020

Independent School District No. 146
Barnesville, MN 56514

We submit the following bid for the #2 Fuel Oil for the 2020-2021 school year.

The purchaser (I.S.D. #146) buys at the posted Rack Average Price for the #2 Fuel Oil, for that particular day, at the Fargo terminal plus the standard freight rate, and any additional Federal or State taxes or fees.

"Rack Average Price" means the average price of the companies selling fuel through the Williams Magellan terminal in Fargo, ND. These prices are listed daily over the DTN by DTN Energy and would be supplied as verification with each invoice.

Example:

For 7/10/2020	Rack Average Price for #2 Fuel:	1.3091
	Standard Freight Rate	.030
	Total Price	1.3391

Note: There is no mark up on the fuel. We make our profit by going out and trying to get the best price possible. However, suppliers often run out of product, so some days we make a profit, while other days we may need to pay more than the Rack Average Price. Regardless, the customer is always assured of a fair price on any given day.

Ryan Tonsfeldt

Ryan Tonsfeldt

Dean's Bulk Service, Inc.

HTP Enrgy	u N-10	129.39	+ .20	07/10	14:30
LOW RACK		129.39			
HIGH RACK		129.39			
RACK AVG		129.39			
UBD LOW RACK		129.39			
UBD HIGH RACK		129.39			
UBD RACK AVG		129.39			
CONT AVG-07/10		129.19			
CONT LOW-07/10		129.19			
CONT HIGH-07/10		129.19			

FARGO, ND 2020-07-10 16:59:00 EDT

OPIS CLOSING BENCHMARK FILE

OPIS GROSS E-60 PRICES

	Terms	Unl	Move	Move Date	Time
HTP Enrgy	u N-10	130.13	+ .23	07/10	14:30
LOW RACK		130.13			
HIGH RACK		130.13			
RACK AVG		130.13			
UBD LOW RACK		130.13			
UBD HIGH RACK		130.13			
UBD RACK AVG		130.13			
CONT AVG-07/10		129.91			
CONT LOW-07/10		129.91			
CONT HIGH-07/10		129.91			

FARGO, ND 2020-07-10 16:59:00 EDT

OPIS CLOSING BENCHMARK FILE

OPIS GROSS ULTRA LOW SULFUR DISTILLATE PRICES

	Terms	No.2	Move	No.1	Move	Pre	Move	Move Date	Time
Sinclair	b 1-10	126.23	- 1.47	147.67	- 1.34	128.73	- 1.47	07/09	18:01
Sinclair	u 1-10	126.23	- 1.47	147.67	- 1.34	128.73	- 1.47	07/09	18:01
FlntHlsRs	u N-10	126.25	- 1.25	146.25	- 1.25	127.25	- 1.25	07/09	17:00
WorldFuel	u N-10	126.60	- 1.20	150.60	- 1.20	129.50	- 1.20	07/09	18:00
HTP Enrgy	u N-10	126.75	+ .50	146.75	- .75	128.25	+ .50	07/10	14:30
Cenex	b 1-10	127.57	+ .34	148.10	- .57	132.32	+ .34	07/09	18:00
Tesoro	u N-10	128.50	- .75	146.25	- .75	-- --	-- --	07/09	18:00
Valero	u N-10	132.00	- 1.05	144.62	- 1.05	-- --	-- --	07/09	18:00
Growmark	u N-10	133.10	+ 1.33	-- --	-- --	134.54	+ 1.33	07/10	12:30
U.S. Oil	u N-10	133.44	- .80	-- --	-- --	135.44	- .80	07/09	18:00
Apex	u N-10	133.54	+ 1.00	-- --	-- --	-- --	-- --	07/10	14:30
Vitol	u N-10	134.29	- .95	-- --	-- --	135.05	- .95	07/09	18:00
Musket	u N-10	142.39	- 1.05	-- --	-- --	-- --	-- --	07/09	18:00
LOW RACK		126.23		144.62		127.25			
HIGH RACK		142.39		150.60		135.44			
RACK AVG		130.53		147.24		131.09			
OPIS GROUP 3 SPOT MEAN - 07/09									
FOB MAGELLAN		118.890		-- --		118.890			
OPIS GROUP 3 DELIVERED SPOT (SRI)									
FOB FARGO		130.65		-- --		132.90			
BRD LOW RACK		126.23		147.67		128.73			
BRD HIGH RACK		127.57		148.10		132.32			
BRD RACK AVG		126.90		147.89		130.53			
UBD LOW RACK		126.23		144.62		127.25			
UBD HIGH RACK		142.39		150.60		135.44			
UBD RACK AVG		131.19		147.02		131.25			
CONT AVG-07/10		130.31		147.24		130.94			
CONT LOW-07/10		126.23		144.62		127.25			
CONT HIGH-07/10		142.39		150.60		135.44			

FARGO, ND 2020-07-10 16:59:00 EDT

OPIS CLOSING BENCHMARK FILE

OPIS GROSS ULTRA LOW SULFUR RED DYE DISTILLATE PRICES

	Terms	No.2	Move	No.1	Move	Pre	Move	Move Date	Time
FlntHlsRs	u N-10	126.60	- 1.25	146.60	- 1.25	127.60	- 1.25	07/09	17:00
Sinclair	b 1-10	126.65	- 1.47	148.09	- 1.34	129.15	- 1.47	07/09	18:01
Sinclair	u 1-10	126.65	- 1.47	148.09	- 1.34	129.15	- 1.47	07/09	18:01
WorldFuel	u N-10	127.00	- 1.20	151.00	- 1.20	129.90	- 1.20	07/09	18:00
HTP Enrgy	u N-10	127.10	+ .50	147.10	- .75	128.60	+ .50	07/10	14:30
Cenex	b 1-10	127.97	+ .34	148.50	- .57	132.72	+ .34	07/09	18:00
Tesoro	u N-10	128.90	- .75	146.65	- .75	-- --	-- --	07/09	18:00
Valero	u N-10	132.35	- 1.05	144.97	- 1.05	-- --	-- --	07/09	18:00
Growmark	u N-10	133.46	+ 1.33	-- --	-- --	134.89	+ 1.33	07/10	12:30
U.S. Oil	u N-10	133.79	- .80	-- --	-- --	135.79	- .80	07/09	18:00
Apex	u N-10	133.89	+ 1.00	-- --	-- --	-- --	-- --	07/10	14:30
Vitol	u N-10	134.64	- .95	-- --	-- --	135.40	- .95	07/09	18:00
Musket	u N-10	142.89	- 1.05	-- --	-- --	-- --	-- --	07/09	18:00
LOW RACK		126.60		144.97		127.60			
HIGH RACK		142.89		151.00		135.79			
RACK AVG		130.91		147.63		131.47			
OPIS GROUP 3 DELIVERED SPOT (SRI)									

E. Sanitation Services 99
All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

July 16, 2020

Fuchs Sanitation
PO Box 67
Glyndon, MN 56547

The Board of Education of Independent School District No. 146 of Barnesville, Minnesota, is accepting quotes to haul garbage for the 2020-21 school year.

Elementary and High School Buildings $_20,565.27____

Please include all costs in your quote.

All bids and quotes were due by July 10, 2020 at 2:00 pm.

Submit to:

Ind. School District No. 146
P.O. 189
Barnesville, MN 56514

All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

Kent Krueger

16825 180th St S
Barnesville MN 56514
(218) 329-6574
kentkrueger1010@gmail.com

Submitted on 07/16/20

Bid Proposal For:
BARNESVILLE PUBLIC SCHOOL
302 3rd St SE
Barnesville, MN 56514

Description	Qty	Unit price	Total price
Waste Seed Freight & Materials to Barnesville Public School		$400/per load	

Thank you for your business!

All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

REQUEST FOR PROPOSAL
BANKING SERVICES

The Barnesville Public School is requesting quotes for the provisioning of its checking and savings account services. Please complete the table below with your quotes for the services listed. The successful bank will be awarded Barnesville Public School's banking services for a two-year term. Please attach any additional comments you feel the Barnesville Public School should consider when making this decision. Your proposal will be considered at the July 20, 2020 regular school board meeting at 7:00 p.m.

Banking Services	Current Quote	Your Quote
APY-Checking	.55% Fixed	Tiered Rate + 0.10% Variable - See attachment
APY-Savings	.55% Fixed	Tiered Rates - See attachment Variable
Credit Charges Per Item	None	none
Debit Charges Per Item	None	none
Incoming Wire Charges	None	none
Outgoing Wire Charges	None	none
Maintenance Charges	None	none
Minimum Balance	None	none
Service Charges	None	none

Submitted by:

Dionne Mertens Branch President — 7/16/2020

Bank Officer's Signature / Banking Institution — Date

7/16/2020

Midwest Bank Rate Sheet

613 Hwy 10 E
Detroit Lakes, MN 56501
(218)847-4771

Member of the Federal Deposit Insurance Corporation

This Rate Sheet contains information about Interest Rate(s) and Annual Percentage Yields (APY's) for some of the accounts we offer.

	Minimum Deposit To Open Account	Minimum Balance To Obtain APY	Interest Rate	APY
CHECKING				
Midwest Rewards Checking ++	$100	$0.01**		
If requirements are met, interest paid on balances up to $25,000			1.50%	1.51%
If requirements are met, interest paid on portion of balance above $25,000			0.20%	0.20% ^
If requirements are NOT met			0.10%	0.10%

Rewards Checking Requirements per Monthly Qualification Cycle:
Have at least one posted direct deposit; Be enrolled to receive electronic statements; Have a minimum of 10 posted debit card purchases.

^ Earn up to 1.51% Annual Percentage Yield (APY) on balances between one penny and $25,000, and balances over $25,000 earn 0.20% interest rate on the portion of balance over $25,000, resulting in a range of 1.51% to 0.53% APY depending on the balance. If you do not meet the requirements per cycle, your account will still function as a free checking account earning 0.10% APY.

Midwest Interest Checking ++ ~	$500	$0.01**		
Daily Balance: $0.01-$9,999.99			0.10%	0.10%
Daily Balance: $10,000.00-$49,999.99			0.15%	0.15%
Daily Balance: $50,000.00-$99,999.99			0.20%	0.20%
Daily Balance: $100,000.00-$9,999,999.99			0.25%	0.25%
Midwest Advantage Checking ++ ~	$100	$500**	0.10%	0.10%
Midwest Advantage Plus Checking ++ ~	$100	$500**	0.10%	0.10%
Midwest Commercial Checking with Interest++ ~	$100	$0.01**		
Daily Balance: $0.01-$9,999.99			0.10%	0.10%
Daily Balance: $10,000.00-$49,999.99			0.15%	0.15%
Daily Balance: $50,000.00-$99,999.99			0.20%	0.20%
Daily Balance: $100,000.00-$9,999,999.99			0.25%	0.25%
Midwest HSA Checking ++ ~	$100	$0.01**	0.15%	0.15%

* A penalty may be imposed for early withdrawal.
** Daily balance. The amount of principal in the account each day.
++ The interest rate and annual percentage yield may change after account opening.
~ Fees could reduce the earnings on the account.

Interest Rates and Annual Percentage yields are current as of the date at the top of this Rate Sheet.
For current rate information, call (218) 847-4771 or your local Midwest Bank office.

7/16/2020

Midwest Bank Rate Sheet

613 Hwy 10 E
Detroit Lakes, MN 56501
(218)847-4771

Member of the Federal Deposit Insurance Corporation

This Rate Sheet contains information about Interest Rate(s) and Annual Percentage Yields (APY's) for some of the accounts we offer.

	Minimum Deposit To Open Account	Minimum Balance To Obtain APY	Interest Rate	APY
SAVINGS				
Midwest Money Market and Midwest Business Money Market ++ ~	$1,000	$0.01**		
Daily Balance: $0.01-$9,999.99			0.20%	0.20%
Daily Balance: $10,000.00-$49,999.99			0.35%	0.35%
Daily Balance: $50,000.00-$99,999.99			0.45%	0.45%
Daily Balance: $100,000.00-$249,999.99			0.50%	0.50%
Daily Balance: $250,000.00-$499,999.99			0.55%	0.55%
Daily Balance: $500,000.00-$999,999.99			0.55%	0.55%
Daily Balance: $1,000,000.00-$9,999,999.99			0.55%	0.55%
Midwest Savings ++ ~	$100	$0.01**	0.10%	0.10%
Midwest Business Savings ++ ~	$100	$0.01**	0.10%	0.10%
Midwest Young Savers ++	$0	$0.01**	0.10%	0.10%
IRA				
Midwest IRA Savings ++	$100	$0.01**	1.00%	1.00%
12 Month IRA Certificate of Deposit*	$1,000	$1,000**	0.65%	0.65%
24 Month IRA Certificate of Deposit*	$1,000	$1,000**	0.75%	0.75%
36 Month IRA Certificate of Deposit*	$1,000	$1,000**	0.85%	0.85%
48 Month IRA Certificate of Deposit*	$1,000	$1,000**	0.95%	0.95%
60 Month IRA Certificate of Deposit*	$1,000	$1,000**	1.10%	1.10%

* A penalty may be imposed for early withdrawal.
** Daily balance. The amount of principal in the account each day.
++ The interest rate and annual percentage yield may change after account opening.
~ Fees could reduce the earnings on the account.

Interest Rates and Annual Percentage yields are current as of the date at the top of this Rate Sheet.
For current rate information, call (218) 847-4771 or your local Midwest Bank office.

All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

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EideBailly

CPAs & BUSINESS ADVISORS

June 11, 2020

To the Board of Education
Independent School District No. 146
302 3rd St SE
Barnesville, Minnesota 56514-0189

The following represents our understanding of the services we will provide Independent School District No. 146.

You have requested that we audit the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. 146, as of June 30, 2020, and for the year then ended and the related notes, which collectively comprise Independent School District No. 146's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by the Governmental Accounting Standards Board (GASB) require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Changes in the District's Total OPEB Liability and Related Ratios
3. Schedule of Employer's Share of the New Pension Liability and Schedule of Employer's Contributions
4. Schedule of District's OPEB Contributions

Supplementary information other than RSI will accompany Independent School District No. 146 basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

4310 17th Ave. S. | P.O. Box 2545 | Fargo, ND 58108-2545 | T 701.239.8500 | F 701.239.8600 | EOE

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1. Uniform Financial Accounting and Reporting Standards Compliance Table
2. Combining and Individual Fund Schedules
3. Schedule of Changes in Student Activity Cash Balances

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

1. School board and administration

Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*, and the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*, and the audit requirements found in the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

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Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of Independent School District No. 146's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also prepare the financial statements of Independent School District No. 146 in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also provide other nonattest services related to preparation of fund to government-wide conversion entries and submission of the uniform financial accounting and reporting standards compliance table. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America.
b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
c. To provide us with:
    i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
    ii. Additional information that we may request from management for the purpose of the audit; and
    iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
j. For the accuracy and completeness of all information provided.

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With respect to financial statement preparation services and any other nonattest services we perform including preparation of fund to government-wide conversion entries and submission of the uniform financial accounting and reporting standards compliance table, Independent School District No. 146's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of Independent School District No. 146's basic financial statements. Our report will be addressed to the governing body of Independent School District No. 146. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Derek Flanagan or Brian Stavenger will be the engagement partner for the audit services specified in this letter. Responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. We expect to begin our audit in August 2020.

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Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered every two weeks and are payable upon presentation. We estimate that our fee for the audit will be as follows:

Audit of the financial statements	$11,300
Presentation to the School Board	400
One Time Fee for Implementation of GASB 84	500
Total	$12,200

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use Independent School District No. 146's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

We will prepare a detailed list of expected workpapers which you will need to prepare before we begin the audit. These workpapers will need to be completed prior to fieldwork commencing. In addition, we expect the beginning fund balances to agree to the prior year's ending amounts, minimal proposal of year-end correcting entries and trial balance updates. Lastly, we expect cash, receivables, inventory, prepaids, payables, and accrued liabilities to be appropriately reconciled through the date of the financial statements. If any of these issues arise and cause unexpected additional time to be devoted to the audit our fees will be based on our actual number of hours times an hourly rate depending on the staff involved.

In addition, we will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

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At the conclusion of our audit engagement, we will communicate to the School Board the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Eide Bailly, LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators (including, but not limited to the Minnesota Department of Education and Minnesota Office of the State Auditor) pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Government Auditing Standards require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

DISPUTE RESOLUTION

The following procedures shall be used to resolve any disagreement, controversy or claim that may arise out of any aspect of our services or relationship with you, including this engagement, for any reason ("Dispute"). Specifically, we agree to first mediate.

Mediation

All Disputes between us shall first be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator. The mediator will be selected by mutual agreement, but if we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA").

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute. Mediation will be conducted with the parties in person in Fargo, North Dakota.

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Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Either party may commence suit on a Dispute after the mediator declares an impasse.

INDEMNITY

You agree that none of Eide Bailly LLP, its partners, affiliates, officers or employees (collectively "Eide Bailly") shall be responsible for or liable to you for any misstatements in your financial statements that we may fail to detect as a result of knowing representations made to us, or the concealment or intentional withholding of information from us, by any of your owners, directors, officers or employees, whether or not they acted in doing so in your interests or for your benefit, and to hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees from any such misstatement, provided that the services performed hereunder were performed in accordance with professional standards, in all material respects.

If a claim is brought against you by a third-party that arises out of or is in any way related to the services provided under this engagement, you agree to indemnify Eide Bailly LLP, its partners, affiliates, officers and employees (collectively "Eide Bailly"), against any losses, including settlement payments, judgments, damage awards, punitive or exemplary damages, and the costs of litigation (including attorneys' fees) associated with the services performed hereunder provided that the services were performed in accordance with professional standards, in all material respects.

ASSIGNMENTS PROHIBITED

You agree that you will not and may not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly, its partners, affiliates, officers and employees, to any other person or party, or to any trustee, receiver or other third party.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

_____

Derek Flanagan, CPA
Partner

****

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RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Independent School District No. 146 by:

DocuSigned by:
Dion Bredman
ED1644BA414A49D...

School Board President

7/10/2020

Date

Certificate Of Completion

Envelope Id: ACB96EA0C28F4473B22256302493B068
Status: Completed
Subject: Please DocuSign: Barnesville School District - ISD146 - 2020 Engagement Letter_26155.pdf
Source Envelope:
Document Pages: 8
Signatures: 1
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
Kari Strube
4310 17th Ave. S.
Fargo, ND 58103
Kstrube@eidebailly.com
IP Address: 140.186.76.210

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Signer Events	Signature	Timestamp
Dion Bredman dionbredman@barnesville.k12.mn.us Security Level: Email, Account Authentication (None)	DocuSigned by: Dion Bredman ED1644BA414A40D... Signature Adoption: Pre-selected Style Using IP Address: 174.217.4.3 Signed using mobile	Sent: 7/10/2020 5:25:50 AM Viewed: 7/10/2020 8:06:40 AM Signed: 7/10/2020 9:53:05 AM

Electronic Record and Signature Disclosure:
Accepted: 7/10/2020 8:06:40 AM
ID: 402f5ca5-ced1-4356-a876-a6af6e9cdf65
Company Name: Eide Bailly LLP

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Holly Kirkeide hkirkeide@eidebailly.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 7/10/2020 5:25:51 AM Viewed: 7/10/2020 9:53:55 AM
Jodi Samuelson jsamuelson@barnesville.k12.mn.us Security Level: Email, Account Authentication (None)	COPIED	Sent: 7/10/2020 5:25:50 AM Viewed: 7/10/2020 11:20:54 AM

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Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/10/2020 5:25:51 AM
Certified Delivered	Security Checked	7/10/2020 8:06:40 AM
Signing Complete	Security Checked	7/10/2020 9:53:05 AM
Completed	Security Checked	7/10/2020 9:53:05 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

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

Getting paper copies

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

Withdrawing your consent

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

Consequences of changing your mind

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

All notices and disclosures will be sent to you electronically

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

How to contact Eide Bailly LLP:

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Browsers (for SENDERS):	Internet Explorer 6.0¬ or above
Browsers (for SIGNERS):	Internet Explorer 6.0¬, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum

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All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

Ten Year Deferred Maintenance Plan

FY2021		
Code	Description	Amount
368	window replacement in high school	$15,000
369	door & hardware replacement high school	$4,000
370	new ceiling/led lighting outlets	$10,000
380	Building Project	$400,000
380	boiler updates	$5,000
Total		**$434,000**

FY2022		
Code	Description	Amount
369	door/hardware replacement in high school	$4,000
370	New Ceiling/LED lighting outlets	$12,000
380	Building Project	$100,000
380	Boiler updates (steam traps and piping)	$5,000
Total		**$121,000**

FY 2023		
Code	Description	Amount
379	55 addition elementary	$30,000
370	new ceiling &LED lighting add electrical outlets	$10,000
369	door & hardware replacement high school	$4,000
Total		**$44,000**

Fy 2024		
Code	Description	Amount
379	55 addition elementary 4 class room sinks & counter tops	$30,000
370	add new ceilings LED lighting and outlets	$10,000
369	new doors and hardware high school	$4,000
Total		**$44,000**

FY2025		
Code	Description	Amount
379	55 addition elementary sinks and counter tops	$30,000
370	new ceilings/LED lightingand outlets	$10,000
369	door & hardware replacement high school	$4,000
Total		**$44,000**

FY2026		
Code	Description	Amount
381	steam lines and traps	$10,000
383	tuck pointing	$25,000
369	door & hardware replacement	$4,000
379	55 addition elementary sinks and counter tops	$30,000
379	tile flooring and carpet replacement	$10,000
Total		**$79,000**

FY2027		
Code	Description	Amount
379	55 addition elementary sinks and cabinets	$ 30,000
369	door and hardware replacement highschool	$ 4,000
Total		**$ 34,000**

FY2028		
Code	Description	Amount
369	Door/Hardware Replacement-High School	$4,000
383	Roof Replacement	$200,000
Total		**$204,000**

FY2029		
Code	Description	Amount
369	Door/Hardware Replacement-High School	$4,000
383	Roof Replacement	$200,000
Total		**$204,000**

FY2030		
Code	Description	Amount
369	Door/Hardware Replacement-High School	$4,000
383	Roof Replacement	$200,000
Total		**$204,000**

FY2031		
Code	Description	Amount
379	Interior Surfaces	$4,000
383	Roof Replacement	$200,000
Total		**$204,000**

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

Revised 6/18/2020

146 **<= Type in School District Number**

BARNESVILLE PUBLIC SCHOOL DIST.

			Change only if requiring levy adjustments	Payable 2020 LLC Certification	Current Estimate									
	Calculations for Ten Year Projection	**Pay 20 LLC #**	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
1	**Type your district number in cell A2 (Minneapolis = 1.2)**													
2	**Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b**													
3	**Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33**													
4	**Look-up data from following tabs**													
5	**Initial Formula Revenue**													
6	Current year APU	57		973.00	958.66	952.19	952.19	952.19	952.19	952.19	952.19	952.19	952.19	952.19
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)				958.66	952.19	952.19	952.19	952.19	952.19	952.19	952.19	952.19	952.19
7	District average building age (uncapped)	451		52.55	52.55	53.55	54.55	55.55	56.55	57.55	58.55	59.55	60.55	61.55
8	Formula allowance			$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	452			1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	453		369,740	364,292	361,834	361,834	361,834	361,834	361,834	361,834	361,834	361,834	361,834
11	**Added revenue for Eligible H&S Projects > $100,000 / site**													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702			-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756			-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > $100,000 per site (1A)	701			-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > $100,000 per site (1A)	755			-	-	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > $100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab				-	-	-	-	-	-	-	-	-	-
16b	New debt service for LTFM bonds for eligible new H&S projects > $100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > $100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767			-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > $100,000 / site	455	-		-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	456		-	-	-	-	-	-	-	-	-	-	-
	Added revenue for Pre-K remodeling (for VPK approvals only)													
20a	Net debt service for bonds approved for Pre-K remodeling	768			-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	457			-									
20c	Total Pre-K revenue				-	-	-	-	-	-	-	-	-	-
20d	**Total New Law Revenue (10) + (19) + (20c)**	458			364,292	361,834	361,834	361,834	361,834	361,834	361,834	361,834	361,834	361,834

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

Revised 6/18/2020

146 <= Type in School District Number

BARNESVILLE PUBLIC SCHOOL DIST.

	Calculations for Ten Year Projection	Pay 20 LLC #	Change only if requiring levy adjustments FY 2020	Payable 2020 LLC Certification FY 2021	Current Estimate FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
	Old Formula revenue													
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2022)	459		-	-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701			-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22				-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765			-	-	-	-	-	-	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766			-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)	460	-		-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > $500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2022)	463			-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	767			-	-	-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless	769			-	-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * ($64 / formula allowance))	466			61,354	60,940	60,940	60,940	60,940	60,940	60,940	60,940	60,940	60,940
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467		62,272	61,354	60,940	60,940	60,940	60,940	60,940	60,940	60,940	60,940	60,940
30	**Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]**	**468**		369,740	364,292	361,834	361,834	361,834	361,834	361,834	361,834	361,834	361,834	361,834
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469		-	-	-	-	-	-	-	-	-	-	-
32	**District LTFM Revenue (30) - (31)**	**470**		369,740	364,292	361,834	361,834	361,834	361,834	361,834	361,834	361,834	361,834	361,834
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471		-	-	-	-	-	-	-	-	-	-	-
34	**Grand Total LTFM Revenue (32) + (33)**	**472**		369,740	364,292	361,834	361,834	361,834	361,834	361,834	361,834	361,834	361,834	361,834
	Aid and Levy Shares of Total Revenue													
35	For ANTC & APU, three year prior date			2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
36	Three year prior Ag Modified ANTC	33		6,225,922	6,225,922	6,368,135	6,622,861	6,887,775	7,163,286	7,449,818	7,747,810	8,057,723	8,380,032	8,715,233
37	Three year prior Adjusted PU (New Weights)	54		942.38	942.37	959.85	943.58	958.66	952.19	952.19	952.19	952.19	952.19	952.19
38	ANTC / APU = (36) / (37)	474		6,606.59	6,606.64	6,634.54	7,018.88	7,184.76	7,522.93	7,823.85	8,136.80	8,462.27	8,800.77	9,152.80
39	State average ANTC / APU with ag value adjustment	475		8,569.99	8,569.99	9,139.23	9,569.17	9,960.02	10,358.00	10,772.00	11,203.00	11,651.00	12,117.00	12,602.00
40	Equalizing Factor = 123% of (39)	476		10,541.09	10,541.09	11,241.25	11,770.08	12,250.82	12,740.34	13,249.56	13,779.69	14,330.73	14,903.91	15,500.46
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477		62.68%	62.68%	59.02%	59.63%	58.65%	59.05%	59.05%	59.05%	59.05%	59.05%	59.05%
42	State (aid) share of Equalized Revenue (1 - (41))	478		37.32%	37.32%	40.98%	40.37%	41.35%	40.95%	40.95%	40.95%	40.95%	40.95%	40.95%
43	Equalized Revenue (lesser of (34) or (6) * (8))	473		369,740	364,292	361,834	361,834	361,834	361,834	361,834	361,834	361,834	361,834	361,834
44	Initial LTFM State Aid (42) * (43)	479		138,004	135,972	148,281	146,060	149,628	148,178	148,171	148,174	148,171	148,171	148,176
45	Old formula Grandfathered Alternative Facilities Aid	481		-	-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	482		138,004	135,972	148,281	146,060	149,628	148,178	148,171	148,174	148,171	148,171	148,176
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485		231,736	228,321	213,553	215,773	212,205	213,656	213,662	213,660	213,662	213,663	213,658
48	**Debt Service Portion of Revenue (non-grandfather districts)**													
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	765+766+ 767+768			-	-	-	-	-	-	-	-	-	-
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769			192,570	193,253	193,778	194,145	189,105	189,315	189,368	189,263	-	-
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	770			192,570	193,253	193,778	194,145	189,105	189,315	189,368	189,263	-	-
52	Equalized debt Service Revenue (lesser of (43) or (51))	486			192,570	193,253	193,778	194,145	189,105	189,315	189,368	189,263	-	-
53	Debt Service Aid = (52) * (42)	488			71,877	79,196	78,222	80,284	77,442	77,525	77,547	77,503	-	-
54	Equalized Debt Service Levy = (52) - (53)	489			120,693	114,057	115,556	113,861	111,663	111,790	111,820	111,759	-	-

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

Revised 6/18/2020

146 <= Type in School District Number

BARNESVILLE PUBLIC SCHOOL DIST.

			Change only if requiring levy adjustments	Payable 2020 LLC Certification										
Calculations for Ten Year Projection		**Pay 20 LLC #**	FY 2020	FY 2021	Current Estimate FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490			-	-	-	-	-	-	-	-	-	-
56	**General Fund Portion of Revenue (non-grandfather districts)**													
57	Total General Fund Revenue = (34) - (51)	491			171,722	168,581	168,056	167,689	172,729	172,519	172,466	172,571	361,834	361,834
58	General Fund Equalized Revenue = (43) - (52)	492			171,722	168,581	168,056	167,689	172,729	172,519	172,466	172,571	361,834	361,834
59	Total General Fund Aid = (46) - (53)	493			64,095	69,085	67,839	69,344	70,736	70,647	70,626	70,668	148,171	148,176
60	General Fund Equalized Levy = (58) * (41)	494			107,627	99,496	100,217	98,345	101,993	101,872	101,840	101,903	213,663	213,658
61	General Fund Unequalized levy = (57) - (58)	495			-	-	-	-	-	-	-	-	-	-
62	Total General Fund Levy = (60) + (61)	496			107,627	99,496	100,217	98,345	101,993	101,872	101,840	101,903	213,663	213,658

Notes:

1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.

Detail Line Instructions for Ten Year Revenue Projection Spreadsheet

Note: Column "D" for FY 2020 is blank, and blue shaded cells should only be filled in for changes requiring prior year levy adjustments on the Levy Limitation and Certification system.

1	**Type your district number in cell A2**	example: 6 for South St. Paul (Minneapolis = 1.2)
	Initial Formula Revenue	
6	Current year APU	Adjusted Pupil Units: out year data held constant. ADMWE data for FY 2021 & FY 2022
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)	Add data from the "FY 2019 Site Application for Voluntary Pre-kindergarten Program" form.
7	District average building age (uncapped)	Average Building Age data as of January 2020 plus 1: out years = previous year plus one. **Enter changes on this line, not in the ave age tab.**
	Added revenue for Eligible H&S Projects > $100,000 / site *(1A = 26 largest districts, 1B remaining districts)*	
11	Eligible projects include Indoor Air Quality, Fire prevention and suppression, and Asbestos Abatement (IAQFAA)	
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	1B existing debt schedules as of May 5, 2020
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	Step 1: The pay 21 total debt excess = June 30, 2019 UFARS fund 7-464 balance - Pay 19 debt excess - Pay 20 Debt excess - 5% of pay 21 debt service levy Step 2: Alt Facilities portion of the pay 21 debt excess = pay 21 total debt excess * alt facilities debt service levy / total debt service levy.

14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > $100,000 per site (1A)	If a portion of the existing 1A debt schedules fund H&S Projects>$100,000, enter that amount here. Unles 1A districts anticipate more revenue under the new program than the hold harmless, this entry can be skipped. MDE makes no assumption for the split so assumes 0%.
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > $100,000 per site (1A)	see debt excess calculation in line 13
16b	New debt service for LTFM bonds for eligible new H&S projects > $100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue	new projects portion that is being levied above initial revenue
18	Pay as you go revenue for eligible new H&S projects > $100,000 / site	new projects portion
20a	Net debt service for bonds approved for Pre-K remodeling	2016 legislation permits bonding for Voluntary Pre-k to be included in the LTFM program (VPK approvals only, School Readiness Plus is not included)
20b	Pay as you go for projects approved for Pre-K remodeling	2016 legislation permits annual levies for Voluntary Pre-k to be included in the LTFM program (VPK approvals only, School Readiness Plus is not included.)
	Old Formula revenue	"Hold harmless" section
21	Old formula H&S revenue (estimated annual costs for all eligible projects < $500,000)	regular Health and Safety MS 123B.57
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	1A debt schedules as of May 5, 2020
23	Debt Excess allocated to line 22	see debt excess calculation in line 13
25	Old formula alt facilities debt revenue (1B) = (12) - (13)	line 12 minus line 13 from above
26	Old formula alt facilities pay as you go revenue (1A)	
27	Old formula alt facilities pay as you go revenue (1B) >$500,000	If there are no bonds, lines 21 plus 27 should equal the sum of the first 9 items on the ten year expenditure spreadsheet.

30	**Total LTFM Revenue for Individual District Projects = (Greater of [(10) + (19)] or (29))**	formula
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System	Optional revenue reduction (under-levy) amount expressed as positive number. **To include on your payable 2021 levy, enter this amount into the Levy Information System, General and Community Service screen, line 8.**
32	**District LTFM Revenue (30) - (31)**	formula
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	**Additional** amount for intermediate/cooperative districts. Special spreadsheet for Intermediate/Cooperative districts.
34	**Grand Total LTFM Revenue (32) + (33)**	Formula. Revenue to new reserved account. Account balance may be negative or positive and carried forward.
	Aid and Levy Shares of Total Revenue	
36	Three year prior Ag Modified ANTC	FY 2019 estimated ANTC data from DOR. Out years plus 4% annually
37	Three year prior Adjusted PU (New Weights)	FY 2019-23 3YP is EDRS data. Out years no growth
	lines 38-47 formulae	
	Debt Service Portion of Revenue	UFARS fund 7 separation
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05	New bonds (other than Indoor Air Quality, Fire, and Asbestos Abatement greater than $100,000 per site)
	lines 51-55 formulae	Equalization aid applied to LTFM debt service levies before applying to general fund levies
	General Fund Portion of Revenue	UFARS fund 1 separation
	lines 57-62 formulae	

4 to 7 pieces to submit for LTFM as detailed in the Long-Term Facilities Maintenance Revenue Memo dated July 10, 2015.

1 Ten year expenditure projection spreadsheet
2 Ten year revenue projection spreadsheet
3 statement of assurances
4 board resolution
5 detail of projects > $100,000
6 detail of projects > $2,000,000
7 bond schedule

Special email address for above submission: MDE.facilities@state.mn.us

Data must be submitted through the Health and Safety Data Submission System, and new bond schedules submitted through the Levy Information System in addition to the above.

Levy Information System memo to Superintendents email

End of Worksheet

Alternative Facilities Bond Lookup Data as of May 5, 2020

Bond_flag	Dist_Num	FY2021_sum	FY2022_sum	FY2023_sum	FY2024_sum	FY2025_sum	FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum	FY2030_sum
1	1.2	11,575,856.25	11,582,786.25	11,576,118.75	11,430,011.25	11,430,483.75	11,431,113.75	11,430,313.13	11,424,196.88	11,360,002.50	11,359,897.50
1	112	1,121,925.00	1,102,500.00	-	-	-	-	-	-	-	-
1	191	6,795,636.75	6,810,783.00	6,763,848.00	6,793,326.75	6,813,539.25	6,820,784.25	6,824,590.50	6,877,552.50	6,854,308.13	8,004,031.88
1	194	889,166.25	868,796.25	2,593,316.25	1,802,666.25	12,100,593.75	7,445,156.25	-	-	-	-
1	270	9,764,383.13	10,333,063.13	14,495,735.63	12,348,853.13	11,828,945.63	12,203,480.63	12,140,533.13	12,283,608.75	8,809,500.00	4,336,500.00
1	271	1,489,083.75	1,489,083.75	1,489,083.75	1,489,083.75	1,489,083.75	2,607,333.75	2,546,853.75	2,414,028.75	2,609,696.25	2,814,341.25
1	272	7,282,819.95	7,101,747.45	5,617,906.35	5,514,895.58	5,446,632.45	5,335,936.20	5,335,410.15	2,422,560.00	-	-
1	273	1,045,327.50	1,083,652.50	1,029,262.50	896,962.50	5,097,756.57	4,950,159.38	203,896.88	203,896.88	203,896.88	203,896.88
1	276	5,359,437.16	5,415,742.25	5,521,122.35	5,080,458.35	7,791,996.72	7,820,342.78	7,833,273.53	7,838,950.88	4,277,526.75	4,168,203.38
1	279	3,288,476.10	10,429,526.10	12,564,421.80	7,399,612.50	1,861,912.50	-	-	-	-	-
1	281	12,417,416.67	10,956,172.50	10,596,810.00	8,867,827.50	10,761,135.00	10,329,952.50	3,259,042.50	2,327,640.00	1,506,645.00	847,862.40
1	284	3,241,815.95	3,282,240.95	5,232,353.45	5,695,403.45	2,586,720.95	2,596,170.95	2,571,180.95	2,570,760.95	2,756,610.95	2,764,170.95
1	535	5,096,790.57	4,904,501.45	4,898,408.82	4,878,277.70	4,880,323.88	4,886,083.13	4,884,941.25	4,830,065.63	2,561,790.00	1,112,908.13
1	621	4,013,080.31	3,996,195.00	3,916,500.00	3,959,287.50	3,963,487.50	-	-	-	-	-
1	622	6,626,876.47	5,946,314.60	5,507,047.10	4,905,475.32	4,397,899.28	3,442,936.88	3,459,750.00	2,228,730.00	1,401,540.00	940,170.00
1	624	4,572,150.19	4,823,625.19	6,917,325.19	6,614,137.69	6,622,065.19	6,632,252.82	-	-	-	-
1	625	-	787,290.00	788,392.50	789,442.50	789,180.00	792,855.00	794,955.00	800,730.00	805,980.00	809,970.00
1	709	5,547,780.00	5,548,830.00	5,544,892.50	5,546,205.00	5,551,875.00	5,560,275.00	5,558,437.50	5,553,502.50	-	-
1	728	1,186,867.50	1,189,755.00	2,320,080.00	2,329,110.00	2,314,042.50	3,672,217.50	3,700,830.00	3,727,447.50	3,722,880.00	784,087.50
1	742	2,787,244.70	2,783,622.20	2,783,832.20	2,777,217.20	2,775,077.82	2,769,565.32	2,758,540.32	2,909,950.32	2,910,370.32	2,912,470.32
1	833	1,431,636.15	1,404,703.65	1,379,923.65	12,315,778.65	12,095,803.65	10,683,291.15	10,295,158.65	10,095,907.50	-	-
1	834	586,984.65	587,986.35	-	-	-	-	-	-	-	-
		96,120,754.99	102,428,917.55	111,536,380.78	111,434,032.55	120,598,555.13	109,979,907.22	83,597,707.22	78,509,529.02	49,780,746.77	41,058,510.17

End of Worksheet

Health and Safety Bond Lookup Data as of May 5, 2020

Bond_flag	Dist_Num	FY2021_sum	FY2022_sum	FY2023_sum	FY2024_sum	FY2025_sum	FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum	FY2030_sum
2	14	1,982,610.00	1,970,272.50	1,960,560.00	1,947,960.00	1,953,472.50	2,028,547.50	2,999,010.00	2,871,960.00	-	-
2	15	901,635.00	815,640.00	815,535.00	814,800.00	818,685.00	816,532.50	-	-	-	-
2	16	626,430.00	630,420.00	633,360.00	-	-	-	-	-	-	-
2	32	194,407.50	196,822.50	193,830.00	190,837.50	277,095.00	281,925.00	281,190.00	279,785.63	278,210.63	281,715.00
2	88	585,099.90	578,301.15	566,133.75	569,717.40	-	-	-	-	-	-
2	91	107,388.75	105,498.75	108,858.75	106,863.75	104,868.75	107,625.00	-	-	-	-
2	94	740,092.50	747,442.50	1,436,505.00	277,305.00	285,652.50	272,527.50	259,560.00	-	-	-
2	111	131,349.75	130,357.50	192,218.25	189,966.00	187,577.25	179,733.75	287,358.75	287,537.25	287,358.75	286,812.75
2	113	230,289.60	229,945.17	230,302.17	230,582.31	229,735.59	229,881.23	-	-	-	-
2	129	1,258,992.00	1,250,067.00	1,127,742.00	1,127,398.13	1,140,982.50	-	-	-	-	-
2	162	470,730.75	469,247.63	472,515.75	475,140.75	477,015.00	481,005.00	479,193.75	482,265.00	479,535.00	481,687.50
2	166	448,455.00	451,080.00	453,495.00	456,802.50	459,637.50	-	-	-	-	-
2	181	44,520.00	44,520.00	44,520.00	2,270,520.00	-	-	-	-	-	-
2	192	196,592.82	198,587.82	200,477.82	202,046.25	203,280.00	204,165.95	204,690.95	199,591.88	-	-
2	199	553,596.59	555,712.50	554,925.00	553,087.50	550,200.00	556,762.50	-	-	-	-
2	200	373,366.88	377,041.88	374,025.75	376,136.25	-	-	-	-	-	-
2	206	826,363.65	132,615.00	130,620.00	132,877.50	129,727.50	131,827.50	133,770.00	130,305.00	132,090.00	133,717.50
2	207	-	-	-	-	-	-	-	-	-	-
2	227	137,261.25	139,991.25	137,038.65	128,835.00	-	-	-	-	-	-
2	241	1,236,444.30	2,749,800.90	2,755,091.85	2,709,007.35	2,699,077.50	1,982,310.75	273,000.00	273,000.00	273,000.00	257,250.00
2	256	84,420.00	82,950.00	85,995.00	83,632.50	86,520.00	-	-	-	-	-
2	280	3,017,752.50	3,022,005.00	3,027,255.00	3,033,607.50	3,029,827.50	-	-	-	-	-
2	282	950,656.88	956,011.88	955,696.88	960,316.88	964,516.88	968,296.88	975,804.38	976,368.75	979,387.50	-
2	283	775,845.00	813,750.00	808,605.00	-	-	-	-	-	-	-
2	286	110,250.00	-	-	-	-	-	-	-	-	-
2	294	152,775.00	151,725.00	150,412.50	148,837.50	-	-	-	-	-	-
2	309	345,022.65	342,019.65	344,266.65	330,689.10	333,010.65	2,755,507.65	1,069,320.00	1,075,830.00	1,092,315.00	1,087,065.00
2	314	702,030.00	698,040.00	687,960.00	-	-	-	-	-	-	-
2	316	647,910.38	650,304.38	653,144.63	649,913.78	654,045.00	652,443.75	653,073.75	646,773.75	650,553.75	653,703.75
2	317	325,480.30	330,100.30	324,010.30	328,420.30	327,055.32	-	-	-	-	-
2	361	175,610.40	176,964.90	172,701.90	173,384.40	173,751.90	173,712.00	-	-	-	-
2	381	53,130.00	51,240.00	54,600.00	53,550.00	-	-	-	-	-	-
2	402	186,027.20	188,442.20	195,713.45	197,445.95	198,180.95	193,455.95	158,110.32	160,367.82	162,467.82	164,410.32
2	413	186,109.88	291,109.88	291,109.88	291,109.88	2,028,859.88	2,095,842.00	1,756,650.00	-	-	-
2	414	267,104.25	260,316.00	258,851.25	475,755.00	477,645.00	479,325.00	486,045.00	481,950.00	-	-
2	424	218,557.50	220,552.50	217,192.50	219,082.50	220,867.50	222,101.25	223,214.25	223,742.40	229,386.15	229,005.00
2	432	310,432.50	309,802.50	156,817.50	-	-	-	-	-	-	-
2	463	86,019.15	594,775.65	592,814.25	590,607.15	582,902.25	580,324.50	-	-	-	-
2	477	715,680.00	707,700.00	710,115.00	712,215.00	-	-	-	-	-	-
2	482	824,794.95	830,300.10	825,111.00	825,099.45	824,950.35	824,664.75	-	-	-	-
2	492	1,228,462.55	1,233,692.05	1,228,105.60	1,248,768.16	1,263,392.21	1,272,135.27	382,554.38	369,744.38	362,341.88	375,939.38

2	518	504,144.38	501,204.38	503,409.38	510,654.38	507,084.38	503,409.38	504,879.38	504,984.38	504,853.13	499,235.63
2	534	355,635.00	349,440.00	353,745.00	352,590.00	356,580.00	355,110.00	358,785.00	-	-	-
2	548	544,956.56	541,071.56	542,331.56	542,620.31	537,435.94	547,883.44	552,621.56	567,518.44	198,135.00	-
2	578	767,137.88	773,605.88	768,867.75	768,789.00	778,575.00	779,940.00	780,990.00	776,475.00	-	-
2	593	519,466.50	523,131.00	518,301.00	518,563.50	518,511.00	518,143.50	522,711.00	521,167.50	518,700.00	523,320.00
2	595	427,875.00	431,655.00	433,545.00	440,055.00	440,475.00	440,265.00	442,470.00	444,465.00	-	-
2	627	154,187.25	156,056.25	-	-	-	-	-	-	-	-
2	628	156,492.00	153,242.25	154,938.00	150,969.00	-	-	-	-	-	-
2	659	1,089,060.00	1,132,530.00	1,179,990.00	1,226,085.00	1,354,815.00	-	-	-	-	-
2	700	-	-	-	-	-	-	-	-	-	-
2	701	602,437.50	602,437.50	602,437.50	602,437.50	602,437.50	602,437.50	-	-	-	-
2	716	290,430.00	289,065.00	292,792.50	290,955.00	294,210.00	291,900.00	386,505.00	384,615.00	387,870.00	390,915.00
2	719	388,762.50	887,512.50	1,161,037.50	3,941,070.00	4,174,747.50	4,461,187.50	-	-	-	-
2	726	208,569.38	210,564.38	207,204.38	209,094.38	210,879.38	207,309.38	208,989.38	205,314.38	206,889.38	208,359.38
2	738	561,225.00	559,125.00	561,225.00	556,762.50	-	-	-	-	-	-
2	740	673,411.20	671,165.25	668,857.35	666,487.50	669,305.70	-	-	-	-	-
2	745	344,295.00	343,665.00	342,930.00	347,340.00	341,040.00	334,740.00	344,190.00	348,075.00	-	-
2	750	455,207.82	451,906.88	243,495.00	244,335.00	245,070.00	245,700.00	240,975.00	-	-	-
2	811	326,970.00	327,075.00	332,325.00	332,115.00	331,800.00	331,380.00	330,855.00	330,225.00	327,993.75	330,881.25
2	813	984,456.38	1,032,097.50	1,077,510.00	1,113,735.00	1,162,035.00	1,216,372.50	1,260,472.50	1,310,347.50	1,363,372.50	1,413,720.00
2	821	464,100.00	455,175.00	-	-	-	-	-	-	-	-
2	829	1,295,910.00	-	-	-	-	-	-	-	-	-
2	837	203,558.25	737,798.25	736,013.25	739,268.25	742,208.25	743,520.75	748,728.75	757,653.75	749,453.25	-
2	840	266,668.50	269,818.50	267,298.50	269,818.50	268,768.50	267,561.00	271,446.00	269,535.00	267,225.00	269,755.50
2	846	362,709.38	363,234.64	363,601.88	521,311.88	521,889.38	523,858.13	519,435.00	519,225.00	523,950.00	519,120.00
2	852	249,262.65	250,615.05	251,403.60	251,829.90	251,882.40	251,304.90	250,569.90	249,421.20	247,846.20	251,081.25
2	857	377,737.50	366,975.00	378,262.50	388,237.50	396,900.00	-	-	-	-	-
2	877	231,131.25	223,203.75	215,355.00	2,265,165.00	-	-	-	-	-	-
2	879	404,722.50	405,457.50	405,877.50	405,982.50	405,772.50	405,247.50	408,187.50	408,975.00	-	-
2	891	189,000.00	525,000.00	546,000.00	551,250.00	561,750.00	572,250.00	577,500.00	588,000.00	598,500.00	-
2	911	1,027,262.25	1,020,122.25	1,018,912.13	354,642.75	-	-	-	-	-	-
2	912	328,702.50	325,552.50	322,402.50	323,452.50	1,358,542.50	1,354,552.50	1,359,382.50	1,353,555.00	1,357,282.50	-
2	2071	160,755.00	158,983.13	157,211.25	160,335.00	158,130.00	160,440.00	152,145.00	112,455.00	-	-
2	2125	144,926.25	142,511.25	144,742.50	141,592.50	138,127.50	144,847.50	146,002.50	-	-	-
2	2149	819,000.00	820,785.00	827,505.00	823,305.00	824,145.00	824,670.00	824,880.00	830,025.00	-	-
2	2164	85,890.00	85,890.00	1,046,640.00	1,020,390.00	941,640.00	946,890.00	-	-	-	-
2	2165	775,635.00	777,630.00	784,560.00	791,070.00	791,910.00	787,185.00	-	-	-	-
2	2168	289,800.00	294,840.00	289,170.00	-	-	-	-	-	-	-
2	2170	279,121.50	-	-	-	-	-	-	-	-	-
2	2172	109,462.50	109,462.50	980,962.50	981,067.50	980,385.00	984,165.00	-	-	-	-
2	2176	253,207.50	223,912.50	227,587.50	225,487.50	228,375.00	225,487.50	227,587.50	229,162.50	224,962.50	225,750.00
2	2180	607,831.88	610,299.38	612,609.38	609,511.88	612,622.50	611,047.50	-	-	-	-
2	2190	681,985.50	685,182.75	688,112.25	696,024.00	603,750.00	798,000.00	-	-	-	-

2	2198	487,203.15	486,599.40	485,407.65	483,551.25	491,657.25	482,994.75	481,860.75	485,514.75	482,527.50	483,603.75
2	2358	107,121.00	104,433.00	101,493.00	103,803.00	100,411.50	102,270.00	103,740.00	-	-	-
2	2448	648,709.70	645,034.70	645,822.20	644,562.20	647,922.20	645,192.20	643,748.45	644,850.95	645,480.95	645,638.45
2	2683	64,995.00	63,840.00	62,685.00	66,780.00	65,520.00	64,260.00	-	-	-	-
2	2711	397,530.00	395,430.00	394,747.50	-	-	-	-	-	-	-
2	2752	1,000,052.81	996,587.81	998,162.81	997,427.81	996,062.81	999,317.81	999,212.81	998,792.81	997,027.50	999,127.50
2	2754	146,855.63	144,020.63	146,435.63	143,443.13	140,450.63	142,708.13	144,808.13	141,500.63	143,443.13	145,228.13
2	2769	138,639.38	136,539.38	134,439.38	137,589.38	140,634.38	138,324.38	140,109.38	136,486.88	138,114.38	128,769.38
2	2805	1,011,097.50	1,009,837.50	1,008,262.50	1,011,622.50	1,009,312.50	1,006,687.50	1,009,575.00	1,017,056.25	-	-
2	2854	135,625.88	134,155.88	137,825.63	136,132.50	181,689.38	183,159.38	184,471.88	180,035.63	180,849.38	181,492.50
2	2856	129,152.80	127,344.00	134,274.00	130,284.00	126,294.00	127,554.00	133,854.00	129,234.00	129,864.00	130,284.00
2	2860	428,452.50	427,822.50	426,772.50	430,552.50	428,452.50	425,932.50	428,242.50	429,922.50	425,722.50	430,132.50
2	2890	399,168.00	398,538.00	397,803.00	402,213.00	405,783.00	408,796.50	400,732.50	395,902.50	396,165.00	396,112.50
2	2899	409,920.00	413,280.00	405,930.00	409,080.00	406,770.00	409,605.00	406,980.00	-	-	-
2	2906	310,679.25	309,288.00	154,938.00	150,969.00	-	-	-	-	-	-
		47,187,999.14	48,266,916.05	49,972,400.94	52,664,728.69	48,135,292.02	43,064,260.76	27,120,189.37	23,729,713.37	15,942,874.00	12,123,832.90

End of Worksheet

New Indoor Air Quality, Fire, Asbestos Abatement LTFM Bond Lookup Data as of May 5, 2020

Bond_flag	Dist_Num	FY2021_sum	FY2022_sum	FY2023_sum	FY2024_sum	FY2025_sum
3	23	177,030.00	173,250.00	174,720.00	175,980.00	177,030.00
3	84	243,334.88	241,969.88	161,697.38	162,303.75	-
3	93	607,792.50	605,062.50	634,252.50	630,315.00	294,525.00
3	99	144,375.00	140,595.00	142,065.00	139,440.00	142,065.00
3	100	383,465.47	312,004.88	646,534.88	673,624.88	672,784.88
3	110	686,280.00	905,520.00	789,390.00	769,755.00	928,725.00
3	113	52,605.00	52,500.00	47,092.50	47,092.50	47,092.50
3	115	65,835.00	65,835.00	65,835.00	65,835.00	65,835.00
3	173	83,516.13	82,950.00	85,995.00	83,632.50	86,520.00
3	181	1,262,274.72	908,722.50	744,397.50	828,922.50	1,218,472.50
3	195	77,463.75	76,755.00	76,046.25	75,337.50	74,445.00
3	203	521,984.40	521,984.40	521,984.40	521,984.40	521,984.40
3	204	146,107.50	142,957.50	145,057.50	147,000.00	143,535.00
3	242	526,314.87	527,543.37	528,488.37	529,149.87	529,527.87
3	252	256,751.25	249,926.25	248,508.75	241,841.25	240,581.25
3	270	509,617.50	509,617.50	509,617.50	509,617.50	509,617.50
3	278	43,365.00	41,790.00	45,465.00	43,627.50	47,040.00
3	280	1,175,251.88	1,175,251.88	1,175,251.88	1,175,251.88	1,175,251.88
3	283	683,392.50	920,167.50	1,150,117.50	1,299,480.00	1,319,167.50
3	294	225,868.13	231,328.13	231,223.13	230,960.63	262,040.63
3	317	222,865.16	219,975.00	220,500.00	-	-
3	361	-	163,485.00	158,865.00	164,745.00	164,955.00
3	391	131,145.00	133,875.00	-	-	-
3	414	314,790.00	317,992.50	310,327.50	318,412.50	320,722.50
3	423	222,438.56	210,577.50	209,947.50	235,357.50	238,507.50
3	432	165,637.50	169,207.50	330,172.50	502,845.00	503,842.50
3	500	153,247.50	153,510.00	158,760.00	158,235.00	157,447.50
3	535	1,731,758.44	1,652,483.44	2,104,928.44	1,151,265.94	1,039,178.44
3	553	365,297.18	340,790.63	327,350.63	340,580.63	914,930.63
3	577	359,079.00	362,649.00	360,654.00	363,751.50	361,284.00
3	599	406,297.50	350,380.46	350,742.19	348,888.32	346,898.81
3	601	649,364.50	648,986.14	648,418.60	647,661.45	650,499.59
3	630	140,542.50	138,757.50	142,222.50	139,387.50	141,802.50
3	695	105,000.00	105,000.00	131,250.00	136,500.00	136,500.00
3	709	150,412.50	151,410.00	-	-	-
3	727	-	-	-	148,890.00	579,390.00
3	756	153,693.75	151,593.75	149,493.75	147,393.75	145,136.25
3	777	249,738.87	247,815.75	257,265.75	271,335.75	268,815.75
3	787	418,779.38	418,779.38	418,569.38	565,149.38	566,829.38
3	803	675,312.75	671,690.25	678,042.75	678,252.75	672,582.75
3	829	254,887.50	254,782.50	254,520.00	254,100.00	258,772.50
3	846	29,360.63	28,835.63	28,310.63	27,785.63	27,260.63
3	857	94,526.25	94,526.25	94,526.25	94,526.25	94,526.25
3	858	142,763.25	142,763.25	725,513.25	718,530.75	716,483.25

3	882	378,525.00	390,075.00	385,035.00	400,785.00	394,485.00
3	891	103,142.52	103,509.00	102,868.50	103,259.63	102,564.00
3	914	29,728.13	29,728.13	113,728.13	117,298.13	115,513.13
3	2137	677,985.00	756,210.00	751,222.50	740,460.00	734,685.00
3	2142	79,755.08	87,370.50	86,740.50	70,360.50	259,360.50
3	2155	437,902.50	437,692.50	437,377.50	436,957.50	436,432.50
3	2164	216,918.68	220,007.82	220,007.82	219,797.82	219,377.82
3	2165	62,947.50	62,947.50	62,947.50	62,947.50	62,947.50
3	2170	92,228.97	357,262.50	353,325.00	369,862.50	369,075.00
3	2184	777,787.50	808,867.50	806,347.50	808,237.50	809,077.50
3	2342					
3	2396	235,460.20	273,304.50	231,619.50	243,799.50	244,849.50
3	2754	13,866.09	14,628.39	14,311.92	13,995.45	14,728.98
3	2908	499,339.28	503,559.00	501,669.00	499,359.00	501,879.00
		18,615,149.62	19,060,760.03	20,251,320.99	19,851,866.26	21,027,582.04

End of Worksheet

FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum	FY2030_sum
172,620.00	173,460.00	174,090.00	174,510.00	175,980.00
-	-	-	-	-
283,027.50	282,135.00	281,085.00	279,877.50	283,762.50
144,585.00	-	-	-	-
671,314.88	674,464.88	671,524.88	673,204.88	673,624.88
569,730.00	338,310.00	321,300.00	-	-
740,092.50	903,052.50	-	-	-
65,835.00	65,835.00	65,835.00	464,835.00	484,365.00
-	-	-	-	-
1,225,560.00	1,225,297.50	1,207,447.50	1,934,047.50	1,698,217.50
73,552.50	508,410.00	530,145.00	-	-
521,984.40	521,984.40	521,984.40	521,984.40	521,984.40
145,320.00	146,947.50	143,167.50	128,887.50	109,672.50
531,181.62	585,099.12	583,051.62	580,720.62	580,295.37
239,323.35	232,811.25	231,892.50	1,921,473.75	1,988,542.50
509,617.50	509,617.50	509,617.50	3,202,867.50	2,381,137.50
45,360.00	43,680.00	-	-	-
2,970,751.88	2,529,226.88	3,900,789.38	3,934,914.38	3,881,364.38
1,309,717.50	1,314,442.50	1,311,555.00	1,311,817.50	1,314,967.50
255,268.13	256,003.13	261,883.13	257,053.13	257,473.13
-	-	-	-	-
164,955.00	172,725.00	169,785.00	502,845.00	519,435.00
-	-	-	-	-
318,255.00	312,165.00	316,128.75	313,884.38	316,758.75
241,237.50	238,297.50	235,147.50	237,037.50	-
504,630.00	505,155.00	505,417.50	400,470.00	403,410.00
156,397.50	155,085.00	153,510.00	158,340.00	-
1,041,015.94	1,042,118.44	1,041,908.44	1,040,202.19	1,035,332.81
909,680.63	914,090.63	911,990.63	908,840.63	912,253.13
358,659.00	361,126.50	360,811.50	360,391.50	359,866.50
349,295.27	351,420.43	348,752.68	350,470.89	347,396.19
652,391.40	644,824.15	646,432.20	647,472.69	487,141.61
138,810.00	141,067.50	143,167.50	139,860.00	141,802.50
876,750.00	876,750.00	687,750.00	-	-
-	-	-	-	-
598,920.00	527,730.00	547,890.00	577,080.00	572,355.00
142,878.75	139,728.75	120,828.75	123,401.25	125,816.25
266,085.75	268,395.75	265,035.75	266,715.75	267,345.75
559,899.38	747,009.38	747,481.88	747,481.88	741,759.38
676,730.25	672,635.25	677,622.75	676,572.75	679,617.75
257,880.00	256,830.00	255,622.50	254,257.50	257,985.00
32,051.25	-	-	-	-
283,526.25	283,106.25	282,528.75	287,043.75	285,993.75
719,213.25	716,063.25	713,648.25	716,273.25	718,247.25

396,165.00	397,530.00	393,330.00	394,222.50	384,300.00
-	-	-	-	-
124,228.13	121,983.75	124,740.00	121,852.50	123,952.50
744,135.00	741,772.50	1,792,402.50	1,792,402.50	1,789,357.50
262,300.50	75,820.50	64,753.50	53,970.00	53,970.00
435,802.50	435,067.50	436,432.50	437,482.50	438,217.50
218,747.82	217,907.82	218,432.82	218,800.32	220,690.32
62,947.50	593,197.50	614,040.00	30,030.00	30,030.00
110,250.00	-	-	-	-
808,867.50	807,607.50	810,547.50	809,182.50	807,187.50
308,689.50	306,694.50	307,295.63	260,413.13	255,530.63
14,383.74	14,038.50	13,693.26	14,398.02	14,024.01
503,769.00	499,779.00	504,346.50	503,191.50	500,461.50
23,714,390.04	23,848,499.99	25,126,842.92	28,730,780.01	27,141,625.22

New "Other" LTFM Bond Lookup Data as of May 5, 2020

Bond_flag	Dist_Num	FY2021_sum	FY2022_sum	FY2023_sum	FY2024_sum	FY2025_sum
4	1	269,430.00	269,167.50	268,747.50	268,170.00	267,435.00
4	1.2	14,049,735.00	13,910,085.00	13,776,210.00	13,642,072.50	13,507,147.50
4	15	998,812.50	1,072,207.50	1,260,787.50	1,078,297.50	1,095,727.50
4	22	82,356.16	101,535.00	101,535.00	395,535.00	394,905.00
4	93	47,040.00	45,780.00	44,100.00	-	-
4	94	933,450.00	935,550.00	930,300.00	935,497.50	-
4	99	366,502.50	383,302.50	430,815.00	428,085.00	420,000.00
4	110	653,047.50	649,477.50	651,840.00	654,360.00	650,370.00
4	113	142,222.50	140,017.50	141,960.00	143,745.00	140,122.50
4	115	217,297.50	217,980.00	218,505.00	218,872.50	219,082.50
4	138	787,237.50	784,875.00	787,290.00	783,825.00	785,137.50
4	139	141,960.00	143,745.00	140,122.50	141,750.00	143,220.00
4	146	192,570.00	193,252.50	193,777.50	194,145.00	189,105.00
4	173	135,048.38	136,815.00	138,915.00	135,607.50	137,550.00
4	177	187,530.00	183,750.00	185,220.00	186,532.50	184,957.50
4	181	1,071,525.00	1,076,250.00	1,105,912.50	1,122,450.00	1,142,137.50
4	192	621,915.00	660,765.00	733,740.00	781,252.50	825,352.50
4	194	605,430.00	992,088.06	1,300,267.50	1,300,267.50	3,069,517.50
4	204	106,470.00	108,885.00	105,892.50	108,150.00	-
4	227	247,432.50	247,485.00	247,380.00	247,117.50	246,697.50
4	229	105,472.50	107,572.50	104,160.00	105,997.50	102,322.50
4	242	61,845.00	60,270.00	58,695.00	62,370.00	60,637.50
4	252	118,492.50	115,500.00	112,507.50	114,765.00	116,865.00
4	255	370,807.50	370,597.50	375,217.50	373,957.50	372,277.50
4	270	633,570.00	633,570.00	633,570.00	633,570.00	633,570.00
4	271	1,848,446.25	1,848,446.25	1,848,446.25	1,848,446.25	1,848,446.25
4	272	711,775.32	711,775.32	711,775.32	711,775.32	711,775.32
4	273	1,340,246.25	1,340,246.25	1,340,246.25	1,340,246.25	1,340,246.25
	exist	896,372.17	898,314.38	902,330.63	898,550.63	882,511.88
	new	-	328,845.72	325,458.53	324,408.53	328,451.03
4	276	896,372.17	1,227,160.10	1,227,789.16	1,222,959.16	1,210,962.91
4	278	331,380.00	335,055.00	332,692.50	335,055.00	336,630.00
4	279	3,520,433.45	3,520,433.45	3,919,433.45	3,504,473.45	7,898,723.45
	exist	2,344,230.00	2,344,230.00	2,638,230.00	3,726,030.00	6,302,205.00
	2019B	1,140,430.38	1,106,017.50	1,077,667.50	2,052,330.00	850,867.50
4	281	3,484,660.38	3,450,247.50	3,715,897.50	5,778,360.00	7,153,072.50
4	283	832,597.50	832,335.00	831,022.50	865,410.00	865,410.00
4	294	144,795.00	141,487.50	143,430.00	145,215.00	146,842.50
4	297	92,452.50	90,982.50	89,512.50	93,292.50	91,717.50
4	300	146,842.50	142,117.50	153,142.50	152,880.00	152,355.00
4	308	32,717.97	33,707.10	33,003.60	37,550.10	36,705.90
4	317	283,393.54	277,357.50	276,675.00	70,717.50	68,827.50
4	318	399,787.50	398,737.50	402,412.50	400,050.00	397,162.50
4	319	183,225.00	185,220.00	181,860.00	183,750.00	180,285.00

4	330	51,712.50	51,124.50	50,536.50	49,780.50	49,024.50
4	333	76,626.59	76,725.30	76,724.63	76,725.22	76,643.51
4	345	128,205.00	131,040.00	128,520.00	-	-
4	361	5,433.75	45,255.00	49,035.00	42,105.00	40,635.00
4	378	114,518.25	115,258.50	114,877.88	-	-
4	390	47,124.00	46,662.00	46,116.00	45,570.00	44,730.00
4	413	448,035.00	447,037.50	445,725.00	446,512.50	-
4	423	410,395.90	405,142.50	403,882.50	402,202.50	405,352.50
4	432	260,242.50	261,607.50	262,867.50	261,975.00	260,925.00
4	465	211,417.50	207,991.88	209,435.63	210,748.13	211,522.50
4	466	-	178,851.23	177,192.75	175,491.75	178,969.88
4	477	627,637.50	626,587.50	655,987.50	656,512.50	650,475.00
4	482	474,921.57	469,461.57	463,844.07	468,569.07	463,739.07
4	484	307,125.00	302,925.00	303,712.50	303,975.00	303,712.50
4	485	170,672.25	166,892.25	168,362.25	169,674.75	170,829.75
4	500	10,776.55	127,661.63	125,293.88	122,926.13	125,808.38
4	505	82,957.00	77,964.08	76,364.40	80,014.73	78,269.63
4	531	202,518.75	204,723.75	206,823.75	203,568.75	205,563.75
4	535	1,269,705.95	1,275,480.95	1,275,218.45	2,376,930.95	2,624,993.45
4	548	169,585.50	166,855.50	169,375.50	166,540.50	168,955.50
4	553	233,310.00	234,150.00	233,310.00	235,935.00	232,785.00
4	577	112,302.75	109,782.75	112,512.75	109,835.25	107,157.75
4	578	177,450.00	179,550.00	176,295.00	178,290.00	180,180.00
4	599	198,187.50	194,827.50	196,717.50	196,770.00	196,665.00
4	601	71,460.50	71,418.86	71,356.40	71,273.13	71,585.41
4	622	4,361,178.08	4,912,484.07	4,167,771.57	4,675,709.07	4,810,896.57
4	623	419,790.00	419,790.00	419,790.00	419,790.00	419,790.00
4	624	503,055.00	503,055.00	503,055.00	503,055.00	839,055.00
4	630	115,027.50	113,557.50	112,087.50	115,132.50	112,770.00
4	659	161,647.50	162,960.00	164,115.00	165,112.50	160,702.50
4	690	275,336.25	281,531.25	298,016.25	298,331.25	298,541.25
4	695	203,155.32	205,412.82	202,262.82	204,362.82	206,305.32
4	698	36,351.00	35,799.75	35,201.25	34,555.50	33,862.50
4	701	188,370.00	190,470.00	192,465.00	189,105.00	189,315.00
4	709	662,865.00	665,122.50	-	-	-
4	716	102,742.50	101,062.50	99,382.50	97,702.50	100,432.50
4	719	869,754.38	943,254.38	997,224.38	1,058,544.38	1,121,544.38
4	720	1,049,106.95	998,300.63	1,000,138.13	1,000,400.63	999,088.13
4	721	555,765.00	550,777.50	555,502.50	553,665.00	565,582.50
4	727	753,401.25	760,383.75	794,771.25	858,138.75	899,561.25
4	728	1,079,137.50	1,079,137.50	2,008,387.50	2,569,717.50	3,128,107.50
4	738	150,360.00	152,460.00	154,402.50	150,937.50	152,722.50
4	739	182,650.13	184,902.38	187,049.63	194,341.88	190,879.50
4	740	254,743.13	256,003.13	257,158.13	258,208.13	253,903.13
4	743	158,392.50	155,242.50	157,342.50	159,285.00	155,820.00
4	745	87,033.91	225,540.00	246,960.00	267,330.00	339,150.00
4	750	325,500.00	327,075.00	328,125.00	328,650.00	328,650.00

4	763	155,410.50	159,067.13	167,879.25	176,347.50	184,416.75
4	786	124,320.00	127,050.00	129,622.50	126,787.50	123,952.50
4	787	129,661.88	131,551.88	127,981.88	129,661.88	126,826.88
4	803	129,360.00	132,825.00	130,935.00	129,045.00	132,405.00
4	820	97,435.80	100,642.50	98,453.25	101,514.00	99,178.80
4	821	172,725.00	189,000.00	198,975.00	213,412.50	221,550.00
4	829	174,247.50	171,832.50	174,667.50	176,137.50	177,450.00
4	831	855,540.00	858,427.50	859,740.00	859,477.50	857,640.00
exist		1,417,014.38	1,417,014.38	1,417,014.38	1,417,014.38	1,417,014.38
new		-	805,455.00	905,205.00	905,205.00	905,205.00
4	833	1,417,014.38	2,222,469.38	2,322,219.38	2,322,219.38	2,322,219.38
4	836	26,765.81	26,168.63	25,530.75	24,892.88	24,255.00
4	840	142,973.30	143,814.09	143,892.84	142,889.25	142,919.49
4	846	198,450.00	200,130.00	201,705.00	197,925.00	199,395.00
4	857	44,992.50	49,612.50	48,877.50	48,142.50	47,407.50
4	858	169,833.42	164,115.00	164,535.00	164,745.00	164,745.00
4	881	166,372.50	166,110.00	165,585.00	164,797.50	168,997.50
4	882	955,027.50	956,392.50	957,442.50	952,927.50	958,702.50
4	912	539,700.00	540,907.50	536,602.50	532,192.50	531,457.50
4	914	49,499.63	48,995.63	48,491.63	47,861.63	47,231.63
4	2071	80,955.00	79,159.50	82,614.00	80,668.88	78,723.75
4	2137	149,152.50	149,415.00	149,415.00	149,152.50	148,627.50
4	2142	450,034.66	456,183.00	456,393.00	456,183.00	455,553.00
4	2144	347,151.00	345,313.50	348,568.50	346,258.50	349,041.00
4	2155	259,980.00	256,725.00	258,720.00	260,610.00	257,145.00
4	2164	570,704.96	571,600.32	571,180.32	575,380.32	573,490.32
4	2165	318,270.75	317,714.25	317,000.25	321,205.50	319,845.75
4	2172	172,830.00	173,460.00	173,880.00	170,100.00	171,570.00
exist		171,399.38	168,564.38	170,979.38	168,026.25	169,995.00
new		2,683.34	25,200.00	24,780.00	24,360.00	23,940.00
4	2174	174,082.72	193,764.38	195,759.38	192,386.25	193,935.00
4 exist		204,960.00	206,325.00	144,585.00	-	-
4 new		84,787.50	83,212.50	144,375.00	291,637.50	289,537.50
4	2342	289,747.50	289,537.50	288,960.00	291,637.50	289,537.50
4	2396	122,193.75	125,199.38	122,836.88	120,211.88	122,836.88
4	2609	85,680.00	88,620.00	86,100.00	83,580.00	86,310.00
4	2687	94,405.50	98,584.50	107,924.25	111,678.00	125,832.00
4	2711	131,775.00	128,625.00	125,475.00	122,325.00	124,425.00
4	2752	48,293.44	219,712.50	217,875.00	221,025.00	218,400.00
4	2754	62,009.01	64,914.36	63,504.63	62,094.90	59,635.17
4	2805	243,041.37	243,764.07	248,174.07	246,914.07	245,444.07
4	2835	150,937.50	153,195.00	150,045.00	152,145.00	148,837.50
4	2856	83,212.50	81,637.50	85,312.50	83,580.00	81,847.50
4	2860	185,010.00	186,165.00	185,745.00	185,115.00	184,275.00
4	2905	118,545.00	120,645.00	122,587.50	124,372.50	-
4	2907	91,651.88	88,764.38	91,126.88	89,236.88	87,346.88
4	2908	116,788.00	116,130.00	117,390.00	118,440.00	98,280.00

71,911,668.44	75,796,250.59	77,156,451.28	82,783,413.72	91,419,919.17

End of Worksheet

FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum	FY2030_sum
266,542.50	270,742.50	269,377.50	267,855.00	266,175.00
13,365,660.00	13,232,205.00	13,101,322.50	12,961,777.50	12,823,755.00
852,600.00	852,180.00	851,130.00	854,700.00	852,232.50
398,685.00	396,585.00	394,065.00	397,845.00	396,165.00
-	-	-	-	-
-	-	-	-	-
390,915.00	-	-	-	-
651,630.00	652,050.00	651,840.00	651,210.00	650,107.50
141,750.00	143,220.00	139,282.50	140,595.00	-
213,885.00	219,187.50	218,925.00	218,505.00	217,927.50
785,820.00	785,872.50	785,295.00	784,087.50	-
139,282.50	140,595.00	-	-	-
189,315.00	189,367.50	189,262.50	-	-
134,085.00	135,870.00	137,497.50	133,717.50	135,187.50
188,370.00	186,007.50	188,632.50	183,592.50	183,802.50
1,154,212.50	1,153,687.50	1,156,837.50	1,152,900.00	1,152,637.50
860,790.00	903,577.50	942,690.00	977,602.50	979,282.50
3,982,440.00	7,633,132.50	7,269,412.50	6,031,830.00	6,236,055.00
-	-	-	-	-
251,370.00	250,477.50	249,427.50	248,220.00	246,855.00
105,367.50	102,217.50	103,530.00	106,260.00	103,582.50
59,193.75	-	-	-	-
113,557.50	-	-	-	-
370,177.50	372,907.50	373,170.00	373,117.50	-
633,570.00	633,570.00	633,570.00	901,320.00	1,814,610.00
3,964,196.25	3,979,158.75	3,898,833.75	3,900,933.75	3,929,178.75
711,775.32	711,775.32	1,704,025.32	3,643,585.32	3,718,975.32
3,371,996.25	5,636,452.50	5,911,867.50	5,989,095.00	5,994,450.00
892,565.63	903,170.63	893,484.38	894,219.38	895,177.50
326,928.53	325,248.53	328,661.03	328,976.03	325,070.03
1,219,494.16	1,228,419.16	1,222,145.41	1,223,195.41	1,220,247.53
335,160.00	338,520.00	-	-	-
10,773,203.45	11,269,275.95	12,019,710.95	9,882,435.95	10,085,768.45
8,556,030.00	12,137,317.50	12,562,935.00	13,350,960.00	14,074,357.50
834,592.50	1,028,317.50	1,489,792.50	1,475,355.00	1,364,580.00
9,390,622.50	13,165,635.00	14,052,727.50	14,826,315.00	15,438,937.50
869,347.50	866,460.00	867,510.00	866,985.00	864,885.00
148,312.50	150,937.50	148,207.50	150,727.50	147,892.50
90,142.50	88,567.50	92,242.50	90,562.50	93,712.50
151,567.50	150,517.50	149,205.00	152,880.00	-
35,861.70	35,017.50	34,173.30	33,329.10	37,734.90
66,937.50	70,297.50	-	-	-
399,000.00	400,050.00	400,312.50	401,047.50	401,467.50
182,070.00	-	-	-	-

48,268.50	47,512.50	51,502.50	50,085.00	48,667.50
76,724.94	76,726.40	76,725.81	76,663.25	76,726.31
-	-	-	-	-
44,415.00	43,575.00	37,485.00	-	-
-	-	-	-	-
49,140.00	48,195.00	-	-	-
-	-	-	-	-
392,122.50	405,142.50	401,362.50	402,412.50	394,747.50
259,717.50	263,602.50	261,922.50	218,085.00	217,350.00
206,902.50	207,112.50	207,165.00	207,060.00	206,797.50
177,058.88	180,250.88	177,967.13	175,531.13	178,192.88
653,887.50	650,475.00	-	-	-
462,426.57	464,841.57	468,149.07	470,039.07	476,969.07
302,190.00	305,760.00	303,765.00	306,862.50	304,395.00
171,827.25	167,417.25	169,727.25	166,682.25	168,658.88
128,583.00	-	-	-	-
76,524.53	80,029.43	78,138.90	76,248.38	79,607.85
207,033.75	203,135.63	204,487.50	204,828.75	205,025.63
2,384,805.95	2,567,925.95	2,433,683.45	2,140,208.45	2,671,095.01
166,015.50	168,325.50	165,280.50	167,485.50	169,585.50
232,837.50	232,732.50	232,470.00	232,050.00	231,472.50
109,730.25	106,895.25	110,255.25	108,260.25	111,515.25
176,715.00	-	-	-	-
196,402.50	59,482.50	-	-	-
71,793.60	70,960.85	71,137.80	71,252.31	53,608.39
5,918,909.07	5,950,409.07	8,001,321.57	8,345,091.57	8,673,636.57
419,790.00	2,000,040.00	1,999,830.00	2,002,350.00	2,002,140.00
1,217,475.00	2,844,240.00	2,909,550.00	2,907,765.00	2,903,775.00
115,657.50	113,137.50	115,867.50	113,190.00	115,762.50
161,542.50	162,225.00	-	-	-
303,896.25	298,541.25	303,686.25	308,621.25	308,096.25
202,840.32	204,625.32	206,252.82	201,212.82	201,422.82
33,122.25	32,334.75	-	-	-
189,367.50	189,262.50	-	-	-
-	-	-	-	-
97,755.00	100,327.50	102,742.50	-	-
1,180,764.38	1,230,954.38	1,280,475.00	1,320,243.75	1,365,787.50
996,200.63	996,988.13	1,001,188.13	998,038.13	996,148.13
550,777.50	551,407.50	551,565.00	-	-
933,581.25	968,493.75	1,007,081.25	939,041.25	940,537.50
2,995,440.00	3,395,070.00	3,764,775.00	4,115,422.50	6,972,945.00
154,350.00	150,570.00	152,040.00	153,352.50	149,257.50
192,667.13	189,099.75	190,782.38	192,031.88	193,131.75
254,848.13	255,688.13	256,423.13	257,053.13	262,828.13
157,605.00	159,232.50	155,452.50	156,922.50	158,235.00
339,570.00	339,570.00	339,150.00	338,730.00	343,455.00
328,125.00	327,075.00	325,500.00	328,650.00	325,762.50

197,350.13	204,789.38	210,833.45	216,562.50	232,522.50
121,117.50	118,282.50	115,447.50	112,612.50	109,777.50
128,296.88	129,556.88	126,406.88	128,506.88	130,449.38
130,410.00	133,665.00	130,515.00	132,615.00	128,756.25
102,093.60	99,612.45	102,381.30	99,754.20	97,127.10
234,150.00	250,950.00	261,187.50	275,625.00	-
173,355.00	174,510.00	175,507.50	176,347.50	177,030.00
859,477.50	859,477.50	857,640.00	854,385.00	-
1,417,014.38	1,417,014.38	6,026,514.38	9,854,289.38	9,472,824.38
905,205.00	905,205.00	2,558,955.00	2,581,267.50	2,573,917.50
2,322,219.38	2,322,219.38	8,585,469.38	12,435,556.88	12,046,741.88
23,617.13	22,979.25	22,341.38	26,953.50	26,103.00
142,917.39	143,932.95	-	-	-
101,495.63	-	-	-	-
46,672.50	45,570.00	49,717.50	48,457.50	47,197.50
175,455.00	166,950.00	166,320.00	165,480.00	166,005.00
167,422.50	165,585.00	166,425.00	167,107.50	167,632.50
958,807.50	955,801.88	958,597.50	954,397.50	960,067.50
530,407.50	534,292.50	537,652.50	537,022.50	539,831.25
46,601.63	51,142.88	50,224.13	49,213.50	48,111.00
82,028.63	79,933.88	77,839.13	80,994.38	-
147,840.00	152,040.00	151,830.00	151,410.00	-
454,503.00	453,033.00	455,169.75	457,023.00	458,592.75
346,258.50	348,568.50	345,313.50	347,151.00	348,673.50
258,930.00	260,610.00	260,347.50	254,677.50	254,257.50
576,220.32	572,860.32	573,805.32	574,277.82	574,277.82
323,463.00	321,562.50	318,937.50	316,155.00	313,215.00
172,882.50	174,037.50	175,035.00	170,625.00	171,465.00
171,832.50	168,288.75	169,640.63	170,848.13	171,911.25
23,520.00	23,100.00	22,680.00	22,260.00	21,840.00
195,352.50	191,388.75	192,320.63	193,108.13	193,751.25
-	-	-	-	-
292,162.50	-	-	-	-
292,162.50	-	-	-	-
120,080.63	122,298.75	124,372.50	-	-
83,580.00	86,100.00	88,410.00	85,260.00	87,360.00
128,937.38	137,179.88	144,850.13	147,013.13	154,035.00
126,367.50	128,152.50	129,780.00	-	-
220,762.50	217,350.00	220,710.00	218,400.00	215,880.00
63,504.21	61,979.40	60,454.59	63,129.78	61,489.89
243,764.07	247,124.07	244,814.07	247,544.07	244,604.07
150,780.00	152,565.00	148,942.50	150,570.00	152,040.00
85,365.00	83,475.00	86,835.00	84,787.50	82,740.00
177,975.00	189,000.00	183,802.50	183,855.00	-
-	-	-	-	-
90,706.88	88,659.38	91,861.88	89,656.88	87,268.13
-	-	-	-	-

############	120,508,825.62	136,915,897.80	144,172,108.66	146,675,641.28

New VPK LTFM Bond Lookup Data as of May 5, 2020

Bond_flag	Dist_Num	FY2021_sum	FY2022_sum	FY2023_sum	FY2024_sum	FY2025_sum
5	1.2	129,832.50	131,670.00	133,245.00	129,307.50	130,620.00
5	840	92,074.50	95,985.75	94,221.75	92,457.75	90,525.75
5	2142	15,389.79	18,165.00	18,165.00	18,165.00	18,165.00
		237,296.79	245,820.75	245,631.75	239,930.25	239,310.75

End of Worksheet

FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum	FY2030_sum
131,670.00	133,350.00	129,570.00	131,040.00	132,300.00
93,843.75	96,862.50	-	-	-
18,165.00	18,165.00	18,165.00	18,165.00	18,165.00
243,678.75	248,377.50	147,735.00	149,205.00	150,465.00

Grandfathered Alternative Facilities Aid as of July 1, 2015

		PAYGO Aid	Debt Aid	Total
1.2	Minneapolis		11,000,000.00	11,000,000
11	Anoka	610,294.59	-	610,295
271	Bloomington	576,663.00	1,114,660.00	1,691,323
281	Robbinsdale	900,000.00	-	900,000
535	Rochester	574,805.41	-	574,805
625	St Paul	-	3,732,577.00	3,732,577
709	Duluth	168,063.64	609,000.00	777,064
		2,829,826.64	16,456,237.00	19,286,064

End of Worksheet

Adjusted Pupil Unit Lookup Data

stNum	Type	District Name	FY18 February, 2020	FY19 Forecast	FY20
1	1	AITKIN PUBLIC SCHOOL DISTRICT	1,287.01	1,290.07	1,274.13
1.2	3	MINNEAPOLIS PUBLIC SCHOOL DIST.	37,953.54	36,982.65	35,703.49
2	1	HILL CITY PUBLIC SCHOOL DISTRICT	303.69	290.00	292.48
4	1	MCGREGOR PUBLIC SCHOOL DISTRICT	493.06	504.29	529.69
6	3	SOUTH ST. PAUL PUBLIC SCHOOL DIST.	3,800.77	3,723.47	3,704.97
11	1	ANOKA-HENNEPIN PUBLIC SCHOOL DIST.	41,818.80	41,823.24	42,175.26
12	1	CENTENNIAL PUBLIC SCHOOL DISTRICT	7,177.08	7,190.49	7,164.98
13	1	COLUMBIA HEIGHTS PUBLIC SCHOOL DIST	3,747.25	3,789.99	3,709.10
14	1	FRIDLEY PUBLIC SCHOOL DISTRICT	3,341.16	3,173.18	3,134.04
15	1	ST. FRANCIS PUBLIC SCHOOL DISTRICT	4,833.99	4,774.54	4,635.35
16	1	SPRING LAKE PARK PUBLIC SCHOOLS	6,277.61	6,491.91	6,579.40
22	1	DETROIT LAKES PUBLIC SCHOOL DIST.	3,275.58	3,272.78	3,288.10
23	1	FRAZEE-VERGAS PUBLIC SCHOOL DIST.	1,000.76	997.08	951.59
25	1	PINE POINT PUBLIC SCHOOL DISTRICT	63.47	64.18	61.10
31	1	BEMIDJI PUBLIC SCHOOL DISTRICT	5,497.53	5,481.07	5,547.07
32	1	BLACKDUCK PUBLIC SCHOOL DISTRICT	661.79	715.75	691.56
36	1	KELLIHER PUBLIC SCHOOL DISTRICT	292.08	300.53	324.34
38	1	RED LAKE PUBLIC SCHOOL DISTRICT	1,622.51	1,570.88	1,673.40
47	1	SAUK RAPIDS-RICE PUBLIC SCHOOLS	4,917.50	4,919.70	4,856.12
51	1	FOLEY PUBLIC SCHOOL DISTRICT	2,107.29	2,115.71	2,108.52
75	1	ST. CLAIR PUBLIC SCHOOL DISTRICT	729.49	724.29	750.65
77	1	MANKATO PUBLIC SCHOOL DISTRICT	9,293.80	9,392.58	9,589.54
81	1	COMFREY PUBLIC SCHOOL DISTRICT	162.21	163.93	147.45
84	1	SLEEPY EYE PUBLIC SCHOOL DISTRICT	638.45	629.00	634.26
85	1	SPRINGFIELD PUBLIC SCHOOL DISTRICT	614.81	608.61	618.63
88	1	NEW ULM PUBLIC SCHOOL DISTRICT	2,333.13	2,337.01	2,350.73
91	1	BARNUM PUBLIC SCHOOL DISTRICT	802.79	775.63	784.71
93	1	CARLTON PUBLIC SCHOOL DISTRICT	507.49	473.69	462.17
94	1	CLOQUET PUBLIC SCHOOL DISTRICT	2,987.78	3,003.84	3,040.58
95	1	CROMWELL-WRIGHT PUBLIC SCHOOLS	352.34	357.58	354.19
97	1	MOOSE LAKE PUBLIC SCHOOL DISTRICT	713.29	691.98	677.33
99	1	ESKO PUBLIC SCHOOL DISTRICT	1,360.39	1,366.47	1,374.30
100	1	WRENSHALL PUBLIC SCHOOL DISTRICT	419.09	398.81	412.09
108	1	CENTRAL PUBLIC SCHOOL DISTRICT	1,111.50	1,047.60	1,060.17
110	1	WACONIA PUBLIC SCHOOL DISTRICT	4,417.01	4,438.21	4,584.86
111	1	WATERTOWN-MAYER PUBLIC SCHOOL DIST.	1,722.89	1,681.10	1,732.70
112	1	EASTERN CARVER COUNTY PUBLIC SCHOOL	10,533.81	10,590.97	10,831.71
113	1	WALKER-HACKENSACK-AKELEY SCHL. DIST	837.32	835.02	840.40
115	1	CASS LAKE-BENA PUBLIC SCHOOLS	1,262.54	1,255.25	1,290.16
116	1	PILLAGER PUBLIC SCHOOL DISTRICT	1,196.61	1,264.83	1,299.57
118	1	NORTHLAND COMMUNITY SCHOOLS	347.47	354.40	356.40
129	1	MONTEVIDEO PUBLIC SCHOOL DISTRICT	1,662.22	1,724.16	1,716.07
138	1	NORTH BRANCH PUBLIC SCHOOLS	3,134.72	2,963.05	2,981.58
139	1	RUSH CITY PUBLIC SCHOOL DISTRICT	948.81	928.00	924.95

146	1	BARNESVILLE PUBLIC SCHOOL DIST.	942.37	959.85	943.58
150	1	HAWLEY PUBLIC SCHOOL DISTRICT	1,082.51	1,077.27	1,070.59
152	1	MOORHEAD PUBLIC SCHOOL DISTRICT	7,173.07	7,435.59	7,438.64
162	1	BAGLEY PUBLIC SCHOOL DISTRICT	1,104.08	1,076.12	1,089.02
166	1	COOK COUNTY PUBLIC SCHOOLS	526.94	512.83	508.85
173	1	MOUNTAIN LAKE PUBLIC SCHOOLS	560.63	558.37	544.51
177	1	WINDOM PUBLIC SCHOOL DISTRICT	1,165.68	1,174.63	1,224.65
181	1	BRAINERD PUBLIC SCHOOL DISTRICT	7,162.13	7,183.59	7,308.54
182	1	CROSBY-IRONTON PUBLIC SCHOOL DIST.	1,142.47	1,140.69	1,119.67
186	1	PEQUOT LAKES PUBLIC SCHOOLS	1,866.96	1,902.39	1,963.48
191	1	BURNSVILLE PUBLIC SCHOOL DISTRICT	9,643.80	9,467.53	9,119.75
192	1	FARMINGTON PUBLIC SCHOOL DISTRICT	7,876.59	7,967.33	7,918.84
194	1	LAKEVILLE PUBLIC SCHOOL DISTRICT	12,133.37	12,192.18	12,340.63
195	1	RANDOLPH PUBLIC SCHOOL DISTRICT	706.73	737.34	711.19
196	1	ROSEMOUNT-APPLE VALLEY-EAGAN	30,932.06	31,222.19	31,670.38
197	1	WEST ST. PAUL-MENDOTA HTS.-EAGAN	5,541.81	5,620.24	5,642.03
199	1	INVER GROVE HEIGHTS SCHOOLS	3,985.86	3,924.19	3,973.16
200	1	HASTINGS PUBLIC SCHOOL DISTRICT	4,807.40	4,779.40	4,738.12
203	1	HAYFIELD PUBLIC SCHOOL DISTRICT	768.00	777.61	740.44
204	1	KASSON-MANTORVILLE SCHOOL DISTRICT	2,366.06	2,423.81	2,423.85
206	1	ALEXANDRIA PUBLIC SCHOOL DISTRICT	4,608.42	4,597.60	4,675.62
213	1	OSAKIS PUBLIC SCHOOL DISTRICT	875.17	923.19	929.35
227	1	CHATFIELD PUBLIC SCHOOLS	988.16	946.54	973.63
229	1	LANESBORO PUBLIC SCHOOL DISTRICT	386.29	386.59	388.25
238	1	MABEL-CANTON PUBLIC SCHOOL DIST.	266.16	277.95	272.26
239	1	RUSHFORD-PETERSON PUBLIC SCHOOLS	721.22	755.63	759.47
241	1	ALBERT LEA PUBLIC SCHOOL DISTRICT	3,777.51	3,806.43	3,822.59
242	1	ALDEN-CONGER PUBLIC SCHOOL DISTRICT	539.04	548.27	533.09
252	1	CANNON FALLS PUBLIC SCHOOL DISTRICT	1,254.45	1,263.01	1,258.10
253	1	GOODHUE PUBLIC SCHOOL DISTRICT	727.26	745.48	772.09
255	1	PINE ISLAND PUBLIC SCHOOL DIST.	1,436.51	1,475.22	1,486.28
256	1	RED WING PUBLIC SCHOOL DISTRICT	2,989.09	2,978.92	2,968.56
261	1	ASHBY PUBLIC SCHOOL DISTRICT	287.31	310.02	330.55
264	1	HERMAN-NORCROSS SCHOOL DISTRICT	120.42	105.79	103.97
270	1	HOPKINS PUBLIC SCHOOL DISTRICT	7,441.61	7,516.46	7,542.05
271	1	BLOOMINGTON PUBLIC SCHOOL DISTRICT	11,435.75	11,482.44	11,316.28
272	1	EDEN PRAIRIE PUBLIC SCHOOL DISTRICT	9,711.26	9,795.14	9,628.10
273	1	EDINA PUBLIC SCHOOL DISTRICT	9,276.84	9,218.02	9,157.91
276	1	MINNETONKA PUBLIC SCHOOL DISTRICT	11,761.77	11,925.20	12,118.66
277	1	WESTONKA PUBLIC SCHOOL DISTRICT	2,581.99	2,678.38	2,747.19
278	1	ORONO PUBLIC SCHOOL DISTRICT	3,123.82	3,159.32	3,162.09
279	1	OSSEO PUBLIC SCHOOL DISTRICT	22,891.38	23,022.77	23,350.84
280	1	RICHFIELD PUBLIC SCHOOL DISTRICT	4,733.17	4,597.94	4,601.19
281	1	ROBBINSDALE PUBLIC SCHOOL DISTRICT	13,453.48	13,371.94	13,199.62
282	1	ST. ANTHONY-NEW BRIGHTON SCHOOLS	2,042.62	2,005.62	2,006.75
283	1	ST. LOUIS PARK PUBLIC SCHOOL DIST.	5,088.37	5,039.72	5,135.79
284	1	WAYZATA PUBLIC SCHOOL DISTRICT	12,715.55	12,987.43	13,489.95

286	1	BROOKLYN CENTER SCHOOL DISTRICT	2,840.76	2,754.68	2,574.10
294	1	HOUSTON PUBLIC SCHOOL DISTRICT	2,161.45	2,151.24	2,029.29
297	1	SPRING GROVE SCHOOL DISTRICT	382.92	396.60	407.28
299	1	CALEDONIA PUBLIC SCHOOL DISTRICT	757.96	789.48	790.52
300	1	LA CRESCENT-HOKAH SCHOOL DISTRICT	1,249.02	1,219.96	1,213.43
306	1	LAPORTE PUBLIC SCHOOL DISTRICT	343.07	349.29	344.05
308	1	NEVIS PUBLIC SCHOOL DISTRICT	649.49	643.39	668.32
309	1	PARK RAPIDS PUBLIC SCHOOL DISTRICT	1,775.86	1,811.74	1,832.42
314	1	BRAHAM PUBLIC SCHOOL DISTRICT	802.73	805.43	809.55
316	1	GREENWAY PUBLIC SCHOOL DISTRICT	1,135.47	1,142.68	1,148.72
317	1	DEER RIVER PUBLIC SCHOOL DISTRICT	989.37	996.04	970.82
318	1	GRAND RAPIDS PUBLIC SCHOOL DISTRICT	4,347.90	4,378.35	4,352.48
319	1	NASHWAUK-KEEWATIN SCHOOL DISTRICT	643.67	641.19	629.05
323	2	FRANCONIA PUBLIC SCHOOL DISTRICT	30.18	29.35	30.85
330	1	HERON LAKE-OKABENA SCHOOL DISTRICT	314.19	305.64	284.48
332	1	MORA PUBLIC SCHOOL DISTRICT	1,781.27	1,768.03	1,774.37
333	1	OGILVIE PUBLIC SCHOOL DISTRICT	540.19	553.10	545.11
345	1	NEW LONDON-SPICER SCHOOL DISTRICT	1,650.91	1,675.19	1,697.84
347	1	WILLMAR PUBLIC SCHOOL DISTRICT	4,565.38	4,651.96	4,637.73
356	1	LANCASTER PUBLIC SCHOOL DISTRICT	191.15	175.21	178.70
361	1	INTERNATIONAL FALLS SCHOOL DISTRICT	1,175.02	1,094.69	1,062.58
362	1	LITTLEFORK-BIG FALLS SCHOOL DIST.	364.05	352.73	352.59
363	1	SOUTH KOOCHICHING SCHOOL DISTRICT	303.92	318.13	331.95
378	1	DAWSON-BOYD PUBLIC SCHOOL DISTRICT	616.64	617.34	626.05
381	1	LAKE SUPERIOR PUBLIC SCHOOL DIST.	1,497.82	1,513.47	1,522.95
390	1	LAKE OF THE WOODS SCHOOL DISTRICT	494.89	502.17	520.87
391	1	CLEVELAND PUBLIC SCHOOL DISTRICT	570.04	561.03	570.15
402	1	HENDRICKS PUBLIC SCHOOL DISTRICT	138.83	154.56	118.20
403	1	IVANHOE PUBLIC SCHOOL DISTRICT	159.12	151.32	144.04
404	1	LAKE BENTON PUBLIC SCHOOL DISTRICT	224.69	208.17	213.56
413	1	MARSHALL PUBLIC SCHOOL DISTRICT	2,715.88	2,756.76	2,796.68
414	1	MINNEOTA PUBLIC SCHOOL DISTRICT	515.53	526.49	520.47
415	1	LYND PUBLIC SCHOOL DISTRICT	207.39	227.20	213.16
423	1	HUTCHINSON PUBLIC SCHOOL DISTRICT	3,098.88	3,100.76	3,030.67
424	1	LESTER PRAIRIE PUBLIC SCHOOL DIST.	487.67	509.19	531.29
432	1	MAHNOMEN PUBLIC SCHOOL DISTRICT	666.80	663.50	644.68
435	1	WAUBUN-OGEMA-WHITE EARTH PUBLIC SCH	713.56	708.91	704.18
441	1	MARSHALL COUNTY CENTRAL SCHOOLS	433.89	465.57	476.80
447	1	GRYGLA PUBLIC SCHOOL DISTRICT	166.14	165.03	155.66
458	1	TRUMAN PUBLIC SCHOOL DISTRICT	226.95	227.02	233.22
463	1	EDEN VALLEY-WATKINS SCHOOL DISTRICT	1,043.96	1,051.13	1,047.15
465	1	LITCHFIELD PUBLIC SCHOOL DISTRICT	1,679.10	1,703.84	1,686.02
466	1	DASSEL-COKATO PUBLIC SCHOOL DIST.	2,447.92	2,415.71	2,426.66
473	1	ISLE PUBLIC SCHOOL DISTRICT	483.57	455.73	425.72
477	1	PRINCETON PUBLIC SCHOOL DISTRICT	3,632.75	3,646.56	3,566.76
480	1	ONAMIA PUBLIC SCHOOL DISTRICT	646.53	647.97	691.96
482	1	LITTLE FALLS PUBLIC SCHOOL DISTRICT	2,691.69	2,703.70	2,639.01

484	1	PIERZ PUBLIC SCHOOL DISTRICT	1,291.66	1,289.71	1,305.38
485	1	ROYALTON PUBLIC SCHOOL DISTRICT	1,021.62	1,038.29	1,035.33
486	1	SWANVILLE PUBLIC SCHOOL DISTRICT	338.84	337.99	365.21
487	1	UPSALA PUBLIC SCHOOL DISTRICT	412.76	417.79	400.47
492	1	AUSTIN PUBLIC SCHOOL DISTRICT	5,528.24	5,494.54	5,566.41
495	1	GRAND MEADOW PUBLIC SCHOOL DISTRICT	484.83	481.26	498.83
497	1	LYLE PUBLIC SCHOOL DISTRICT	301.60	317.94	323.72
499	1	LEROY-OSTRANDER PUBLIC SCHOOLS	292.30	290.37	294.69
500	1	SOUTHLAND PUBLIC SCHOOL DISTRICT	476.60	446.09	413.89
505	1	FULDA PUBLIC SCHOOL DISTRICT	350.50	373.61	383.64
507	1	NICOLLET PUBLIC SCHOOL DISTRICT	414.57	423.55	412.49
508	1	ST. PETER PUBLIC SCHOOL DISTRICT	2,430.60	2,430.32	2,497.17
511	1	ADRIAN PUBLIC SCHOOL DISTRICT	624.47	627.65	615.23
514	1	ELLSWORTH PUBLIC SCHOOL DISTRICT	156.92	155.96	161.27
518	1	WORTHINGTON PUBLIC SCHOOL DISTRICT	3,773.02	4,218.05	4,215.41
531	1	BYRON PUBLIC SCHOOL DISTRICT	2,278.49	2,321.35	2,410.63
533	1	DOVER-EYOTA PUBLIC SCHOOL DISTRICT	1,240.37	1,222.96	1,245.88
534	1	STEWARTVILLE PUBLIC SCHOOL DISTRICT	2,286.73	2,273.86	2,289.03
535	1	ROCHESTER PUBLIC SCHOOL DISTRICT	18,995.72	19,188.66	19,457.75
542	1	BATTLE LAKE PUBLIC SCHOOL DISTRICT	469.86	473.80	461.37
544	1	FERGUS FALLS PUBLIC SCHOOL DISTRICT	3,163.24	3,193.79	3,318.95
545	1	HENNING PUBLIC SCHOOL DISTRICT	429.29	409.92	394.76
547	1	PARKERS PRAIRIE PUBLIC SCHOOL DIST.	605.55	599.66	597.80
548	1	PELICAN RAPIDS PUBLIC SCHOOL DIST.	944.74	954.58	963.81
549	1	PERHAM-DENT PUBLIC SCHOOL DISTRICT	1,609.67	1,668.20	1,717.67
550	1	UNDERWOOD PUBLIC SCHOOL DISTRICT	598.86	611.07	613.02
553	1	NEW YORK MILLS PUBLIC SCHOOL DIST.	815.40	802.06	844.01
561	1	GOODRIDGE PUBLIC SCHOOL DISTRICT	233.31	249.69	249.26
564	1	THIEF RIVER FALLS SCHOOL DISTRICT	2,183.19	2,152.06	2,125.95
577	1	WILLOW RIVER PUBLIC SCHOOL DISTRICT	463.69	454.42	470.99
578	1	PINE CITY PUBLIC SCHOOL DISTRICT	1,784.22	1,740.19	1,731.09
581	1	EDGERTON PUBLIC SCHOOL DISTRICT	448.80	442.29	447.75
592	1	CLIMAX-SHELLY PUBLIC SCHOOLS	239.02	238.32	234.39
593	1	CROOKSTON PUBLIC SCHOOL DISTRICT	1,256.35	1,228.11	1,218.54
595	1	EAST GRAND FORKS PUBLIC SCHOOL DIST	2,060.92	2,076.43	2,082.68
599	1	FERTILE-BELTRAMI SCHOOL DISTRICT	504.72	521.94	518.07
600	1	FISHER PUBLIC SCHOOL DISTRICT	287.96	295.40	272.26
601	1	FOSSTON PUBLIC SCHOOL DISTRICT	702.96	675.75	663.31
621	1	MOUNDS VIEW PUBLIC SCHOOL DISTRICT	12,446.65	12,731.07	12,948.25
622	1	NORTH ST PAUL-MAPLEWOOD OAKDALE DIS	11,674.89	11,674.51	11,716.91
623	1	ROSEVILLE PUBLIC SCHOOL DISTRICT	8,360.41	8,274.28	8,229.44
624	1	WHITE BEAR LAKE SCHOOL DISTRICT	9,378.87	9,456.15	9,698.01
625	1	ST. PAUL PUBLIC SCHOOL DISTRICT	39,496.20	39,026.28	38,601.13
630	1	RED LAKE FALLS PUBLIC SCHOOL DIST.	393.15	401.40	419.50
635	1	MILROY PUBLIC SCHOOL DISTRICT	58.62	88.65	88.35
640	1	WABASSO PUBLIC SCHOOL DISTRICT	438.05	451.28	455.76
656	1	FARIBAULT PUBLIC SCHOOL DISTRICT	4,042.72	3,903.02	3,754.63

659	1	NORTHFIELD PUBLIC SCHOOL DISTRICT	4,444.38	4,460.40	4,435.61
671	1	HILLS-BEAVER CREEK SCHOOL DISTRICT	404.70	400.94	407.88
676	1	BADGER PUBLIC SCHOOL DISTRICT	253.54	243.44	199.33
682	1	ROSEAU PUBLIC SCHOOL DISTRICT	1,271.90	1,268.01	1,292.16
690	1	WARROAD PUBLIC SCHOOL DISTRICT	1,063.78	1,087.35	1,083.41
695	1	CHISHOLM PUBLIC SCHOOL DISTRICT	798.03	792.66	793.33
696	1	ELY PUBLIC SCHOOL DISTRICT	635.23	616.54	579.97
698	1	FLOODWOOD PUBLIC SCHOOL DISTRICT	245.29	228.85	222.77
700	1	HERMANTOWN PUBLIC SCHOOL DISTRICT	2,298.17	2,271.43	2,343.92
701	1	HIBBING PUBLIC SCHOOL DISTRICT	2,619.49	2,594.80	2,597.74
704	1	PROCTOR PUBLIC SCHOOL DISTRICT	1,956.32	1,953.54	1,996.94
706	1	VIRGINIA PUBLIC SCHOOL DISTRICT	1,884.81	1,882.92	1,848.01
707	1	NETT LAKE PUBLIC SCHOOL DISTRICT	109.80	104.28	88.55
709	1	DULUTH PUBLIC SCHOOL DISTRICT	8,967.70	8,986.22	8,952.49
712	1	MOUNTAIN IRON-BUHL SCHOOL DISTRICT	532.15	565.83	591.99
716	1	BELLE PLAINE PUBLIC SCHOOL DISTRICT	1,773.44	1,743.50	1,741.11
717	1	JORDAN PUBLIC SCHOOL DISTRICT	2,001.88	2,088.29	2,096.91
719	1	PRIOR LAKE-SAVAGE AREA SCHOOLS	9,424.93	9,656.47	9,732.87
720	1	SHAKOPEE PUBLIC SCHOOL DISTRICT	9,053.16	9,062.71	9,207.39
721	1	NEW PRAGUE AREA SCHOOLS	4,577.88	4,622.43	4,685.43
726	1	BECKER PUBLIC SCHOOL DISTRICT	3,112.27	3,132.03	3,166.89
727	1	BIG LAKE PUBLIC SCHOOL DISTRICT	3,356.31	3,301.47	3,378.65
728	1	ELK RIVER PUBLIC SCHOOL DISTRICT	14,351.59	14,568.25	14,643.08
738	1	HOLDINGFORD PUBLIC SCHOOL DISTRICT	1,188.18	1,151.21	1,150.92
739	1	KIMBALL PUBLIC SCHOOL DISTRICT	815.80	832.64	813.16
740	1	MELROSE PUBLIC SCHOOL DISTRICT	1,479.25	1,486.58	1,493.90
741	1	PAYNESVILLE PUBLIC SCHOOL DISTRICT	1,023.00	1,022.81	1,056.77
742	1	ST. CLOUD PUBLIC SCHOOL DISTRICT	10,878.97	10,895.34	10,940.33
743	1	SAUK CENTRE PUBLIC SCHOOL DISTRICT	1,177.64	1,204.47	1,164.75
745	1	ALBANY PUBLIC SCHOOL DISTRICT	1,937.00	1,915.38	1,946.05
748	1	SARTELL-ST. STEPHEN SCHOOL DISTRICT	4,261.79	4,401.84	4,340.86
750	1	ROCORI PUBLIC SCHOOL DISTRICT	2,316.44	2,350.37	2,391.60
756	1	BLOOMING PRAIRIE PUBLIC SCHOOL DIST	797.42	827.91	853.03
761	1	OWATONNA PUBLIC SCHOOL DISTRICT	5,337.96	5,398.97	5,335.12
763	1	MEDFORD PUBLIC SCHOOL DISTRICT	981.00	967.05	990.46
768	1	HANCOCK PUBLIC SCHOOL DISTRICT	378.68	391.72	428.52
771	1	CHOKIO-ALBERTA PUBLIC SCHOOL DIST.	176.89	171.72	174.29
775	1	KERKHOVEN-MURDOCK-SUNBURG	769.48	793.48	810.55
777	1	BENSON PUBLIC SCHOOL DISTRICT	892.84	859.38	861.76
786	1	BERTHA-HEWITT PUBLIC SCHOOL DIST.	519.04	535.05	519.67
787	1	BROWERVILLE PUBLIC SCHOOL DISTRICT	603.04	612.34	589.99
801	1	BROWNS VALLEY PUBLIC SCHOOL DIST.	154.89	164.69	177.90
803	1	WHEATON AREA PUBLIC SCHOOL DISTRICT	423.78	400.54	411.69
811	1	WABASHA-KELLOGG PUBLIC SCHOOL DIST.	594.90	576.01	593.79
813	1	LAKE CITY PUBLIC SCHOOL DISTRICT	1,346.97	1,353.17	1,321.61
815	2	PRINSBURG PUBLIC SCHOOL DISTRICT	1.09	1.63	1.00
818	1	VERNDALE PUBLIC SCHOOL DISTRICT	613.27	622.25	632.26

820	1	SEBEKA PUBLIC SCHOOL DISTRICT	565.19	548.19	542.11
821	1	MENAHGA PUBLIC SCHOOL DISTRICT	1,092.12	1,121.60	1,147.02
829	1	WASECA PUBLIC SCHOOL DISTRICT	2,095.92	2,047.96	2,036.80
831	1	FOREST LAKE PUBLIC SCHOOL DISTRICT	6,729.88	6,658.37	6,704.21
832	1	MAHTOMEDI PUBLIC SCHOOL DISTRICT	3,620.48	3,649.11	3,640.29
833	1	SOUTH WASHINGTON COUNTY SCHOOL DIST	20,256.44	20,252.31	20,327.38
834	1	STILLWATER AREA PUBLIC SCHOOL DIST.	9,178.16	9,276.77	9,376.47
836	1	BUTTERFIELD PUBLIC SCHOOL DISTRICT	223.43	224.66	234.19
837	1	MADELIA PUBLIC SCHOOL DISTRICT	640.29	647.34	641.27
840	1	ST. JAMES PUBLIC SCHOOL DISTRICT	1,127.24	1,122.11	1,119.27
846	1	BRECKENRIDGE PUBLIC SCHOOL DISTRICT	695.67	699.14	694.76
850	1	ROTHSAY PUBLIC SCHOOL DISTRICT	325.01	313.92	320.14
852	1	CAMPBELL-TINTAH PUBLIC SCHOOL DIST.	146.08	141.75	144.44
857	1	LEWISTON-ALTURA PUBLIC SCHOOL DIST.	808.53	806.82	827.98
858	1	ST. CHARLES PUBLIC SCHOOL DISTRICT	1,040.28	1,079.52	1,147.32
861	1	WINONA AREA PUBLIC SCHOOL DISTRICT	3,276.32	3,053.03	2,919.08
876	1	ANNANDALE PUBLIC SCHOOL DISTRICT	2,039.77	2,124.54	2,124.55
877	1	BUFFALO-HANOVER-MONTROSE PUBLIC SCH	6,325.79	6,362.34	6,296.28
879	1	DELANO PUBLIC SCHOOL DISTRICT	2,734.17	2,718.05	2,703.52
881	1	MAPLE LAKE PUBLIC SCHOOL DISTRICT	940.15	929.99	913.53
882	1	MONTICELLO PUBLIC SCHOOL DISTRICT	4,532.40	4,522.11	4,563.83
883	1	ROCKFORD PUBLIC SCHOOL DISTRICT	1,837.77	1,789.23	1,803.41
885	1	ST. MICHAEL-ALBERTVILLE SCHOOL DIST	6,877.66	7,044.08	7,258.33
891	1	CANBY PUBLIC SCHOOL DISTRICT	617.46	621.00	633.66
911	1	CAMBRIDGE-ISANTI PUBLIC SCHOOL DIST	5,394.16	5,425.47	5,496.39
912	1	MILACA PUBLIC SCHOOL DISTRICT	1,959.76	1,919.31	1,904.98
914	1	ULEN-HITTERDAL PUBLIC SCHOOL DIST	334.71	332.55	320.34
2071	1	LAKE CRYSTAL-WELLCOME MEMORIAL	986.60	1,013.11	1,026.12
2125	1	TRITON SCHOOL DISTRICT	1,239.17	1,207.52	1,205.42
2134	1	UNITED SOUTH CENTRAL SCHOOL DIST.	751.48	763.63	792.32
2135	1	MAPLE RIVER SCHOOL DISTRICT	1,024.77	985.48	965.21
2137	1	KINGSLAND PUBLIC SCHOOL DISTRICT	634.41	614.49	625.45
2142	1	ST. LOUIS COUNTY SCHOOL DISTRICT	2,094.79	2,163.59	2,157.61
2143	1	WATERVILLE-ELYSIAN-MORRISTOWN	831.99	845.79	863.44
2144	1	CHISAGO LAKES SCHOOL DISTRICT	3,722.12	3,753.76	3,746.66
2149	1	MINNEWASKA SCHOOL DISTRICT	1,294.56	1,354.80	1,377.10
2154	1	EVELETH-GILBERT SCHOOL DISTRICT	1,000.48	977.41	958.80
2155	1	WADENA-DEER CREEK SCHOOL DISTRICT	1,141.18	1,135.62	1,136.30
2159	1	BUFFALO LK-HECTOR-STEWART PUBLIC SC	565.03	553.84	549.92
2164	1	DILWORTH-GLYNDON-FELTON	1,773.01	1,738.26	1,758.94
2165	1	HINCKLEY-FINLAYSON SCHOOL DISTRICT	1,038.10	1,043.65	1,064.34
2167	1	LAKEVIEW SCHOOL DISTRICT	729.90	692.04	703.78
2168	1	NRHEG SCHOOL DISTRICT	969.18	963.43	947.38
2169	1	MURRAY COUNTY CENTRAL SCHOOL DIST.	805.33	803.62	800.14
2170	1	STAPLES-MOTLEY SCHOOL DISTRICT	1,239.16	1,235.63	1,184.78
2171	1	KITTSON CENTRAL SCHOOL DISTRICT	265.80	253.29	256.23
2172	1	KENYON-WANAMINGO SCHOOL DISTRICT	865.48	848.45	833.19

2174	1	PINE RIVER-BACKUS SCHOOL DISTRICT	996.56	985.85	1,005.18
2176	1	WARREN-ALVARADO-OSLO SCHOOL DIST.	496.35	518.79	544.91
2180	1	M.A.C.C.R.A.Y. SCHOOL DISTRICT	780.09	790.93	779.30
2184	1	LUVERNE PUBLIC SCHOOL DISTRICT	1,355.65	1,354.52	1,319.21
2190	1	YELLOW MEDICINE EAST	789.26	760.77	750.25
2198	1	FILLMORE CENTRAL	689.59	670.17	681.54
2215	1	NORMAN COUNTY EAST SCHOOL DISTRICT	300.67	287.45	302.11
2310	1	SIBLEY EAST SCHOOL DISTRICT	1,297.71	1,261.34	1,254.10
2311	1	CLEARBROOK-GONVICK SCHOOL DISTRICT	472.82	505.15	494.23
2342	1	WEST CENTRAL AREA	854.26	854.89	848.02
2358	1	TRI-COUNTY SCHOOL DISTRICT	207.92	205.75	218.15
2364	1	BELGRADE-BROOTEN-ELROSA SCHOOL DIST	683.69	692.36	688.35
2365	1	G.F.W.	794.39	782.60	755.66
2396	1	A.C.G.C. PUBLIC SCHOOL DISTRICT	919.58	903.73	939.97
2397	1	LE SUEUR-HENDERSON SCHOOL DISTRICT	1,113.18	1,127.44	1,083.61
2448	1	MARTIN COUNTY WEST SCHOOL DISTRICT	798.69	791.55	761.27
2527	1	NORMAN COUNTY WEST SCHOOL DISTRICT	204.27	197.01	218.97
2534	1	BIRD ISLAND-OLIVIA-LAKE LILLIAN	779.24	726.69	707.98
2536	1	GRANADA HUNTLEY-EAST CHAIN	302.80	339.15	327.95
2580	1	EAST CENTRAL SCHOOL DISTRICT	819.61	809.22	796.93
2609	1	WIN-E-MAC SCHOOL DISTRICT	492.74	512.81	509.65
2683	1	GREENBUSH-MIDDLE RIVER SCHOOL DIST.	361.01	316.80	302.51
2687	1	HOWARD LAKE-WAVERLY-WINSTED	1,331.67	1,361.95	1,376.50
2689	1	PIPESTONE AREA SCHOOL DISTRICT	1,247.80	1,258.33	1,220.44
2711	1	MESABI EAST SCHOOL DISTRICT	1,046.11	1,040.13	1,045.55
2752	1	FAIRMONT AREA SCHOOL DISTRICT	1,917.50	1,885.47	1,884.87
2753	1	LONG PRAIRIE-GREY EAGLE SCHOOL DIST	1,016.52	1,046.85	1,042.74
2754	1	CEDAR MOUNTAIN SCHOOL DISTRICT	522.86	524.20	463.78
2759	1	EAGLE VALLEY PUBLIC SCHOOL DISTRICT	0.00	0.00	0.00
2769	1	MORRIS AREA PUBLIC SCHOOLS	1,131.20	1,136.64	1,177.97
2805	1	ZUMBROTA-MAZEPPA SCHOOL DISTRICT	1,322.11	1,313.56	1,294.56
2835	1	JANESVILLE-WALDORF-PEMBERTON	711.33	742.68	731.02
2853	1	LAC QUI PARLE VALLEY SCHOOL DIST.	856.63	859.30	882.27
2854	1	ADA-BORUP PUBLIC SCHOOL DISTRICT	628.41	620.46	602.55
2856	1	STEPHEN-ARGYLE CENTRAL SCHOOLS	323.96	320.46	315.53
2859	1	GLENCOE-SILVER LAKE SCHOOL DISTRICT	1,746.88	1,755.81	1,711.06
2860	1	BLUE EARTH AREA PUBLIC SCHOOL	1,212.00	1,146.77	1,153.93
2884	1	RED ROCK CENTRAL SCHOOL DISTRICT	453.85	475.11	448.95
2886	1	GLENVILLE-EMMONS SCHOOL DISTRICT	339.86	319.51	338.77
2888	1	CLINTON-GRACEVILLE-BEARDSLEY	362.56	346.12	343.77
2889	1	LAKE PARK AUDUBON SCHOOL DISTRICT	770.89	797.07	795.73
2890	1	RENVILLE COUNTY WEST SCHOOL DIST.	589.67	617.47	603.01
2895	1	JACKSON COUNTY CENTRAL SCHOOL DIST.	1,259.49	1,293.52	1,281.14
2897	1	REDWOOD AREA SCHOOL DISTRICT	1,224.14	1,230.66	1,217.64
2898	1	WESTBROOK-WALNUT GROVE SCHOOLS	401.28	389.68	428.08
2899	1	PLAINVIEW-ELGIN-MILLVILLE	1,581.67	1,617.67	1,593.46
2902	1	RTR PUBLIC SCHOOLS	625.42	639.59	632.06

2903	1	ORTONVILLE PUBLIC SCHOOLS	526.87	554.66	543.91
2904	1	TRACY AREA PUBLIC SCHOOL DISTRICT	779.89	778.47	749.55
2905	1	TRI-CITY UNITED SCHOOL DISTRICT	2,046.33	2,023.25	2,003.15
2906	1	RED LAKE COUNTY CENTRAL PUBLIC SCH	409.43	421.99	432.12
2907	1	ROUND LAKE-BREWSTER PUBLIC SCHOOLS	345.77	411.58	444.74
2908	1	BRANDON-EVANSVILLE PUBLIC SCHOOLS	505.69	519.36	534.09
2909	1	ROCK RIDGE PUBLIC SCHOOLS	2,885.29	2,860.33	2,806.81
			882,574.09	884,154.08	885,806.08

End of Worksheet

FY21	FY22
1,270.39	1,227.70
34,843.50	33,990.97
287.43	280.54
512.05	493.42
3,678.87	3,567.50
42,462.79	42,743.38
7,181.35	7,217.78
3,694.85	3,563.68
3,106.63	3,146.79
4,533.18	4,414.37
6,688.17	6,747.32
3,289.49	3,288.77
945.82	924.80
63.23	66.06
5,578.76	5,576.62
651.76	621.10
317.15	318.40
1,647.55	1,645.19
4,834.87	4,790.77
2,111.43	2,114.64
750.51	758.85
9,679.69	9,798.05
143.12	138.56
627.87	609.82
606.39	598.75
2,360.13	2,373.84
770.38	752.41
428.15	401.38
3,071.20	3,107.22
336.21	339.55
690.90	691.39
1,381.39	1,390.23
409.68	391.11
1,084.32	1,092.77
4,648.40	4,744.25
1,728.04	1,746.90
10,984.09	11,106.51
842.44	803.77
1,340.84	1,395.66
1,342.05	1,403.72
361.31	366.94
1,775.42	1,762.20
2,976.56	2,939.96
914.91	910.71

958.66	952.19
1,072.68	1,076.25
7,684.37	7,920.45
1,140.92	1,115.93
511.25	508.52
544.57	541.15
1,234.46	1,245.42
7,308.13	7,331.17
1,111.82	1,103.64
1,989.59	1,994.61
8,842.45	8,465.82
7,924.23	7,886.81
12,846.82	12,475.99
719.00	727.03
32,309.99	31,940.57
5,653.03	5,662.21
3,944.17	3,900.81
4,727.88	4,723.11
738.07	749.99
2,433.99	2,480.38
4,717.04	4,715.86
931.77	910.10
966.49	969.71
393.22	384.06
277.00	265.44
764.56	763.89
3,833.65	3,808.77
528.31	496.24
1,243.89	1,215.21
785.44	779.40
1,509.86	1,524.76
2,977.96	3,003.80
340.43	328.07
96.95	103.11
7,481.07	7,445.15
11,346.76	11,196.13
9,567.77	9,590.81
9,179.57	9,227.50
12,142.27	12,182.76
2,769.81	2,779.85
3,215.42	3,265.01
23,634.20	23,767.38
4,481.89	4,645.57
12,914.82	12,538.57
2,009.66	1,970.85
5,102.24	5,073.73
13,948.60	14,430.52

2,579.12	2,536.36
2,035.25	2,027.39
401.45	397.75
785.04	772.75
1,213.59	1,210.58
350.54	345.59
677.85	651.91
1,788.42	1,777.11
815.35	798.13
1,142.93	1,129.42
981.75	974.75
4,422.78	4,407.52
630.68	601.97
30.31	31.01
284.83	272.49
1,762.17	1,751.13
534.13	527.05
1,708.57	1,711.25
4,665.44	4,628.45
191.29	200.39
1,040.16	1,036.98
341.23	338.54
333.61	338.75
619.84	601.77
1,529.13	1,518.72
506.03	499.06
581.10	583.44
120.44	123.86
138.70	131.31
225.01	200.99
2,806.54	2,807.64
496.39	473.88
213.17	216.10
2,988.20	2,940.56
533.73	522.62
661.79	653.12
730.04	733.28
488.57	485.56
155.36	153.46
237.69	240.26
1,053.21	1,041.01
1,660.80	1,634.12
2,406.90	2,391.36
423.74	399.77
3,498.04	3,430.96
694.11	665.61
2,570.89	2,572.82

1,315.35	1,341.49
1,034.94	1,038.19
359.30	354.45
389.41	373.79
5,621.01	5,636.63
504.22	510.74
323.15	317.00
306.91	311.56
423.73	421.92
388.00	398.16
406.67	408.03
2,482.57	2,414.32
604.58	607.81
155.16	156.08
4,386.21	4,638.32
2,471.33	2,459.83
1,251.92	1,262.74
2,314.96	2,326.71
19,711.85	19,789.63
454.84	451.73
3,281.86	3,297.84
410.18	369.76
583.31	586.26
961.47	932.05
1,729.25	1,791.61
603.98	607.20
833.41	874.66
252.15	250.33
2,137.93	2,132.37
469.70	469.65
1,723.63	1,715.28
464.28	435.82
236.85	232.01
1,249.21	1,211.39
2,147.96	2,172.85
506.63	512.15
272.79	272.08
664.40	661.38
13,401.62	13,764.92
11,822.64	11,849.45
8,411.88	8,620.69
9,892.95	9,972.25
38,251.01	39,289.66
427.34	424.34
89.12	82.57
451.83	439.44
3,768.57	3,724.19

4,345.10	4,353.95
408.28	398.16
198.52	190.72
1,298.29	1,274.02
1,078.90	1,052.89
799.29	797.12
564.84	561.69
225.62	202.20
2,332.03	2,301.94
2,606.22	2,604.64
2,024.11	2,009.72
1,893.76	1,849.00
92.94	91.23
8,903.29	8,932.86
597.56	601.77
1,750.32	1,772.88
2,098.18	2,114.64
9,956.18	10,251.99
9,274.31	9,265.76
4,744.14	4,822.39
3,184.71	3,189.69
3,390.05	3,383.23
14,804.90	14,963.82
1,162.60	1,138.28
791.06	797.93
1,440.20	1,379.55
1,043.77	1,029.53
10,957.23	10,919.81
1,141.73	1,124.18
1,982.56	1,966.42
4,400.30	4,366.44
2,442.83	2,471.11
862.32	864.99
5,400.31	5,370.99
991.58	990.46
433.17	428.16
172.42	167.96
825.38	830.75
852.20	800.34
511.05	495.83
588.13	594.11
190.89	184.68
410.48	392.72
716.99	795.31
1,323.78	1,329.81
0.00	1.01
628.47	612.04

539.15	524.83
1,169.53	1,171.61
2,053.82	2,034.89
6,536.62	6,407.37
3,647.38	3,659.54
20,673.90	20,889.25
9,399.56	9,434.53
233.24	223.35
645.93	615.06
1,117.64	1,097.60
694.31	703.67
330.19	333.91
147.73	143.80
799.49	787.65
1,173.64	1,174.53
2,872.58	2,841.07
2,139.53	2,162.98
6,306.89	6,312.61
2,690.12	2,704.33
918.12	913.73
4,603.63	4,577.70
1,788.26	1,795.63
7,361.00	7,478.38
647.94	646.88
5,369.60	5,403.42
1,865.94	1,859.48
279.81	268.86
1,027.51	1,047.25
1,205.15	1,177.55
791.66	772.35
944.21	939.30
627.27	625.93
2,155.99	2,058.86
847.86	834.58
3,753.96	3,766.48
1,405.68	1,387.41
960.87	951.99
1,151.36	1,162.05
543.76	538.33
1,838.04	1,897.34
1,066.81	1,041.01
697.32	707.10
949.83	929.64
801.09	800.74
1,158.59	1,140.30
251.31	253.76
817.35	805.78

1,010.95	992.07
561.63	564.51
785.64	786.85
1,336.63	1,317.52
756.94	746.97
670.42	665.21
291.05	276.72
1,258.95	1,245.63
505.63	495.23
855.69	848.68
218.79	208.64
683.67	680.11
756.73	747.38
930.76	932.66
1,063.84	1,056.52
750.31	765.70
236.86	224.55
686.68	678.30
330.80	333.31
820.16	784.83
512.85	508.12
290.65	278.33
1,381.79	1,396.47
1,223.22	1,219.24
1,030.72	997.71
1,860.64	1,751.33
1,072.07	1,100.22
475.12	463.81
0.00	0.00
1,208.37	1,233.74
1,323.78	1,320.34
725.82	728.24
892.02	875.26
561.17	578.41
325.78	319.81
1,711.38	1,683.46
1,150.56	1,116.93
457.25	461.19
345.65	330.29
344.85	330.49
807.32	810.01
631.28	609.82
1,248.11	1,245.02
1,216.60	1,207.76
446.98	462.00
1,617.85	1,595.45
617.83	602.57

526.10	528.86
740.78	743.35
1,991.60	1,993.40
431.36	420.31
458.66	454.55
541.96	549.40
2,854.63	2,801.00
889,342.35	889,258.92

District Average Building Age, 1-30-20 upload

Dist	Type	19-20 age	20-21 age
1	1	50.12	51.12
1.2	3	56.35	57.35
2	1	30.90	31.90
4	1	47.05	48.05
6	3	46.92	47.92
11	1	42.01	43.01
12	1	39.24	40.24
13	1	52.61	53.61
14	1	53.52	54.52
15	1	38.53	39.53
16	1	33.73	34.73
22	1	43.65	44.65
23	1	38.72	39.72
25	1	18.00	19.00
31	1	31.95	32.95
32	1	41.59	42.59
36	1	27.82	28.82
38	1	26.14	27.14
47	1	32.98	33.98
51	1	26.88	27.88
75	1	37.27	38.27
77	1	48.73	49.73
81	1	49.66	50.66
84	1	48.81	49.81
85	1	41.17	42.17
88	1	36.79	37.79
91	1	37.76	38.76
93	1	61.87	62.87
94	1	35.75	36.75
95	1	29.55	30.55
97	1	5.39	6.39
99	1	41.20	42.20
100	1	40.65	41.65
108	1	43.60	44.60
110	1	21.76	22.76
111	1	35.57	36.57
112	1	25.37	26.37
113	1	44.89	45.89
115	1	32.92	33.92
116	1	26.72	27.72
118	1	26.53	27.53
129	1	46.84	47.84
138	1	29.15	30.15
139	1	29.96	30.96

146	1	51.55	52.55
150	1	33.58	34.58
152	1	27.44	28.44
162	1	35.89	36.89
166	1	36.71	37.71
173	1	70.73	71.73
177	1	43.98	44.98
181	1	46.00	47.00
182	1	35.66	36.66
186	1	29.51	30.51
191	1	44.13	45.13
192	1	26.36	27.36
194	1	29.91	30.91
195	1	33.90	34.90
196	1	34.07	35.07
197	1	44.54	45.54
199	1	39.42	40.42
200	1	36.87	37.87
203	1	41.69	42.69
204	1	21.52	22.52
206	1	22.00	23.00
213	1	35.66	36.66
227	1	32.16	33.16
229	1	45.22	46.22
238	1	68.47	69.47
239	1	3.00	4.00
241	1	45.27	46.27
242	1	36.08	37.08
252	1	37.36	38.36
253	1	50.98	51.98
255	1	31.68	32.68
256	1	37.60	38.60
261	1	30.12	31.12
264	1	83.59	84.59
270	1	49.55	50.55
271	1	49.65	50.65
272	1	34.59	35.59
273	1	44.66	45.66
276	1	44.21	45.21
277	1	45.10	46.10
278	1	39.97	40.97
279	1	38.38	39.38
280	1	59.80	60.80
281	1	49.91	50.91
282	1	50.83	51.83
283	1	60.02	61.02
284	1	33.38	34.38

286	1	34.88	35.88
294	1	66.45	67.45
297	1	71.46	72.46
299	1	31.00	32.00
300	1	43.66	44.66
306	1	31.95	32.95
308	1	30.25	31.25
309	1	34.58	35.58
314	1	37.96	38.96
316	1	76.22	77.22
317	1	35.86	36.86
318	1	35.76	36.76
319	1	88.12	89.12
323	2	-	
330	1	50.99	51.99
332	1	34.05	35.05
333	1	28.55	29.55
345	1	30.74	31.74
347	1	38.45	39.45
356	1	56.29	57.29
361	1	54.68	55.68
362	1	27.22	28.22
363	1	39.57	40.57
378	1	44.32	45.32
381	1	37.96	38.96
390	1	26.03	27.03
391	1	53.18	54.18
402	1	68.37	69.37
403	1	80.88	81.88
404	1	54.83	55.83
413	1	36.33	37.33
414	1	52.76	53.76
415	1	67.69	68.69
423	1	38.53	39.53
424	1	46.95	47.95
432	1	41.96	42.96
435	1	33.12	34.12
441	1	39.55	40.55
447	1	48.84	49.84
458	1	65.78	66.78
463	1	40.86	41.86
465	1	48.35	49.35
466	1	41.59	42.59
473	1	34.65	35.65
477	1	30.20	31.20
480	1	36.19	37.19
482	1	48.71	49.71

484	1	31.20	32.20
485	1	27.00	28.00
486	1	40.74	41.74
487	1	31.52	32.52
492	1	60.92	61.92
495	1	13.33	14.33
497	1	28.42	29.42
499	1	51.39	52.39
500	1	56.08	57.08
505	1	67.69	68.69
507	1	26.79	27.79
508	1	33.34	34.34
511	1	41.86	42.86
514	1	72.10	73.10
518	1	33.22	34.22
531	1	26.41	27.41
533	1	33.00	34.00
534	1	37.22	38.22
535	1	44.96	45.96
542	1	33.95	34.95
544	1	44.50	45.50
545	1	40.35	41.35
547	1	51.32	52.32
548	1	41.49	42.49
549	1	27.63	28.63
550	1	32.95	33.95
553	1	34.20	35.20
561	1	66.28	67.28
564	1	45.79	46.79
577	1	34.66	35.66
578	1	40.49	41.49
581	1	52.24	53.24
592	1	52.20	53.20
593	1	39.88	40.88
595	1	28.53	29.53
599	1	48.84	49.84
600	1	33.16	34.16
601	1	44.60	45.60
621	1	46.07	47.07
622	1	42.64	43.64
623	1	48.84	49.84
624	1	50.50	51.50
625	1	53.03	54.03
630	1	39.99	40.99
635	1	56.93	57.93
640	1	31.54	32.54
656	1	38.62	39.62

659	1	36.64	37.64
671	1	37.13	38.13
676	1	43.85	44.85
682	1	36.18	37.18
690	1	27.30	28.30
695	1	93.90	94.90
696	1	94.30	95.30
698	1	32.58	33.58
700	1	24.14	25.14
701	1	76.00	77.00
704	1	33.85	34.85
706	1	67.75	68.75
707	1	26.72	27.72
709	1	44.56	45.56
712	1	42.35	43.35
716	1	37.43	38.43
717	1	30.42	31.42
719	1	27.64	28.64
720	1	22.62	23.62
721	1	28.31	29.31
726	1	29.25	30.25
727	1	26.54	27.54
728	1	28.88	29.88
738	1	36.31	37.31
739	1	38.35	39.35
740	1	37.41	38.41
741	1	42.32	43.32
742	1	34.10	35.10
743	1	39.56	40.56
745	1	24.95	25.95
748	1	31.78	32.78
750	1	37.48	38.48
756	1	48.97	49.97
761	1	49.09	50.09
763	1	17.00	18.00
768	1	49.74	50.74
771	1	63.32	64.32
775	1	37.11	38.11
777	1	60.85	61.85
786	1	52.10	53.10
787	1	43.93	44.93
801	1	58.95	59.95
803	1	51.03	52.03
811	1	38.09	39.09
813	1	53.66	54.66
815	2	-	
818	1	38.16	39.16

820	1	43.22	44.22
821	1	24.09	25.09
829	1	51.07	52.07
831	1	34.60	35.60
832	1	31.20	32.20
833	1	31.48	32.48
834	1	37.31	38.31
836	1	78.20	79.20
837	1	48.87	49.87
840	1	45.05	46.05
846	1	59.77	60.77
850	1	10.20	11.20
852	1	68.83	69.83
857	1	46.47	47.47
858	1	57.87	58.87
861	1	47.00	48.00
876	1	27.03	28.03
877	1	33.54	34.54
879	1	31.59	32.59
881	1	34.06	35.06
882	1	34.07	35.07
883	1	30.39	31.39
885	1	19.55	20.55
891	1	52.96	53.96
911	1	39.17	40.17
912	1	37.21	38.21
914	1	29.99	30.99
2071	1	19.33	20.33
2125	1	24.79	25.79
2134	1	7.20	8.20
2135	1	57.88	58.88
2137	1	47.85	48.85
2142	1	34.14	35.14
2143	1	55.42	56.42
2144	1	29.75	30.75
2149	1	37.36	38.36
2154	1	88.68	89.68
2155	1	34.76	35.76
2159	1	66.25	67.25
2164	1	40.71	41.71
2165	1	41.73	42.73
2167	1	15.63	16.63
2168	1	46.95	47.95
2169	1	63.52	64.52
2170	1	49.22	50.22
2171	1	37.74	38.74
2172	1	36.43	37.43

2174	1	41.02	42.02
2176	1	57.68	58.68
2180	1	53.51	54.51
2184	1	46.82	47.82
2190	1	67.64	68.64
2198	1	54.11	55.11
2215	1	48.65	49.65
2310	1	20.25	21.25
2311	1	17.00	18.00
2342	1	42.05	43.05
2358	1	58.19	59.19
2364	1	40.03	41.03
2365	1	54.29	55.29
2396	1	40.71	41.71
2397	1	55.65	56.65
2448	1	59.18	60.18
2527	1	67.10	68.10
2534	1	63.49	64.49
2536	1	48.84	49.84
2580	1	15.87	16.87
2609	1	18.68	19.68
2683	1	62.71	63.71
2687	1	19.78	20.78
2689	1	26.17	27.17
2711	1	44.25	45.25
2752	1	45.71	46.71
2753	1	34.43	35.43
2754	1	48.05	49.05
2759	1	-	
2769	1	32.15	33.15
2805	1	50.41	51.41
2835	1	38.79	39.79
2853	1	45.42	46.42
2854	1	25.76	26.76
2856	1	73.49	74.49
2859	1	36.87	37.87
2860	1	51.47	52.47
2884	1	72.44	73.44
2886	1	56.25	57.25
2888	1	57.30	58.30
2889	1	24.03	25.03
2890	1	69.16	70.16
2895	1	46.39	47.39
2897	1	30.74	31.74
2898	1	62.51	63.51
2899	1	54.00	55.00
2902	1	77.01	78.01

2903	1	50.45	51.45
2904	1	45.23	46.23
2905	1	34.96	35.96
2906	1	60.12	61.12
2907	1	69.01	70.01
2908	1	57.92	58.92
2909	1	77.84	78.84

21-22 = 19-20 plus 2
End of Worksheet

2019 Est ANTC from Department of Revenue files. February, 2020 Forecast

MDE	School District		Ag Modified 2019 Est. ANTC
1	Aitkin		18,367,528
1.2	Minneapolis Special School District #1		694,140,739
2	Hill City		1,490,148
4	McGregor		9,672,767
6	South St. Paul Special School District #6		22,875,842
11	Anoka		304,790,313
12	Centennial		44,779,411
13	Columbia Heights		29,041,818
14	Fridley		19,546,984
15	Saint Francis		39,595,881
16	Spring Lake Park		53,719,540
22	Detroit Lakes		30,660,805
23	Frazee-Vergas		9,194,405
25	Pine Point		-
31	Bemidji		40,193,030
32	Blackduck		3,396,016
36	Kelliher		1,164,985
38	Red Lake		14,919
47	Sauk Rapids		23,075,018
51	Foley		7,429,773
75	St. Clair		3,743,332
77	Mankato		78,126,917
81	Comfrey		2,412,546
84	Sleepy Eye		6,077,346
85	Springfield		4,050,665
88	New Ulm-Hanska		19,736,392
91	Barnum		3,481,677
93	Carlton		5,245,281
94	Cloquet		12,028,016
95	Cromwell		2,080,807
97	Moose Lake		5,069,888
99	Esko		6,441,907
100	Wrenshall		3,653,389
108	Norwood-Young America		10,851,551
110	Waconia		34,563,680
111	Watertown-Mayer		14,278,062
112	Chaska		101,650,935
113	Walker-Akeley		22,952,330
115	Cass Lake		9,572,614
116	Pillager		12,270,170
118	Remer		17,665,370
129	Montevideo		6,553,105

138	North Branch		21,050,679
139	Rush City		6,036,435
146	Barnesville		6,368,135
150	Hawley		5,221,226
152	Moorhead		44,310,984
162	Bagley		5,367,883
166	Cook County		18,706,379
173	Mountain Lake		4,412,606
177	Windom		7,532,633
181	Brainerd		64,859,526
182	Crosby-Ironton		23,858,964
186	Pequot Lakes		38,157,595
191	Burnsville		100,242,642
192	Farmington		41,568,200
194	Lakeville		99,981,953
195	Randolph		4,946,177
196	Rosemount		228,151,381
197	West Saint Paul		88,926,167
199	Inver Grove-Pine Bend		40,268,448
200	Hastings		42,868,319
203	Hayfield		6,658,867
204	Kasson-Mantorville		10,552,409
206	Alexandria		51,458,664
213	Osakis		4,792,919
227	Chatfield		6,482,974
229	Lanesboro		2,777,243
238	Mabel-Canton		2,653,637
239	Rushford-Peterson		4,829,107
241	Albert Lea		19,495,673
242	Alden		1,961,203
252	Cannon Falls		10,694,213
253	Goodhue		3,946,433
255	Pine Island		8,180,979
256	Red Wing		38,340,075
261	Ashby		2,317,067
264	Herman		2,849,267
270	Hopkins		147,428,761
271	Bloomington		166,350,596
272	Eden Prairie		126,595,926
273	Edina		123,009,374
276	Minnetonka		111,736,373
277	Westonka		48,747,005
278	Orono		45,773,937
279	Osseo		228,797,280
280	Richfield		61,996,058
281	Robbinsdale		133,140,116
282	St. Anthony-New Brighton		13,728,737

283	St. Louis Park		82,898,454
284	Wayzata		174,545,509
286	Brooklyn Center		10,185,267
294	Houston		3,132,584
297	Spring Grove		2,055,511
299	Caledonia		5,292,303
300	La Crescent		9,036,282
306	Laporte		3,140,470
308	Nevis		6,847,207
309	Park Rapids		24,186,921
314	Braham		4,828,121
316	Coleraine		7,530,887
317	Deer River		8,348,517
318	Grand Rapids		43,840,479
319	Nashwauk-Keewatin		3,893,025
323	Franconia Common School District #323		324,123
330	Heron-Lake-Okabena		3,466,275
332	Mora		8,997,297
333	Ogilvie		2,625,648
345	New London-Spicer		15,604,117
347	Willmar		24,518,769
356	Lancaster		1,181,880
361	International Falls		8,780,796
362	Little Fork-Big Falls		1,419,263
363	South Koochiching		1,614,034
378	Dawson-Boyd		4,288,081
381	Lake Superior		24,991,692
390	Lake of The Woods		5,423,662
391	Cleveland		5,279,310
402	Hendricks		1,843,659
403	Ivanhoe		2,540,669
404	Lake Benton		3,526,494
413	Marshall		17,487,948
414	Minneota		3,670,925
415	Lynd		1,801,931
423	Hutchinson		18,932,936
424	Lester Prairie		2,995,666
432	Mahnomen		2,836,576
435	Waubun		5,267,606
441	Newfolden		3,847,081
447	Grygla-Gatzke		1,160,626
458	Truman		3,611,908
463	Eden Valley-Watkins		5,776,642
465	Litchfield		12,295,512
466	Dassel-Cokato		11,466,464
473	Isle		5,910,438
477	Princeton		20,035,732

480	Onamia		7,637,526
482	Little Falls		14,594,975
484	Pierz		4,660,485
485	Royalton		3,911,179
486	Swanville		2,236,749
487	Upsala		1,595,752
492	Austin		17,996,554
495	Grand Meadow		3,153,390
497	Lyle		1,535,217
499	LeRoy-Ostrander		3,071,728
500	Southland		5,682,486
505	Fulda		4,952,189
507	Nicollet		4,023,903
508	St. Peter		13,098,965
511	Adrian		5,250,666
514	Ellsworth		2,178,324
518	Worthington		18,508,984
531	Byron		10,998,507
533	Dover-Eyota		4,922,219
534	Stewartville		9,981,345
535	Rochester		195,089,368
542	Battle Lake		14,353,405
544	Fergus Falls		21,748,113
545	Henning		4,805,560
547	Parkers Prairie		4,016,213
548	Pelican Rapids		19,787,597
549	Perham		23,614,048
550	Underwood		3,402,220
553	New York Mills		3,347,570
561	Goodridge		1,195,378
564	Thief River Falls		12,120,736
577	Willow River		3,974,440
578	Pine City		10,752,149
581	Edgerton		3,332,441
592	Climax		1,599,382
593	Crookston		9,231,686
595	East Grand Forks		11,891,801
599	Fertile-Beltrami		5,099,953
600	Fisher		2,332,968
601	Fosston		3,802,894
621	Mounds View		123,750,884
622	North Saint Paul-Maplewood		112,025,940
623	Roseville		81,570,934
624	White Bear Lake		100,928,098
625	St. Paul		354,810,046
630	Red Lake Falls		1,537,759
635	Milroy		2,117,920

640	Wabasso		5,396,412
656	Faribault		32,959,372
659	Northfield		32,714,220
671	Hills-Beaver Creek		4,095,949
676	Badger		769,924
682	Roseau		5,414,942
690	Warroad		5,800,689
695	Chisholm		3,120,268
696	Ely		7,344,741
698	Floodwood		4,717,926
700	Hermantown		19,266,981
701	Hibbing		12,076,680
704	Proctor		14,463,800
706	Virginia		6,837,878
707	Nett Lake		131,179
709	Duluth		98,810,631
712	Buhl-Mount Iron		4,253,723
716	Belle Plaine		12,805,100
717	Jordan		15,471,545
719	Prior Lake		73,852,867
720	Shakopee		71,552,658
721	New Prague		27,940,477
726	Becker		26,277,209
727	Big Lake		19,234,828
728	Elk River		100,622,195
738	Holdingford		4,459,798
739	Kimball		5,711,021
740	Melrose		9,615,372
741	Paynesville		8,151,150
742	St. Cloud		94,996,938
743	Sauk Centre		9,836,620
745	Albany		10,244,368
748	Sartell		20,087,223
750	Cold Spring		17,151,848
756	Blooming Prairie		5,390,189
761	Owatonna		30,999,400
763	Medford		3,828,436
768	Hancock		1,948,619
771	Chokio-Alberta		3,465,117
775	Kerkhoven-Murdock-Sunburg		5,283,222
777	Benson		9,053,642
786	Bertha-Hewitt		1,910,422
787	Browerville		2,659,347
801	Browns Valley		1,076,071
803	Wheaton		5,326,071
811	Wabasha		7,241,388
813	Lake City		11,714,053

815	Prinsburg Common School District #815		1,017,959
818	Verndale		1,473,168
820	Sebeka		2,757,168
821	Menahga		3,789,468
829	Waseca		10,504,946
831	Forest Lake		69,535,276
832	Mahtomedi		28,293,369
833	South Washington County		144,505,016
834	Stillwater		122,002,821
836	Butterfield		2,253,719
837	Madelia		4,172,211
840	St. James		6,322,209
846	Breckenridge		6,739,628
850	Rothsay		2,149,675
852	Campbell-Tintah		4,101,550
857	Lewiston		4,674,294
858	St. Charles		6,204,615
861	Winona		35,085,311
876	Annandale		19,453,626
877	Buffalo		40,314,703
879	Delano		17,868,592
881	Maple Lake		6,686,940
882	Monticello		42,615,137
883	Rockford		13,737,040
885	St. Michael-Albertville		26,357,765
891	Canby		4,722,984
911	Cambridge		28,417,102
912	Milaca		8,433,918
914	Ulen-Hitterdal		2,907,273
2071	Lake Crystal-Welcome Memorial		9,503,200
2125	Triton		9,710,364
2134	United South Central		7,962,423
2135	Maple River		9,217,435
2137	Kingsland		5,899,628
2142	St. Louis County		36,019,333
2143	Waterville-Elysian-Morristown		9,139,306
2144	Chisago Lakes		27,508,617
2149	Minnewaska		14,360,314
2154	Eveleth-Gilbert		6,101,698
2155	Wadena-Deer Creek		4,938,234
2159	Buffalo Lake-Hector		7,507,048
2164	Dilworth-Glyndon-Felton		8,075,285
2165	Hinckley-Finlayson		8,099,742
2167	Lakeview		4,829,560
2168	NRHEG		7,600,585
2169	Murray County		8,127,586
2170	Staples-Motley		11,776,004

2171	Kittson Central		7,467,801
2172	Kenyon-Wanamingo		7,906,788
2174	Pine River-Backus		16,785,060
2176	Warren-Alvarado-Olso		6,392,542
2180	MacCray		8,407,302
2184	Luverne-Magnolia		11,114,458
2190	Yellow Medicine East		10,131,948
2198	Fillmore Central		6,562,061
2215	Norman County East		2,746,605
2310	Sibley East		9,624,417
2311	Clearbrook-Gonvick		8,669,987
2342	West Central Area		8,460,448
2358	Karlstad-Strandquist		2,322,393
2364	Belgrade-Brooten-Elrosa		5,468,751
2365	Gibbon-Fairfax-Winthrop		10,773,650
2396	A.C.G.C.		9,366,988
2397	Le Sueur-Henderson		9,683,390
2448	Martin County West		9,474,751
2527	Halstad-Hendrum		2,480,653
2534	Bird Island-Olivia Lake Lillian		7,343,788
2536	Granada-Huntley-East Chain		4,457,156
2580	East Central		6,198,192
2609	Win-E-Mac		5,287,345
2683	Greenbush-Middle River		2,494,502
2687	Howard Lake-Waverly-Winsted		9,826,522
2689	Pipestone-Jasper		12,516,881
2711	Mesabi East Schools		7,177,067
2752	Fairmont Area		14,079,508
2753	Long Prairie-Grey Eagle		7,322,791
2754	Cedar Mountain		4,829,976
2759	Eagle Valley		-
2769	Morris Area		8,369,526
2805	Zumbrota-Mazeppa		8,942,948
2835	Janesville-Waldorf-Pember		7,295,953
2853	Lac Qui Parle Valley		10,432,514
2854	Ada-Borup		4,067,699
2856	Stephen-Argyle Central		5,967,813
2859	Glencoe-Silver Lake		13,189,444
2860	Blue Earth Area		12,215,487
2884	Red Rock Central		7,900,456
2886	Glenville-Emmons		3,708,344
2888	Clinton-Graceville-Beardsley		6,757,118
2889	Lake Park-Audubon		14,182,146
2890	Renville County West		7,401,696
2895	Jackson County Central		13,445,775
2897	Redwood Falls Area		9,078,636
2898	Westbrook-Walnut Grove		5,739,565

2899	Plainview-Elgin-Milville		9,518,934
2902	Russell-Tyler-Ruthton		5,642,422
2903	Ortonville Area		4,307,573
2904	Tracy Area		9,201,718
2905	Tri-City United		14,581,877
2906	Red Lake County Central		4,679,319
2907	Round Lake-Brewster		4,007,337
2908	Brandon-Evansville		5,615,686
2909	Rock Ridge		12,939,576

Total 8,080,483,125

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Statewide ANTC / PU calculations

Revenue Year	FY 2019	FY 2020	FY 2021
Data Year	2016	2017	2018
Three year prior Ag. Modified ANTC	6,710,027,838	7,124,855,434	7,563,590,816
Three year prior APU	869,352.66	876,965.94	882,567.00
State average ANTC / APU	7,718.42	8,124.43	8,569.99
Percent change		5.3%	5.5%
End of worksheet			

FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
2019	2020	2021	2022	2023	2024
8,080,483,125	8,476,426,798	8,857,866,004	9,212,180,644	9,580,667,870	9,963,894,585
884,154.08	885,806.08	889,342.35	-	-	-
9,139.23	9,569.17	9,960.02	10,358.00	10,772.00	11,203.00
6.6%	4.7%	4.1%	0	0	0

FY 2028	FY 2029	FY 2030
2025	2026	2027
10,362,450,368	10,776,948,383	11,208,026,318
-	-	-
11,651.00	12,117.00	12,602.00
0	0	0

for MDE administrative use only: Cut and paste entered data to master spreadsheet

FY 2022 Data

check	dist	name	Pre-K APUs added	building age entered	building age prepop	building age change	Line 13 debt excess	Line 17 New IAQFAA bonds	Line 18 IAQFAA PAYGO	Line 20a Pre-K bonds	Line 20b Pre-K PAYGO	Line 23 debt excess	Line 26 1A Alt Fac PAYGO	Line 27 1B H&S PAYGO	Line 31 Underlevy	Line 33 Intermediate/ Coop	Line 50 - "other" debt	FY 2020 Revised Line 18 IAQFAA PAYGO	FY 2020 Revised Line 26 1A Alt Fac PAYGO	FY 2021 Revised Line 18 IAQFAA PAYGO	FY 2021 Revised Line 26 1A Alt Fac PAYGO	FY 2023 Revised Line 18 IAQFAA PAYGO	FY 2023 Revised Line 26 1A Alt Fac PAYGO	FY 2024 Revised Line 18 IAQFAA PAYGO	FY 2024 Revised Line 26 1A Alt Fac PAYGO	pad
1	146	BARNESVILLE PUBLIC SCHOOL DIST.	-	53.55	53.55	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

End of Worksheet

Version List

date	version	tab
May 6, 2020	V1	all
May 7, 2020		FM Other bonds
May 18, 2020	V2	FM Other bonds
May 20, 2020	V3	FM Other bonds
May 27, 2020	V4	FM Other bonds
May 29, 2020	V5	ALL
June 3, 2020	V6	FM Other bonds
June 4, 2020	V7b	FM Other bonds
June 8, 2020	V8	FM Other bonds
June 10, 2020	V9	pay-go
June 12, 2020	V10	line instructions
June 18, 2020	V11	FM Other bonds
June 18, 2020	V12	Ten Year
June 29, 2020	V13	IAQFAA bonds
July 1, 2020	V14	Ten Year
July 9, 2020	V15	FM Other bonds
July 9, 2020	V16	Ten Year
July 10, 2020	V17	Ten Year

End of Worksheet

notes
Updated bond information as of May 5, 2020
Updated ANTC, APU, and building age information as of February, 2020 Forecast
Certified LLC data for taxes payable 2020

new 833 bond added.
new 840 bond added.
new 361 bond added.
new 2752 bond added.
706 & 2154 CONSOLIDATION
new 2174 bond added.
new 281 bond added.
new 836 bond added.
Formula errors corrected
date references changed.
new proposed 276 bond added.
lines for new bonds added separately from existing 599 bond reallocation.
adjustments tab created.
switch class 2342 bonds
Formula errors corrected
Formula errors corrected

DEPARTMENT OF EDUCATION

Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year

District Info.	Enter Information	District Info.	Enter Information
District Name:	**Barnesville**	Date:	7/20/2020
District Number:	**146**	Email:	**jellerbusch@barnesville.k12.mn.us**
District Contact Name:	**Jon Ellerbusch**		
Contact Phone #	218-354-2217		

Expenditure Categories		Fiscal Year (FY) Ending June 30							
		2020 (base year)	2021	2022	2023	2024	2025	2026	2027
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.									
Finance Code	**Category (1)**								
347	Physical Hazards	$0	$0	$0	$0	$0	$0	$0	$0
349	Other Hazardous Materials	$210	$210	$250	$250	$300	$300	$350	$350
352	Environmental Health and Safety Management	$7,954	$15,000	$10,000	$10,000	$12,000	$12,000	$14,000	$14,000
358	Asbestos Removal and Encapsulation	$92	$100	$100	$200	$200	$300	$300	$400
363	Fire Safety	$4,935	$5,000	$5,500	$6,000	$6,500	$7,000	$7,500	$8,000
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects	$13,191	$20,310	$15,850	$16,450	$19,000	$19,600	$22,150	$22,750
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year									
Finance Code	**Category (2)**								
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$0	$0	$0	$0	$0	$0	$0	$0
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects $100,000 or More	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151									
Finance Code	**Category (3)**								
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Approved Voluntary Pre-K Projects	$0	$0	$0	$0	$0	$0	$0	$0
Accessibility									
Finance Code	**Category (4)**								
367	Accessibility	$0	$0	$0	$0	$0	$0	$0	$0
	Total Accessibility Projects	$0	$0	$0	$0	$0	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects									
Finance Code	**Category (5)**								
368	Building Envelope	$18,900	$15,000	$0	$0	$0	$0	$0	$0
369	Building Hardware and Equipment	$0	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000
370	Electrical	$1,973	$10,000	$12,000	$10,000	$10,000	$10,000	$0	$0
379	Interior Surfaces	$2,982	$0	$0	$30,000	$30,000	$30,000	$40,000	$30,000
380	Mechanical Systems	$6,378	$405,000	$105,000	$0	$0	$0	$0	$0
381	Plumbing	$0	$0	$0	$0	$0	$0	$10,000	$0
382	Professional Services and Salary	$0	$0	$0	$0	$0	$0	$0	$0
383	Roof Systems	$10,286	$0	$0	$0	$0	$0	$25,000	$0
384	Site Projects	$0	$0	$0	$0	$0	$0	$0	$0
	Total Deferred Capital Expense and Maintenance	$40,519	$434,000	$121,000	$44,000	$44,000	$44,000	$79,000	$34,000
	Total Annual 10-Year Plan Expenditures	**$53,710**	**$454,310**	**$136,850**	**$60,450**	**$63,000**	**$63,600**	**$101,150**	**$56,750**

DEPARTMENT OF EDUCATION	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	Projects Only	ED - 02478-06

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Mir in the cells provided.

District Info.	Enter Information
District Name:	**Barnesville**
District Number:	**146**
District Contact Name:	**Jon Ellerbusch**
Contact Phone #	218-354-2217

Expenditure Categories		2028	2029	2030
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.				
Finance Code	**Category (1)**			
347	Physical Hazards	$0	$0	$0
349	Other Hazardous Materials	$400	$400	$450
352	Environmental Health and Safety Management	$16,000	$16,000	$18,000
358	Asbestos Removal and Encapsulation	$400	$500	$500
363	Fire Safety	$8,500	$9,000	$9,500
366	Indoor Air Quality	$0	$0	$0
	Total Health and Safety Capital Projects	$25,300	$25,900	$28,450
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year				
Finance Code	**Category (2)**			
358	Asbestos Removal and Encapsulation	$0	$0	$0
363	Fire Safety	$0	$0	$0
366	Indoor Air Quality	$0	$0	$0
	Total Health and Safety Capital Projects $100,000 or More	$0	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151				
Finance Code	**Category (3)**			
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	$0	$0	$0
	Total Remodeling for Approved Voluntary Pre-K Projects	$0	$0	$0
Accessibility				
Finance Code	**Category (4)**			
367	Accessibility	$0	$0	$0
	Total Accessibility Projects	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects				
Finance Code	**Category (5)**			
368	Building Envelope	$0	$0	$0
369	Building Hardware and Equipment	$4,000	$4,000	$4,000
370	Electrical	$0	$0	$0
379	Interior Surfaces	$0	$0	$0
380	Mechanical Systems	$0	$0	$0
381	Plumbing	$0	$0	$0
382	Professional Services and Salary	$0	$0	$0
383	Roof Systems	$200,000	$200,000	$200,000
384	Site Projects	$0	$0	$0
	Total Deferred Capital Expense and Maintenance	$204,000	$204,000	$204,000
	Total Annual 10-Year Plan Expenditures	**$229,300**	**$229,900**	**$232,450**

Long-Term Facilities Maintenance Expenditure Categories used in the Excel Spreadsheet Template

Category 1: Health and Safety Expenditures by Uniform Financial and Accounting Reporting Standards (UFARS) Finance Codes 347, 349, 352, 358, 363 and 366 (this section excludes project costs of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366).

projects for Fiscal Year (FY) 2021 and FY 2022. The later years can be a rough estimate. Fiscal 2020 is an estimate of what the **final** UFARS expenditures will be. Once the FY 2020 audited financial data is complete and final UFARS data has been submitted, enter the actual FY 2020 Health and Safety (H&S) expenditures on the Health and Safety Data Submission System Category 1 excludes projects costing $100,000 or more for asbestos removal or encapsulation fire safety, and indoor air quality as they are entered under Category 2 as listed below. Also enter FY 2020, FY 2021 and FY 2022 totals per finance code in the Health and Safety Data Submission on the Minnesota Department of Education (MDE) website (MDE homepage > Districts, Schools and Educators > Business and Finance > Data Submissions, then select the Health and Safety category) so hold harmless revenue calculates properly on the levy.

Category 2: Health and Safety Expenditures by UFARS Finance Code for Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Quality projects costing $100,000 or more per Project, per Site, per Year.

A district enters totals by finance code for individual projects that cost $100,000 or more per site, per year for asbestos removal and encapsulation, fire safety, or indoor air quality as they generate additional revenue. Also, enter FY 2020, FY 2021 and FY 2022 H&S projects costing $100,000 or more ***on a separate line*** in the Health and Safety Data Submission System on the MDE website (the project description should include the site name and whether it is financed by "pay-as-you-go" or bonded dollars).

Category 3: Remodeling for Approved Voluntary Prekindergarten (VPK) Program

If the district has an approved VPK program include planned expenditures for remodeling projects.

Category 4: Americans with Disabilities Act (ADA) Accessibility Projects

Enter approved project costs to increase accessibility to school facilities. The project shall conform to both the district's ADA/Section 504 disabled access transition plan and the current ADA Accessibility Guidelines for Buildings and Facilities, as well as applicable state and local building and fire codes.

Category 5: Deferred Maintenance Projects by UFARS Finance Code.

Facility deferred maintenance projects are broken into nine finance codes. Each code represents a component grouping of a building designed to ease assignment of a project into the proper code. The code breakdown is also meaningful for comparison of costs among school districts and to the Minnesota legislature to assess school facility costs and the ongoing need for facility funding.

Additional Documentation

Category 2 Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Projects $100,000 or over per Project, per Site, per Year

For districts with asbestos removal and encapsulation, fire safety and indoor air quality projects costing $100,000 or more per project, per site, per year for FY 2021 or FY 2022 the ten-year plan includes a narrative describing the scope and cost of the project in greater detail. Individual project approval is required as these projects generate additional revenue.

a. For ***asbestos removal and encapsulation projects,*** give a description of the type and amount of asbestos and the scope of the project including an engineer or contractor estimate of the cost.

b. For ***fire safety projects*** , include a project description and an estimate of the cost from the project engineer. If a building permit has been pulled for other school construction projects, the building inspector has jurisdiction over the review of the fire suppression rework, but the State Fire Marshal should be contacted for final review and approval; otherwise, the fire suppression rework requires an order from the state fire marshal, schools division.

c. For ***indoor air quality projects*** , describe which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Indoor Air Quality (IAQ) standards are not being met and indicate how the project will result in meeting ASHRAE standards and include an estimate of cost from the project engineer. Also, include a floor plan to reflect classrooms affected and a report listing cubic feet per minute (CFM) ratings.

Category 3 Approved Voluntary Prekindergarten (VPK) Program - Remodeling Costs

For districts with an approved voluntary prekindergarten program under section 124D.151, a narrative describing the project to remodel existing instructional space to accommodate kindergarten instruction. In the narrative, describe the square footage and use of the existing instructional space, changes to be made to the facility, and the final square footage and features of the prekindergarten instructional space, for example, bathroom space, play area, and small group instruction space. This narrative may be the same narrative submitted to MDE as part of the application to obtain approval for the voluntary prekindergarten program under section 124D.151.

Category 5 Deferred Maintenance Projects costing $2,000,000 per Project, per Site, per Year

For districts with deferred maintenance projects for FY 2021 or FY 2022 costing $2,000,000 or more per project, per site, per year, a narrative describing each project in greater detail is required. In the narrative, discuss the deferred capital and maintenance criteria that make the project eligible for Long-Term facilities maintenance revenue and the work necessary to prevent further erosion of facilities. Describe the scope of work in sufficient detail to indicate the change in condition of the facility and provide an indication of the improvement to useful life. Indicate the level of deferred maintenance work needed for the facility before and after the project will be completed. Include an architect or consultant cost estimate detailing categories of work and associated cost including an estimate of fees.

Updating the Health and Safety Database

The Minnesota Department of Education (MDE) will continue to use the existing Health and Safety (H&S) database (located on the MDE website under MDE > Districts, Schools and Educators > Business and Finance > Data Submissions, select Health and Safety) to drive levy processing for fall levies. Districts enter summary data by finance code, consistent with the summary data for Fiscal Year (FY) 2020, FY 2021 and FY 2022 included on the district's ten-year plan expenditure spreadsheet. Detailed information by project will still be required for asbestos removal and encapsulation, fire safety and indoor air quality projects costing $100,000 or more per project, per site, per year since those generate additional revenue over and above the Long-Term Facilities Maintenance (LTFM) formula allowance. Do not enter information for deferred maintenance or accessibility finance codes. The Health and Safety amounts provide an accurate calculation of the hold harmless revenue estimate on the levy and aid entitlement reports, and either add to revenue or show complete information for persons who seek levy information.

When comfortable with data and assumptions, a district should ***enter the total health and safety cost from the expenditure spreadsheet in the hold harmless section of the revenue spreadsheet and the Health and Safety Data Submission System.*** Hold harmless revenue depends on the year's H&S costs plus deferred maintenance revenue for districts that did not qualify for alternative facilities revenue. Hold harmless for an alternative facilities school district is health and safety plus an amount to fund the other ten-year plan projects. For FY 2020 and later, MDE is asking school districts to enter ***totals by finance code*** from the expenditure spreadsheet in the ***Health and Safety Data Submission System*** (instructions on how to enter H&S data on the data submissions website may be found on the LTFM webpage under MDE > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance , then select “Health and Safety Website Instructions” (these instructions may also be found on the Health and Safety Data Submission System). MDE uses the submission system to load the prior law calculation H&S amount into the Levy Limitation and Certification system and LTFM Aid Entitlement system. Without this step, the levy shows zero in the health and safety line under the old law revenue and the calculation is inaccurate. An alternative facilities school district should not include the amount in both the Health and Safety Data Submission System and in the revenue amount entered for deferred maintenance ten-year plan projects levy as the H&S levy will be doubled. In the Health and Safety Data Submission System, enter the H&S finance totals, six in all (if all are included in the ten-year planned projects) from the expenditure spreadsheet plus separately enter each individual project (asbestos removal and encapsulation, fire safety or indoor air quality) costing $100,000 or more for H&S. Only H&S finance codes are

Note: School Districts should continue to update H&S expenditures in the Health and Safety Data Submission system on a regular basis to accurately cost estimate decreases or increases for applicable fiscal years.

Make sure to update the system for final, audited UFARS H&S financial data (reference the 19-20 UFARS Turnaround Report titled ***Expenditure by Finance Code Report*** on the Minnesota Funding Reports (MFR) webpage located at Data Center > Data Reports and Analytics, locate the School Finance Reports section, select Minnesota Funding Reports (MFR). Enter your school name, view all reports, select UFARS Turnaround Reports category, select 19-20 school year, under Report select “All” and then List Reports.

Long-Term Facilities Maintenanc

Scenario	Project Description
A - Fund 01	Project(s) between $100,000 to $1,999,999 per site for finance codes 358, 363 and 366 funded on a pay as you go basis with excess funds remaining.
B - Fund 06	Project(s) $2 million or more per site for Finance Codes 358, 363 and 366, funded with pay as you go (no debt issued) project is completed with excess funds remaining.
C - Fund 06	Project(s) between $100,000 to $1,999,999 per site for Finance Codes 358, 363 and 366, funded with debt, with excess funds remaining.

D - Fund 06	Project(s) $2,000,000 or more per site for Finance Codes 358, 363 and 366, funded with debt with excess funds remaining.
E - Fund 01	Funding in Fund 01 has accumulated over time providing for a project **over** $2 million per site.
F - Fund 06	Project(s) $2 million or more per site funded with pay as you go (no debt issued), project is completed with excess funds remaining.

G - Fund 06	Project(s) **under** $2 million per site funded with debt issued, project is completed with excess funds remaining.
H - Fund 06	Project(s) $2 million or more per site funded with debt, project is completed with excess funds remaining.
Guidance or Transfer of Funds for FY 2020 EO 20-41	
end of worksheet	

ːe (LTFM) Fund Transfers as of 12/29/16

Conclusion	Minnesota Statutes	Funds
No fund transfer required. MDE will adjust revenues based on the lesser of actual expenditures or approved costs.	123B.595 (reserve)	
Funds must be transferred from Fund 01 to Fund 06 **in the amount of the payments for the project**. At the completion of the project any amount that was transferred in excess of expenditures must be returned to Fund 01. MDE will adjust revenues in the general fund based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1
At the conclusion of the project, if the district does not have further approved LTFM projects in Finance Codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in Finance Codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for Finance Codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.	475.61 (transfer)	6 to 7

At the conclusion of the project, if the district does not have further approved LTFM projects in finance codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in finance codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved 467 Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for finance codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.	475.61 (transfer)	6 to 7
Funds must be transferred from Fund 01 to Fund 06 **in the amount of the payments for the projects**. At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.	123B.595 (reserve)	1 to 6 to 1
Funds must be transferred from Fund 01 to Fund 06 **in the amount of the payments for the projects**. At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.	123B.595 or MN Laws 2015, 1st SS, Ch 3, Art 7, Sec 19	1 to 6 to 1

At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.	123B.595 (reserve) or 475.61 (transfer), 475.65	6 to 7
At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.	123B.595 (reserve) or 475.61 (transfer), 475.65	6 to 7

RESTRICTED GRID CODES			
Program Code(s)	**Finance Codes**	**Object Code**	**Source Code**
865 and 867	358, 363 and 366	910	649
866	358, 363 & 366	910	649

867	358, 363 and 366	910	649
Fund 01-865 Fund 06-867	All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

865	All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

Journal Entry
No Entry Required
Entry 1: Debit Expense 01-005-865-3XX-910-000 Credit Revenue 06-005-867-000-649-000 **Correcting Entry to Return Funds:** Debit Revenue 06-005-867-000-649-000 Credit Expense 01-005-865-3XX-910-000
Debit Expense 06-005-866-3XX-910-000 Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-867-3XX-910-000 Credit Revenue 07-005-000-000-649-000
Entry 1: Debit Expense 01-005-865-3XX-910-000 Credit Revenue 06-005-867-000-649-000 **Correcting Entry to Return Funds:** Debit Revenue 06-005-867-000-649-000 Credit Expense 01-005-865-3XX-910-000
Entry 1: Debit Expense 01-005-865-3XX-910-000 Credit Revenue 06-005-867-000-649-000 **Correcting Entry to Return Funds:** Debit Revenue 06-005-867-000-649-000 Credit Expense 01-005-865-3XX-910-000

Debit Expense 06-005-865-3XX-910-000 Credit Revenue 07-005-000-000-649-000
Debit Expense 06-005-865-3XX-910-000 Credit Revenue 07-005-000-000-649-000

J. Designation of an Identified Official with Authority for Education Identity Access Management
All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None
K. School Resource Officer Contract for 2020-21 School Year 213

AGREEMENT TO PROVIDE
SCHOOL RESOURCE OFFICER (SRO) SERVICES
TO THE BARNESVILLE PUBLIC SCHOOLS

2020-2021

This Agreement is made by and between the City of Barnesville, Minnesota (hereinafter the "City"), and Independent School District No. 146, Barnesville, Minnesota (hereinafter the "School District").

RECITALS

WHEREAS, the City provides police services with the City of Barnesville, Minnesota; and

WHEREAS, the School District provides educational instruction and services to children enrolled therein; and

WHEREAS, the School District generally provides such instruction and services at public schools located within the City of Barnesville, Minnesota; and

WHEREAS, the City and the School District desire to enter into an agreement whereby the City shall assign one or more peace officers to serve as School Resource Officers ("SRO") and provide School Resource Officer services (hereinafter the "SRO Services") to the School District; and

WHEREAS, the purpose of the SRO Services includes enhancing security and safety within the School District facilities and School District property; building positive relationships between law enforcement, students, and school staff; maintaining a law enforcement presence at School District events and facilities, and providing prompt responses to, and investigations of, criminal or delinquent offenses committed on or about School District property or School District facilities; and

WHEREAS, the City is prepared to provide the SRO Services to the School District according to the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual undertakings set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. ***Employment of the School Resource Officer; Uniforms and Equipment.*** The City agrees to employ and provide a peace officer to work in and about the School District's property and facilities during the school year (hereinafter the "School Resource Officer" or "SRO"). It is acknowledged and agreed to by the parties that the SRO is an employee of the City, subject to the administration, supervision, and control of the City. It is understood and agreed that in performing the SRO Services, the City, and any person employed by or contracted with the City, shall not be an employee or agent of the School District. The City will furnish training, uniforms, equipment, and schedule of deployment required under Minnesota law or that is needed for the implement of this Agreement. The SRO shall wear a City-approved uniform or other approved attire when providing the SRO Services. The School District will provide the SRO with a secure workspace,

as well as ancillary support services, such as occasional clerical assistance, use of copiers, and telephones.

2. ***Compensation for the SRO Services.*** In exchange for providing the SRO Services, the School District shall pay the City as set forth in **Exhibit A,** attached hereto. The School District shall not assume liability for the direct payment of any salaries, wages, or other compensation to the SRO or any City personnel performing services hereunder for said SRO Services, and the City hereby assumes said responsibility for payment of wages and benefits, including vacation and sick leave, mileage, uniforms, public employees retirement contributions, workers' compensation, automobile, general liability insurance costs, general overhead, including indirect expenses and supplies radio unit expense, and health expenses.

3. ***Supervision of the SRO; Assignment and Reassignment.*** The City, in its sole discretion, shall have the power and authority to hire, assign, reassign, discharge, and discipline the SRO. As an employee of the City, the SRO will be subject to the chain of command of the City's Police Department. In the event the School District is dissatisfied with the SRO who has been assigned to the School District, the City's Chief of Police shall within a reasonable time not to exceed 90 days assign a different peace officer to act as the SRO. The City reserves the right to remove or reassign any SRO upon written notification to the Superintendent of the School District. If it is reasonably anticipated that the assigned SRO will be unable to perform the duties for periods of less than one month for reasons related to vacation, illness, or injury, the City, after consulting the School District, will determine if there is a need to assign another peace officer to fill the temporary vacancy. If the SRO resigns or is otherwise unable or unwilling to perform the duties and the anticipated absence is one month or longer or is permanent, the City shall promptly assign a replacement peace officer to provide the SRO Services.

4. ***Hours of Work; Duties of the SRO.*** The SRO's hours of work will be 8:00 a.m. to 3:30 p.m., or a similar schedule to coincide with the hours school is in session. The SRO's duties shall include, but not be limited to, the following:

a. Build relationships, enhance community-policing activities, identify safety concerns within the schools, develop problem-solving strategies with school administrators and staff, and collaboratively develop a comprehensive school safety plan with school administrators and staff;

b. In coordination with school administrators, provide presentations in the areas of safety, crime prevention, bullying, etc.;

c. Engage students and staff during School District hours or at designated School District events to establish rapport between the SRO and the student population;

d. Patrol School District grounds and facilities during School District hours, and at other specified times or events, in order to reduce or deter incidents of school violence and maintain a safe and secure environment on school grounds;

e. Coordinate with School District administration and staff the School District's Emergency Operations Plans and the implementation of any safety drills, including fire, inclement weather, active shooter, or other lock-down drills;

f. At the School District's request, periodically review and assess the School District's physical space, policies, and/or procedures to complete a threat assessment and evaluate potential risks for student and staff safety;

g. Present drug awareness and resistance education (DARE or other similar program) to students or provide personal safety education to students and/or staff as requested by School District administration;

h. Respond to complaints and investigate matters of alleged criminal or delinquent activity;

i. Attend and participate in applicable school meetings and communicate and coordinate with the School District's principal and other appropriate school administrators concerning the needs of the school and its students;

j. Promptly notify school administration upon removing a student from the school campus;

k. Notify a parent as soon as practicable when minor students are issued a criminal citation or arrested;

l. Provide appropriate, and when warranted, immediate response and interventions regarding students who may be abused, neglected, and otherwise maltreated pursuant to Minnesota Statutes § 626.556 or Minnesota Statutes § 260C.001, *et seq.* This response may include making reports to the local social service agency, taking immediate action to place a student on a hold pursuant to Minnesota Statutes § 260C.l 75, or enforcing court orders;

m. Enforcement of criminal law and protection of students and staff and the public against criminal activity;

n. Coordinate, when practical, the investigative approach between the City, other law enforcement authorities (if involved) and the School District. The SRO shall comply with applicable legal standards for searches, seizures, and interviews. The SRO will not be involved with administrative activities of school personnel unless a violation of law (criminal, delinquent, juvenile petty offense, or juvenile traffic offense) is alleged or there is an exigent circumstance requiring intervention for safety or to prevent flight;

o. Assist School District staff and respond to concerns of visitors at the School District facilities, including the presence of unauthorized adults, allegations of trespass or threatening behaviors, and alleged violations of Orders for Protection, Domestic Abuse No-Contact Orders or Harassment Restraining Orders; and

p. At the request of the School District, participate as a witness in any administrative, quasi-judicial, or judicial proceeding in which the School District is a party, including, but not limited to, expulsion hearings.

5. ***Personnel Policies.*** The SRO shall be subject to all personnel policies and practices of the City, except as such policies or practices may be modified by the terms and conditions of this Agreement.

6. ***Responsibility for Student Discipline.*** The parties hereto acknowledge and agree that the School District shall be responsible for disciplining students for violations of School District policies, rules and procedures.

7. ***Term of Agreement; Termination.*** This Agreement shall commence on July 1, 2020, and end on June 30, 2021, unless otherwise renewed or extended by the parties. Any party may terminate this Agreement without cause by notifying the other party no earlier than ninety (90) days prior to the date of termination.

8. ***Default.*** In the event either party shall default in any of the covenants, agreements, commitments, or conditions herein contained, and any such default shall continue uncured for a period of thirty (30) days after written notice thereof, the non-defaulting party may, at its option and in addition to all other rights and remedies which it may have at law or in equity against the other party, immediately terminate this Agreement.

9. ***Notices.*** All notices to be given under the terms of this Agreement shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, return receipt requested, postage prepaid, or hand-delivered to the addresses of the parties listed below.

City of Barnesville	Independent School District No. 146
ATTN: Chief of Police	ATTN: Superintendent of Schools
102 Front Street North	302 3rd Street SE
Barnesville, MN 56514	Barnesville, MN 56514

10. ***Workers' Compensation.*** The City agrees to be responsible for any claim of injury or sickness to the SRO stemming from the performance of work under this Agreement.

11. ***Liability.*** Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, committees, commissions, agencies, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions, including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, commissions, committees, agencies, and representatives. It is not the intent of the parties to waive any statutory protections or impose liability beyond that imposed by state statutes. The obligations of the parties under this paragraph shall survive the expiration or termination of this Agreement.

12. ***Insurance.*** The City will maintain workers' compensation insurance, public employees' liability insurance, and automobile insurance in amounts deemed appropriate and not less than the coverage limits prescribed under Minn. Stat. § 466.04. The City and the School District will each maintain general liability insurance with coverage limits not less than those prescribed in Minn. Stat. § 466.04.

13. ***Data Practices.*** The parties will share information as necessary for the administration and performance of this Agreement, consistent with local, state, and federal law relating to confidentiality and disclosure of government data, including but not limited to education records created or maintained by educational institutions and law enforcement agencies. For the purposes of access to student records by an SRO, the SRO is considered a "school official" as provided in the Federal Educational Rights and Privacy Act ("FERPA") 20 U.S.C. 1232g. A SRO may be provided access to student information only as needed by the SRO to perform his duties related to educational or school administration activities when the SRO's use of such student information remains under the direct control of the School District. A SRO may also be granted access to education records in the event of an emergency situation threatening the health or safety of a student or other individual. The SRO may only re-disclose such student information consistent with FERPA and the Minnesota Government Data Practices Act.

14. ***Non-Discrimination.*** In the performance of work under this Agreement, the City agrees not to discriminate against any School District employee, volunteer student, or student family member because of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, or disability.

15. ***Entire Agreement/Modifications/Applicable Law.*** This Agreement (including **Exhibit A**) contains all of the agreements and understandings between the parties and supersedes and replaces any prior agreements, negotiations, or proposed agreements, written or oral. Each of the parties hereto acknowledges that no other party, nor agent of any other party, has made any promises, representations, or warranties whatsoever, express or implied, not contained herein, to induce it to execute this Agreement. This document may not be modified or altered except by a subsequent writing to be signed by all parties hereto. All terms and conditions shall be construed and interpreted in accordance with and be subject to the laws of the State of Minnesota.

16. ***Severability.*** If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws, rules, or regulations, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part of the Agreement, and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provisions or by its severance from this Agreement.

17. ***No Assignment or Subcontract.*** The City shall assign, delegate, or subcontract any right or obligation hereunder without the prior written consent of the School District.

18. ***No Third Party Beneficiary Rights.*** The provisions of this Agreement are for the sole benefit of the parties and their successors and permitted assigns, and they will not be construed as conferring any rights to any third party (including any third party beneficiary rights).

19. ***Binding Agreement.*** This Agreement will be binding upon, inure to the benefit of, and enforceable by the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

20. ***No Oral Waiver.*** No breach of any provision of this Agreement can be waived by any party hereto unless such waiver is made in writing. Waiver of any breach by any undersigned party will not be deemed to be a waiver of any other breach of the same or any other provision hereof.

21. ***Reduction of Hours.*** The School District may reduce the SRO's weekly hours if both the Elementary and High School move to distance learning for instructing students at home. The School District will visit with the City or Chief of Police prior to adjusting any hours for the SRO. The hours reduced will be deducted from the School District's compensation to the City.

IN WITNESS WHEREOF, the City, by resolution duly adopted by its Council, has caused this Agreement to be signed by its Mayor, Clerk, and Chief of Police and the seal of the City to be affixed hereto on the _____ day of _____, 2020; and the School District, by resolution of its School Board and signature of its Board Chair and Clerk of said Board on the _____ day of _____, 2020.

CITY OF BARNESVILLE

By: _____
Mayor of the City of Barnesville

By: _____
Clerk

By: _____
Chief of Police

INDEPENDENT SCHOOL DISTRICT NO. 146

By: _____
Board Chair

By: _____
Clerk

EXHIBIT A

RATE OF COMPENSATION

The hourly rate for the SRO Services is $ 36.59 per hour for the time period July 1, 2020 to June 30, 2021. The total number of hours of service for the aforementioned time period is 1,248 hours. The City shall invoice the School District on a semiannual basis during the term of this Agreement. In no event will the compensation paid to the City for the SRO Services exceed $ 45,664.32 .

AGREEMENT TO PROVIDE
SCHOOL RESOURCE OFFICER (SRO) SERVICES
TO THE BARNESVILLE PUBLIC SCHOOLS

2020-2021

Deleted: 2019-2020

This Agreement is made by and between the City of Barnesville, Minnesota (hereinafter the "City"), and Independent School District No. 146, Barnesville, Minnesota (hereinafter the "School District").

RECITALS

WHEREAS, the City provides police services with the City of Barnesville, Minnesota; and

WHEREAS, the School District provides educational instruction and services to children enrolled therein; and

WHEREAS, the School District generally provides such instruction and services at public schools located within the City of Barnesville, Minnesota; and

WHEREAS, the City and the School District desire to enter into an agreement whereby the City shall assign one or more peace officers to serve as School Resource Officers ("SRO") and provide School Resource Officer services (hereinafter the "SRO Services") to the School District; and

WHEREAS, the purpose of the SRO Services includes enhancing security and safety within the School District facilities and School District property; building positive relationships between law enforcement, students, and school staff; maintaining a law enforcement presence at School District events and facilities, and providing prompt responses to, and investigations of, criminal or delinquent offenses committed on or about School District property or School District facilities; and

WHEREAS, the City is prepared to provide the SRO Services to the School District according to the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual undertakings set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. ***Employment of the School Resource Officer; Uniforms and Equipment.*** The City agrees to employ and provide a peace officer to work in and about the School District's property and facilities during the school year (hereinafter the "School Resource Officer" or "SRO"). It is acknowledged and agreed to by the parties that the SRO is an employee of the City, subject to the administration, supervision, and control of the City. It is understood and agreed that in performing the SRO Services, the City, and any person employed by or contracted with the City, shall not be an employee or agent of the School District. The City will furnish training, uniforms, equipment, and schedule of deployment required under Minnesota law or that is needed for the implement of this Agreement. The SRO shall wear a City-approved uniform or other approved attire when providing the SRO Services. The School District will provide the SRO with a secure workspace,

as well as ancillary support services, such as occasional clerical assistance, use of copiers, and telephones.

2. ***Compensation for the SRO Services.*** In exchange for providing the SRO Services, the School District shall pay the City as set forth in **Exhibit A,** attached hereto. The School District shall not assume liability for the direct payment of any salaries, wages, or other compensation to the SRO or any City personnel performing services hereunder for said SRO Services, and the City hereby assumes said responsibility for payment of wages and benefits, including vacation and sick leave, mileage, uniforms, public employees retirement contributions, workers' compensation, automobile, general liability insurance costs, general overhead, including indirect expenses and supplies radio unit expense, and health expenses.

3. ***Supervision of the SRO; Assignment and Reassignment.*** The City, in its sole discretion, shall have the power and authority to hire, assign, reassign, discharge, and discipline the SRO. As an employee of the City, the SRO will be subject to the chain of command of the City's Police Department. In the event the School District is dissatisfied with the SRO who has been assigned to the School District, the City's Chief of Police shall within a reasonable time not to exceed 90 days assign a different peace officer to act as the SRO. The City reserves the right to remove or reassign any SRO upon written notification to the Superintendent of the School District. If it is reasonably anticipated that the assigned SRO will be unable to perform the duties for periods of less than one month for reasons related to vacation, illness, or injury, the City, after consulting the School District, will determine if there is a need to assign another peace officer to fill the temporary vacancy. If the SRO resigns or is otherwise unable or unwilling to perform the duties and the anticipated absence is one month or longer or is permanent, the City shall promptly assign a replacement peace officer to provide the SRO Services.

4. ***Hours of Work; Duties of the SRO.*** The SRO's hours of work will be 8:00 a.m. to 3:30 p.m., or a similar schedule to coincide with the hours school is in session. The SRO's duties shall include, but not be limited to, the following:

a. Build relationships, enhance community-policing activities, identify safety concerns within the schools, develop problem-solving strategies with school administrators and staff, and collaboratively develop a comprehensive school safety plan with school administrators and staff;

b. In coordination with school administrators, provide presentations in the areas of safety, crime prevention, bullying, etc.;

c. Engage students and staff during School District hours or at designated School District events to establish rapport between the SRO and the student population;

d. Patrol School District grounds and facilities during School District hours, and at other specified times or events, in order to reduce or deter incidents of school violence and maintain a safe and secure environment on school grounds;

e. Coordinate with School District administration and staff the School District's Emergency Operations Plans and the implementation of any safety drills, including fire, inclement weather, active shooter, or other lock-down drills;

f. At the School District's request, periodically review and assess the School District's physical space, policies, and/or procedures to complete a threat assessment and evaluate potential risks for student and staff safety;

g. Present drug awareness and resistance education (DARE or other similar program) to students or provide personal safety education to students and/or staff as requested by School District administration;

h. Respond to complaints and investigate matters of alleged criminal or delinquent activity;

i. Attend and participate in applicable school meetings and communicate and coordinate with the School District's principal and other appropriate school administrators concerning the needs of the school and its students;

j. Promptly notify school administration upon removing a student from the school campus;

k. Notify a parent as soon as practicable when minor students are issued a criminal citation or arrested;

l. Provide appropriate, and when warranted, immediate response and interventions regarding students who may be abused, neglected, and otherwise maltreated pursuant to Minnesota Statutes § 626.556 or Minnesota Statutes § 260C.001, *et seq*. This response may include making reports to the local social service agency, taking immediate action to place a student on a hold pursuant to Minnesota Statutes § 260C.l 75, or enforcing court orders;

m. Enforcement of criminal law and protection of students and staff and the public against criminal activity;

n. Coordinate, when practical, the investigative approach between the City, other law enforcement authorities (if involved) and the School District. The SRO shall comply with applicable legal standards for searches, seizures, and interviews. The SRO will not be involved with administrative activities of school personnel unless a violation of law (criminal, delinquent, juvenile petty offense, or juvenile traffic offense) is alleged or there is an exigent circumstance requiring intervention for safety or to prevent flight;

o. Assist School District staff and respond to concerns of visitors at the School District facilities, including the presence of unauthorized adults, allegations of trespass or threatening behaviors, and alleged violations of Orders for Protection, Domestic Abuse No-Contact Orders or Harassment Restraining Orders; and

p. At the request of the School District, participate as a witness in any administrative, quasi-judicial, or judicial proceeding in which the School District is a party, including, but not limited to, expulsion hearings.

5. ***Personnel Policies.*** The SRO shall be subject to all personnel policies and practices of the City, except as such policies or practices may be modified by the terms and conditions of this Agreement.

6. ***Responsibility for Student Discipline.*** The parties hereto acknowledge and agree that the School District shall be responsible for disciplining students for violations of School District policies, rules and procedures.

7. ***Term of Agreement; Termination.*** This Agreement shall commence on July 1, 2020, and end on June 30, 2021, unless otherwise renewed or extended by the parties. Any party may terminate this Agreement without cause by notifying the other party no earlier than ninety (90) days prior to the date of termination.

Deleted: January 1, 2020

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8. ***Default.*** In the event either party shall default in any of the covenants, agreements, commitments, or conditions herein contained, and any such default shall continue uncured for a period of thirty (30) days after written notice thereof, the non-defaulting party may, at its option and in addition to all other rights and remedies which it may have at law or in equity against the other party, immediately terminate this Agreement.

9. ***Notices.*** All notices to be given under the terms of this Agreement shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, return receipt requested, postage prepaid, or hand-delivered to the addresses of the parties listed below.

City of Barnesville	Independent School District No. 146
ATTN: Chief of Police	ATTN: Superintendent of Schools
102 Front Street North	302 3rd Street SE
Barnesville, MN 56514	Barnesville, MN 56514

10. ***Workers' Compensation.*** The City agrees to be responsible for any claim of injury or sickness to the SRO stemming from the performance of work under this Agreement.

11. ***Liability.*** Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, committees, commissions, agencies, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions, including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, commissions, committees, agencies, and representatives. It is not the intent of the parties to waive any statutory protections or impose liability beyond that imposed by state statutes. The obligations of the parties under this paragraph shall survive the expiration or termination of this Agreement.

12. ***Insurance.*** The City will maintain workers' compensation insurance, public employees' liability insurance, and automobile insurance in amounts deemed appropriate and not less than the coverage limits prescribed under Minn. Stat. § 466.04. The City and the School District will each maintain general liability insurance with coverage limits not less than those prescribed in Minn. Stat. § 466.04.

13. ***Data Practices.*** The parties will share information as necessary for the administration and performance of this Agreement, consistent with local, state, and federal law relating to confidentiality and disclosure of government data, including but not limited to education records created or maintained by educational institutions and law enforcement agencies. For the purposes of access to student records by an SRO, the SRO is considered a "school official" as provided in the Federal Educational Rights and Privacy Act ("FERPA") 20 U.S.C. 1232g. A SRO may be provided access to student information only as needed by the SRO to perform his duties related to educational or school administration activities when the SRO's use of such student information remains under the direct control of the School District. A SRO may also be granted access to education records in the event of an emergency situation threatening the health or safety of a student or other individual. The SRO may only re-disclose such student information consistent with FERPA and the Minnesota Government Data Practices Act.

14. ***Non-Discrimination.*** In the performance of work under this Agreement, the City agrees not to discriminate against any School District employee, volunteer student, or student family member because of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, or disability.

15. ***Entire Agreement/Modifications/Applicable Law.*** This Agreement (including **Exhibit A**) contains all of the agreements and understandings between the parties and supersedes and replaces any prior agreements, negotiations, or proposed agreements, written or oral. Each of the parties hereto acknowledges that no other party, nor agent of any other party, has made any promises, representations, or warranties whatsoever, express or implied, not contained herein, to induce it to execute this Agreement. This document may not be modified or altered except by a subsequent writing to be signed by all parties hereto. All terms and conditions shall be construed and interpreted in accordance with and be subject to the laws of the State of Minnesota.

16. ***Severability.*** If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws, rules, or regulations, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part of the Agreement, and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provisions or by its severance from this Agreement.

17. ***No Assignment or Subcontract.*** The City shall assign, delegate, or subcontract any right or obligation hereunder without the prior written consent of the School District.

18. ***No Third Party Beneficiary Rights.*** The provisions of this Agreement are for the sole benefit of the parties and their successors and permitted assigns, and they will not be construed as conferring any rights to any third party (including any third party beneficiary rights).

19. ***Binding Agreement.*** This Agreement will be binding upon, inure to the benefit of, and enforceable by the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

20. ***No Oral Waiver.*** No breach of any provision of this Agreement can be waived by any party hereto unless such waiver is made in writing. Waiver of any breach by any undersigned party will not be deemed to be a waiver of any other breach of the same or any other provision hereof.

21. ***Reduction of Hours.*** The School District may reduce the SRO's weekly hours if both the Elementary and High School move to distance learning for instructing students at home. The School District will visit with the City or Chief of Police prior to adjusting any hours for the SRO. The hours reduced will be deducted from the School District's compensation to the City.

IN WITNESS WHEREOF, the City, by resolution duly adopted by its Council, has caused this Agreement to be signed by its Mayor, Clerk, and Chief of Police and the seal of the City to be affixed hereto on the _____ day of _____, 2020; and the School District, by resolution of its School Board and signature of its Board Chair and Clerk of said Board on the _____ day of _____, 2020.

CITY OF BARNESVILLE

By: _____
Mayor of the City of Barnesville

By: _____
Clerk

By: _____
Chief of Police

INDEPENDENT SCHOOL DISTRICT NO. 146

By: _____
Board Chair

By: _____
Clerk

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EXHIBIT A

RATE OF COMPENSATION

The hourly rate for the SRO Services is $ 36.59 per hour for the time period July 1, 2020 to June 30, 2021. The total number of hours of service for the aforementioned time period is 1,248 hours. The City shall invoice the School District on a semiannual basis during the term of this Agreement. In no event will the compensation paid to the City for the SRO Services exceed $ 45,664.32.

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All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

Proposal for Commissioning Agent System Inspector Services

Barnesville Schools
Additions and Remodeling

Presented to:

Wendel Companies

visionary sustainable precise collaborative

edi-dolejs
consulting engineers

1112 north 5th street
minneapolis, mn 55411
phone: 612.343.5965

www.EDI-Dolejs.dolejs.com

1624 north riverfront drive
mankato, mn 56001
phone: 507.625.7869

edi-dolejs
consulting engineers

May 27, 2020

Barnesville Public Schools
IDS #146
Barnesville, Minnesota

Re: Commissioning Services
Barnesville Schools Additions and Remodeling

On behalf of EDI-Dolejs, Inc., thank you for the opportunity to submit this proposal for commissioning services for the addition and remodeling project.

I am confident that you will find EDI-Dolejs, Inc. well qualified to provide commissioning services for the school construction project. We have assembled a team of seasoned professional engineers (all Professional Engineers) experienced in building systems commissioning to serve the project.

In the following pages we will express our understanding of the project approach, the services to be provided and our commissioning qualifications.

We understand the importance of this school project and are committed to insure its success.

Sincerely,
EDI-Dolejs, Inc.

Jay S. Hruby, PE
Principal

1112 north 5th street | minneapolis, mn 55411
612-343-5965
www.edi-dolejs.com
1624 north riverfront drive | mankato, mn 56001
507-625-7869

Appendix A

Commissioning Agent/System Inspector Qualifications

EDI-Dolejs, Inc.	Jay Hruby	Principal	
Company Name	Contact Person	Title	
1112 North 5th Street	Minneapolis	MN	55411
Address	City	State	Zip/Postal Code
612-343-5965	612-343-5982	jhruby@edi-dolejs.com	
Telephone	Fax	E-Mail	

Description of Business

Commissioning Activities

Percentage of overall business devoted to system inspections commissioning services.	20	%
How long has the firm offered system inspections and/or commissioning services?	18	Years
Average number of system inspections and/or commissioning projects performed each year.	10	Projects

Systems (technologies) for which firm has provided system inspections or commissioning services (check all that apply):

- ☒ Pkg or split HVAC
- ☒ Chiller system
- ☒ Boiler system
- ☒ Energy Mgmt. System
- ☒ Variable Freq. Drives
- ☒ Lighting Controls
- ☒ Day lighting
- ☒ Electrical, general
- ☒ Electrical, emerg. Power
- ☐ Envelope
- ☒ Fire/Life Safety
- ☒ Plumbing
- ☒ Commercial refrigeration
- ☐ Telecommunications
- ☒ Thermal Energy Storage
- ☒ Labs & Clean Rooms
- ☐ _____

Number of qualified professionals on staff who have directed commissioning projects: ***4***

List Qualifications: ***Professional Engineers Registered in MN, Firm Membership in Building Cx Assoc***

Prior Projects of a similar nature

Building Name	Location	Type of Project (new, additions or remodeling)	Contact Name	Contact Phone Number
Hennepin County Southeast Library	Minneapolis, Minnesota	Major Renovation	Jim Scott Hennepin County	612-237-8967
Minneapolis East Side Public Works	Minneapolis, Minnesota	New Construction	Chris Backes City of Minneapolis	612-508-2026
Morrison County Government Center	Little Falls, Minnesota	Major Renovation	John Erdrich Morrison County	320-632-0298
Sibley County Historical Courthouse	Gaylord, Minnesota	Major Renovation	Russ Krull Sibley County	507-381-4419
Phillips Aquatic Center	Minneapolis, Minnesota	Major Renovation	Dana Murdock Minneapolis Parks	612-499-1157

company profile

ABOUT EDI-DOLEJS

EDI-Dolejs, Inc.

Consulting Engineers
1112 North 5th Street, Minneapolis, MN 55411
1624 North Riverfront Drive, Mankato, MN 56001
Established 1970

EDI-Dolejs, Inc. is a consulting firm focused on sustainable design, energy and the environment. EDI-Dolejs offers full service design, project management, modeling and commissioning services supporting the mechanical, electrical and low-voltage engineering disciplines.

EDI-Dolejs believes that by providing superior customer service coupled with creative, sound engineering, and skilled project management we are making a positive impact on the consulting engineering industry and to our clients through the work we produce. EDI-Dolejs is passionate in our creative design, our attention to detail and our commitment to teamwork from the initial performance goals through validation.

At EDI-Dolejs we consider ourselves stewards of the environment and strive to create innovative design solutions that minimize the use of our natural resources. Our goal is to design and commission systems that are sustainable, maintainable and of a quality to ensure desired system operation and longevity.

EDI-Dolejs is a member of the American Council of Engineering Companies, the U.S. Green Building Council and the Building Commissioning Association. EDI-Dolejs actively participates in our local ASHRAE and USGBC Chapters.

EDI-Dolejs is a registered Small Business Enterprise (SBE).

Phone:	612-343-5965 507--625-7869
Ownership:	Chapter C Corporation
Website:	edii-dolejs.com
Staffing:	Total Staff: 27 Mechanical: 16 Electrical: 8 Administrative: 3
Services:	Building Commissioning Project Management Facility Assessment Mechanical Engineering Plumbing Engineering Electrical Engineering Lighting Design Fire Protection Energy Modeling Daylight Modeling LEED Certification Cost Estimating Energy Audits & Analysis

ACEC
AMERICAN COUNCIL OF ENGINEERING COMPANIES

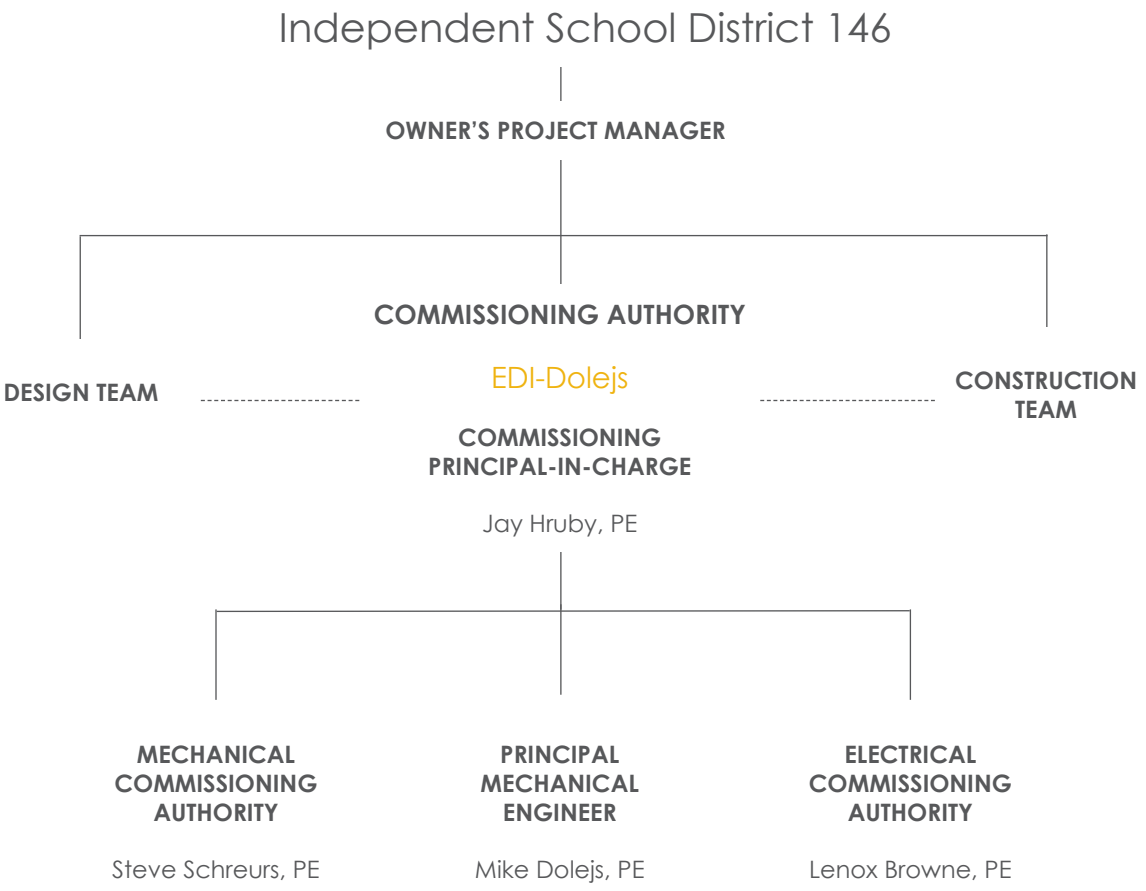
U.S. GREEN BUILDING COUNCIL MEMBER

GREEN GLOBES

BCxA Building Commissioning Association
Provider Firm Member

COMMISSIONING TEAM ORGANIZATION

As Commissioning Authority (CxA), EDI-Dolejs reports directly to the Owner, typically communicating with the Owner's appointed Project Manager. The CxA communicates in turn with members of the Design Team (architect and engineers) along with the Owner's Representative and the Construction Team. While these lines of communication may extend in many directions, the CxA represents the Owner's interests in all interactions with project team members. The following chart symbolizes these lines of communication along with EDI-Dolejs's proposed commissioning team staffing for the project.



ASSIGNMENT OF PROFESSIONAL STAFF

COMMISSIONING STAFFING DEPTH
Collectively EDI-Dolejs's commissioning team brings a wide variety of design, consulting and building commissioning expertise to the project. EDI-Dolejs staff exhibits a strong knowledge of operations and maintenance requirements. We have extensive experience in testing, adjusting and balancing procedures and methods through our construction administration and commissioning work. Our staff has extensive knowledge and experience with life safety codes, regulations and procedures. EDI-Dolejs staff members possess excellent oral and written communication skills. These skills are critical to our success as commissioning authorities and engineers of record for both large and small projects.

COMMISSIONING STAFF PROFESSIONALS
The lead commissioning providers for this project will be EDI-Dolejs Principals and Professional Engineers with the extensive design experience, project management skills and commissioning experience to facilitate and perform necessary commissioning tasks as well as provide creative problem solving skills.

Key Staff

The following key personnel expected to participate in the project are:

Mechanical

Mike Dolejs PE
Principal Mechanical/Commissioning Engineer
ROLE: Mike will support the project with his extensive public school mechanical engineering project experience.

Steve Schreurs, PE, LEED-AP
Senior Mechanical/Commissioning Engineer
ROLE: Steve will act as Commissioning Authority and Field Supervisor. Additionally Steve will lead EDI-Dolejs's mechanical commissioning team in conducting the project scope of services.

Electrical

Jay Hruby, PE
Principal Electrical / Commissioning Engineer
ROLE: Jay will serve as Principal-in-Charge of the project.

Lenox Browne, PE
Senior Electrical/Commissioning Engineer
ROLE: Lenox will serve as the lead electrical commissioning authority lending his extensive standby power and lighting systems commissioning experience to the project team.

EDI-Dolejs staff is available to start immediately and to complete the project within the indicated time frame.

Resumes for the above personnel are presented on the following pages.

Steve Schreurs, PE | Senior Mechanical Engineer, LEED AP

612.343.5965 | sschruers@edi-dolejs.com | 14 years with EDI-Dolejs

Steve has over thirty-five years experience in mechanical equipment and system design for industrial, commercial, institutional and electric power plant facilities. This experience includes feasibility, system design, environmental permitting, plans, specifications, public bidding, construction management, commissioning, equipment startup and project closeout.

Notable projects include schools, laboratories, libraries, municipal buildings, historical buildings, water and wastewater facilities, fuel oil storage systems, public works, law enforcement, commercial and industrial energy audits and facility assessments.

Firm: EDI-Dolejs

Years Experience: 36

Education:
University of Minnesota, Bachelor of Mechanical Engineering

Evergreen State College, Olympia IA, Bachelor of Science, Energy System Design

Registrations:
Registered Professional Mechanical Engineer in Minnesota, Iowa, Wisconsin, Illinois and Ohio

Relevant Commissioning Experience

- Minneapolis Public Schools Edison High School - Minneapolis, MN
- Pine River - Backus Schools Office Addition - Pine River, MN
- Anoka County Public Safety Campus - Andover, MN (Minnesota B3)
- Hiawatha Public Works Facility – Minneapolis, MN (LEED-NC Platinum)
- Apple Valley Senior Center – Apple Valley, MN (Green Globes)
- Apple Valley Municipal Liquor Store – Apple Valley, MN (Green Globes)
- Valleywood Golf Clubhouse - Apple Valley, MN (Green Globes)
- Marquette Plaza Office Tower Recommissioning – Minneapolis, MN (LEED - O & M Platinum)
- Hennepin County – Recommissioning six library buildings – Minneapolis, MN
- Hennepin County Nokomis Library - Minneapolis, MN (Geothermal)
- Rosebud Adult Correctional Facility - Rosebud, SD (LEED - Silver)
- U.S. Veterans Affairs Kitchen Building #4 - St. Cloud, MN (LEED Silver)
- U.S. Veterans Affairs Hospital Wards Building #49 - St. Cloud, MN (LEED Silver)
- Hennepin County Emergency Communications Facility - Plymouth, MN (Minnesota B3)
- Hennepin County Family Justice Center Recommissioning - Minneapolis, MN

Mike Dolejs, PE | Principal Mechanical Engineer

507--550-3834 | mdolejs@edi-dolejs.com | 20 years with EDI-Dolejs

Mike has spent a significant portion of his 30+ year career providing engineering services for K-12 schools including the design of new schools and upgrading existing facilities. While the projects have been performed throughout the five-state region, a vast majority of the projects have been for out-state Minnesota school districts. As the mechanical principal-in-charge, Mike has supervised all work associated with the mechanical engineering design related to the HVAC, plumbing, fire sprinkler systems.

Firm: EDI-Dolejs

Years Experience: 30

Education:
University of North Dakota Bachelor of Science in Mechanical Engineering

Registrations
Registered Professional Mechanical Engineer in Minnesota, Iowa, South Dakota and North Dakota

Relevant K/12 Engineering Experience

- Minneapolis Public Schools Edison High School - Minneapolis, MN
- Mountain Lake Schools Energy Efficiency Upgrades and Addition – Mountain Lake, MN
- Pierz Schools Electrical Service Upgrades 2018 – Pierz, MN
- Hopkins High School Mechanical/Electrical Upgrades – Hopkins, MN
- Harley Hopkins Mechanical/Electrical Upgrades – Hopkins, MN
- Greenway High School HVAC Upgrades – Greenway, MN
- Greenway Elementary School HVAC Upgrades – Greenway, MN
- Renville Public Schools Mechanical/Electrical Upgrades – Renville, MN
- Cambridge High School Mechanical/Electrical Upgrades – Cambridge, MN
- Winona High School HVAC Upgrades – Winona, MN
- Pine Island High School HVAC Upgrades – Pine Island, MN
- Prairie Winds Middle School (New Building) – Mankato, MN
- Rosa Parks Elementary School (New Building) – Mankato, MN
- Wells Public Schools (New Building) – Wells, MN
- Lakeview Public Schools (New Building) – Cottonwood, MN
- Pine Island Elementary School (New Building) – Pine Island, MN
- Chatfield Elementary School (New Building) – Chatfield, MN

Jay Hruby, PE | Senior Electrical Engineer | Principal

612.343.5965 | jhruby@edi-dolejs.com | 18 years with EDI-Dolejs

Jay has committed a large percentage of his electrical engineering career to the promotion of energy conservation and sustainability within his designs of historical, educational, correctional, institutional and commercial buildings. Nearly all of Jay's recent projects have incorporated technologies that allow the buildings to exceed current energy codes. Jay has teamed with utilities, environmental groups and energy conservation organizations to provide owners with sustainable buildings that meet the owner's performance goals. Jay has been involved in forensic engineering and commissioning of an array of electrical and communication systems.

Firm: EDI-Dolejs

Years Experience: 27

Education:
University of St. Thomas
Master of Business Administration

University of North Dakota
Bachelor of Science in Electrical Engineering

Registrations
Registered Professional Electrical Engineer in Minnesota, Iowa, Wisconsin, North Dakota, South Dakota and Illinois

Relevant Commissioning Experience

- Anoka County Public Safety Campus - Andover, MN (Minnesota B3)
- Hiawatha Public Works Facility – Minneapolis, MN (LEED-NC Platinum)
- Apple Valley Senior Center – Apple Valley, MN (Green Globes)
- Apple Valley Municipal Liquor Store – Apple Valley, MN (Green Globes)
- Marquette Plaza Office Tower Recommissioning – Minneapolis, MN (LEED - Platinum)
- Hennepin County – Recommissioning six library buildings – Minneapolis, MN
- Rosebud Adult Correctional Facility - Rosebud, SD (LEED - Silver)
- U.S. Veterans Affairs Kitchen Building #4- St. Cloud, MN (LEED Silver)
- U.S. Veterans Affairs Hospital Wards Building #49 - St. Cloud, MN (LEED Silver)
- Grinnell College – Grinnell, IA, Noyce Science Phase II Commissioning, CERA Environmental Learning Center Commissioning, Athletic Complex Commissioning and Campus Center Commissioning
- Chicago Parks District Data Center Commissioning, Chicago, IL
- Eli Lilly Data Center Commissioning, Indianapolis, IN
- Noridian Data Center Commissioning, Fargo, ND

Lenox Browne, PE | Senior Electrical Engineer

612.343.5965 |lbrowne@edi-dolejs.com | 14 years with EDI-Dolejs

Lenox has over forty years experience in the design and operation of diesel electric generating plants, electrical distribution systems and substations, along with his knowledge of commercial and industrial electrical systems. This experience includes facility assessments, feasibility studies, system design, plans, specifications, public bidding, construction management, equipment startup and project closeout. Lenox has engineered the electrical installation of dozens of diesel electrical generating units for municipal utilities and other facilities, including low and medium voltage switchgear upgrades.

Before joining EDI-Dolejs, Lenox served three years as an Electrical Design Engineer and Project Manager in the Power Group for Short Elliott Hendrickson, a major consulting engineering firm headquartered in Minnesota. Prior to that Lenox served six years as an Electrical Design Engineer with Associated Consultants Engineer's Inc. Lenox previously served as Chief Engineer for the electric utility on the Caribbean island of Montserrat.

Firm: EDI-Dolejs

Years Experience: 43

Education:
University of the West Indies, Trinidad
Bachelor of Science
Electrical Engineering

Registrations:
Registered Professional Electrical Engineer in Minnesota, Iowa and Wisconsin

Relevant Commissioning Experience

- Anoka County Public Safety Campus - Andover, MN (Minnesota B3)
- Hiawatha Public Works Facility – Minneapolis, MN (LEED-NC Platinum)
- Hennepin County Nokomis Library - Minneapolis, MN (Geothermal)
- U.S. Veterans Affairs Kitchen Building - St. Cloud, MN (LEED Silver)
- U.S. Veterans Affairs Hospital Wards Building #49 - St. Cloud, MN (LEED Silver)
- Rosebud Adult Correctional Facility - Rosebud, SD (LEED - Silver)
- Hennepin County Emergency Communications Facility - Plymouth, MN (Minnesota B3)
- Sibley County Historic Courthouse Renovation - Gaylord, MN
- Hennepin County Southeast Library Renovation - Minneapolis, MN
- City of Minneapolis East Side Public Works Building - Minneapolis, MN
- Phillips Community Center Aquatic Facility - Minneapolis, MN

Commissioning Leadership and Capability

EDI-Dolejs, Inc. (EDI-Dolejs) has a strong history of very successful commissioning, re-commissioning and energy efficiency improvement projects. A number of these projects are highlighted in the Commissioning Experience section of this proposal.

EDI-Dolejs has completed a number of projects that have achieved LEED certification and currently has several in design and others under construction. Our roles in these projects include providing mechanical and electrical design, building commissioning services and energy modeling.

In addition to our LEED projects, EDI-Dolejs engineered and commissioned the first Green Globes commercial projects in the State of Minnesota. EDI-Dolejs has also participated in several projects funded by the State of Minnesota that have followed the State of Minnesota Sustainable Building Guidelines (B3 and SB2030).

Qualifications and Experience

- EDI-Dolejs is a provider firm member of the Building Commissioning Association.
- Collectively EDI-Dolejs's commissioning team brings a wide variety of design, consulting and building commissioning expertise to the project.
- EDI-Dolejs staff exhibits a strong knowledge of operations and maintenance requirements, particularly for commercial and institutional facilities.
- Over the years, EDI-Dolejs staff members have gained a thorough knowledge of testing, adjusting and balancing procedures and methods through our construction administration and commissioning work.
- EDI-Dolejs staff members collectively offer extensive knowledge and experience with life safety codes, regulations and procedures. In addition, we have a strong understanding of security systems through our work with crime labs and detention facilities.
- EDI-Dolejs has demonstrated broad experience working with multi-disciplinary teams through the wide variety of buildings that we have engineered and commissioned. In addition to multi-disciplinary, EDI-Dolejs embraces multi-cultural teams through our work with many types of facility owners.
- EDI-Dolejs staff members possess excellent oral and written communication skills. These skills are critical to our success as commissioning authorities and engineers of record for both large and small projects.

RECENT PROJECTS

EDI-Dolejs has a strong history of very successful commissioning, forensic re-commissioning and engineering design projects, many of which involved educational settings

Several of our recent commissioning projects are highlighted below. Additional projects are noted in the resumes for EDI-Dolejs staff members.

OWNER: MINNEAPOLIS PUBLIC SCHOOLS
MINNEAPOLIS EDISON HIGH SCHOOL COMMISSIONING

Minneapolis, MN
Completed 2015
63,000 GSF

PROJECT DESCRIPTION, SCALE & COMPLEXITY

EDI-Dolejs served as the project Commissioning Authority for Phase 2 of a renovation project that will ultimately affect the entire 246,500 square foot four story high school building originally constructed in 1922. The Phase 2 project includes the historic auditorium, media center, computer room, band room, choir room, cosmetology instruction and classroom space.

EDI-Dolejs's commissioning included the following:

- Eight air holding units
- Variable air volume terminal units
- Air cooled condensing units
- Steam-to-water heat exchanger
- Fin tube radiation
- Exhaust fans
- Unit heaters

TEAM MEMBERS AND ROLES

Jay Hruby, P.E., Commissioning Authority/Electical
Steve Schreurs, P.E., Commissioning Authority/Mechanical

PROJECT REFERENCE

Steve Kidrowski, Inspector
Minneapolis Public Schools
Plant Maintenance and Operations
1225 North 7th Street, Room 216
Minneapolis, MN 55411
612-290-9244
steven.kidrowski@mpls.k12.mn.us

OWNER: PINE RIVER - BACKUS ISD #2174
PINE RIVER HIGH SCHOOL OFFICE ADDITION AND RENOVATION COMMISSIONING

Pine River, MN
Completed 2017
4000 GSF

PROJECT DESCRIPTION, SCALE & COMPLEXITY
EDI-Dolejs served as the project Commissioning Authority for an office addition and renovation for the high school.

EDI-Dolejs's commissioning included the following:

- Roof top air handling units
- Variable air volume terminal units
- Lighting controls

TEAM MEMBERS AND ROLES
Steve Schreurs, PE, Commissioning Authority, Mechanical

PROJECT REFERENCE
Karl Flier, Director of Buldings and Grounds
Pine RiverBackus Schols, ISD 2174
PO Box 610
Pine River, MN 56474
218-587-8082
kflier@prbschools.org

OWNER: ELK RIVER AREA SCHOOL DISTRICT
WESTWOOD AND ZIMMERMAN ELEMENTARY SCHOOLS COMMISSIONING

Elk River and Zimmerman, MN
Completed 2010
65,000 GSF

PROJECT DESCRIPTION, SCALE & COMPLEXITY

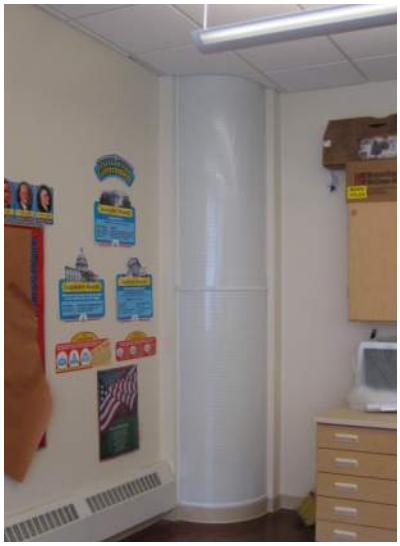
EDI-Dolejs served as project Commissioning Authority for two recently renovated elementary schools in the Elk River Area School District. The Westwood project consisted of a major classroom addition while the Zimmerman project was a total renovation of the entire school.

EDI-Dolejs's commissioning included the following systems:

- Energy recovery ventilating units
- Existing and new air handling units
- Rooftop air conditioning units
- Air cooled chiller
- Air cooled condensing unit
- Chilled water pumps
- High efficiency boilers
- Hydronic heating system pumps
- New and existing fan powered VAV terminal units
- Displacement ventilation terminal units
- Finned tube radiation
- Radiant ceiling panels and unit heaters
- Computer room air conditioning unit

TEAM MEMBERS AND ROLES

Steve Schreurs, PE., Commissioning Authority, Mechanical



OWNER: ANOKA COUNTY
PUBLIC SAFETY CAMPUS COMMISSIONING (MINNESOTA B3)

Andover, MN
Completed February 2010
135,000 GSF

PROJECT DESCRIPTION, SCALE & COMPLEXITY

EDI-Dolejs served as the project Commissioning Authority for the most sophisticated and state-of-art public safety laboratory building in the State of Minnesota. The public safety campus houses forensic crime laboratories, emergency response team vehicles and equipment, K-9 kennels, 911 county emergency dispatch and Sheriff's Department offices.

The facility was designed to meet the requirements of the Minnesota B3 sustainable building guidelines. As Commissioning Authority, EDI-Dolejs commissioned the facility in accordance with the B3 requirements, patterned largely after the LEED-NC program as developed by the United States Green Building Council.

EDI-Dolejs's commissioning included the following systems:

- High efficiency evaporative chillers
- High efficiency condensing boilers
- Mechanical energy/heat recovery of lab exhaust air
- Laboratory exhaust and ventilation air flows
- Vehicle storage exhaust and ventilation make-up air
- VAV air handlers and terminal units
- Dedicated dispatch server room cooling units
- Occupancy sensors for lighting and ventilation control of spaces
- Daylight harvesting of natural lighting
- Lighting control system
- Life Safety Fire Alarm
- Electrical generator and transfer switching

Upon completion of the project, Anoka County achieved a modern, energy efficient laboratory and office building that performs as intended. The building's sophisticated laboratory facilities have become a key law enforcement resource for the entire State of Minnesota.

TEAM MEMBERS AND ROLES

Jay Hruby, P.E., Commissioning Authority, Electrical
Steve Schreurs, P.E., Commissioning Authority, Mechanical
Lenox Browne, P.E., Commissioning Field Representative, Electrical

PROJECT REFERENCE

Andrew Dykstra, Director
Anoka County Facilities Management
2100 Third Avenue, Suite 248
Anoka, MN 55303
612-418-3513
andrew.dykstra@co.anoka.mn.us

OWNER: CITY OF MINNEAPOLIS
HIAWATHA PUBLIC WORKS FACILITY COMMISSIONING (LEED-NC Platinum)

Minneapolis, MN
Completed May 2010
70,000 GSF

PROJECT DESCRIPTION, SCALE & COMPLEXITY

EDI-Dolejs served as the project Commissioning Authority for the new Hiawatha Public Works Facility. The building was designed and constructed in accordance with the LEED-NC program as developed by the United States Green Building Council. The Hiawatha facility represents the first LEED building constructed by the City of Minneapolis and achieved Platinum certification.

EDI-Dolejs provided both fundamental and enhanced commissioning services in accordance with the LEED-NC criteria. Our commissioning process also complied with ASHRAE Guideline 0, *The Commissioning Process.*

This project included a paving laboratory.

EDI-Dolejs's commissioning included the following systems:

- Geothermal bore field (90 bores, 250 ft deep)
- Geothermal central system water-to-water heat pumps
- High efficiency supplemental natural gas condensing boilers
- In-floor hydronic radiant slab heating
- Energy recovery ventilation unit serving the office area
- Heat recovery ventilation units serving the maintenance bays
- Paving lab ventilation
- VAV air handlers and terminal units
- Primary/secondary pumping systems for hot, chilled and geothermal loops
- Lighting system occupancy sensor control
- Daylight harvesting photocell control

TEAM MEMBERS AND ROLES

Jay Hruby, P.E., Commissioning Authority, Electrical
Steve Schreurs, P.E., Commissioning Authority, Mechanical
Lenox Browne, P.E. Commissioning Field Representative, Electrical

PROJECT REFERENCE

Rob Verke, Director
City of Minneapolis
661 Fifth Avenue North
Minneapolis, MN 55421
612-718-2439
rob.verke@minneapolismn.gov

OWNER: US DEPARTMENT OF VETERANS AFFAIRS
ST. CLOUD VA PATIENT WARDS COMMISSIONING (LEED Silver)

St. Cloud, MN
Completed 2017
37,000 GSF

PROJECT DESCRIPTION, SCALE & COMPLEXITY

EDI-Dolejs is serving as the project Commissioning Authority for the complete renovation and expansion of patient wards in Building #49 at the St. Cloud VA campus. The facility consists primarily of extended care patient rooms with additional space allocated to nurse stations, medical exam rooms, occupational therapy, patient living/dining areas, meal preparation, family visiting, office space and medical records storage.

EDI-Dolejs provided both fundamental and enhanced commissioning services in accordance with LEED-NC criteria. The project was conducted in four stages, contributing to the complexity of the commissioning effort. The building was continuously occupied during construction, with staff and patients occupying one half of the building while the other half underwent renovation and expansion. In addition, the facility was converted from an outdated steam-based mechanical system to a modern geothermal heating/cooling operation.

EDI-Dolejs's commissioning included the following:

- Patient isolation ventilation
- Energy recovery ventilation units
- Steam-to-hot water heat exchanger
- Variable air volume terminal units
- Fin tube convectors
- Plumbing systems
- Lighting systems

TEAM MEMBERS AND ROLES

Jay Hruby, P.E., Principal Electrical/Client Manager
Steve Schreurs, P.E., Commissioning Authority, Mechanical
Lenox Browne, P.E. Commissioning Authority, Electrical

PROJECT REFERENCE

Bill Rosendahl
VA Medical Center
4801 Veterans Drive
St. Cloud, MN 56303
320-293-3982
william.rosendahl@va.gov

OWNER: US DEPARTMENT OF VETERANS AFFAIRS
ST. CLOUD VA COMMERCIAL KITCHEN COMMISSIONING (LEED Silver)

St. Cloud, MN
Scheduled for completion 2017
34,000 GSF

PROJECT DESCRIPTION, SCALE & COMPLEXITY

EDI-Dolejs is serving as the project Commissioning Authority for construction of a new commercial kitchen, nutrition center and dining area to serve the St. Cloud VA campus. The new building will have two levels. The lower level will include food storage and preparation areas along with staff locker rooms and mechanical spaces. The main level consists of the commercial kitchen, dining and dish room areas. EDI-Dolejs is providing both fundamental and enhanced commissioning services in accordance with LEED-NC criteria.

EDI-Dolejs's commissioning includes the following:

- Energy recovery ventilation unit
- 22,000 CFM air handling unit
- 120-ton air cooled chiller
- District steam-to-hot water heat exchangers
- Variable air volume terminal units
- Chilled and hot water pumps
- Exhaust fans
- Unit heaters
- Plumbing systems
- Lighting systems

TEAM MEMBERS AND ROLES

Jay Hruby, P.E., Principal Electrical/Client Manager
Steve Schreurs, P.E., Commissioning Authority, Mechanical
Lenox Browne, P.E. Commissioning Authority, Electrical

PROJECT REFERENCE

Jon Copeland, General Engineer
VA Health Care System
4801 Veterans Drive
St. Cloud, MN 56303
320-255-6346
johnathan.copeland@va.gov

OWNER: HENNEPIN COUNTY
EMERGENCY COMMUNICATIONS FACILITY
COMMISSIONING (Minnesota B3)

Plymouth, MN
Completed 2015
50,000 GSF

Commissioning Authority for the new 50,000 GSF $24,000,000 State-of-the-Art Communications and Emergency Operations Facility. Project includes Hennepin County's main communications center for radio, dispatch, support and Emergency Operations Center. The facility was designed and commissioned to meet Minnesota Sustainable Building Guidelines (B3-MSBG) for Construction and Operation & Maintenance.

EDI-Dolejs's commissioning scope included the following:

- Geothermal Heating and Cooling
- 100% Redundant Boiler System for Space Heating
- 100% Redundant Air Cooled Refrigeration Systems
- Tier II Level Emergency Power Systems
- Data Center Cooling Systems
- Electrical Interconnection for Mobile Command Units

TEAM MEMBERS AND ROLES
Jay Hruby, P.E., Principal Electrical/Client Manager
Steve Schreurs, P.E., Commissioning Authority, Mechanical
Lenox Browne, P.E. Commissioning Authority, Electrical

PROJECT REFERENCE
Jim Scott, AIA , Senior Project Manager
Hennepin County Facility Services
A-2208 Hennepin County Government Center
300 South 6th Street
Minneapolis, MN 55487
612-237-8967
james.a.scott@hennepin.mn.us

OWNER/OPERATOR: BASE MANAGEMENT, LLC
MARQUETTE PLAZA FORENSIC RECOMMISSIONING (LEED O&M Platinum)

Minneapolis, MN
Completed 2016
522,600 GSF

PROJECT DESCRIPTION, SCALE & COMPLEXITY

EDI-Dolejs served as Recommissioning Authority for this 522,600 GSF downtown Minneapolis class A office building. The building was originally constructed in 1972 as a US Federal Reserve regional banking facility. The building is staffed 24 hours per day and has four hardened data centers and approximately 25 office space tenants including several federal government agencies. Marquette Plaza became the first LEED O&M Platinum building in Downtown Minneapolis.

Energy-saving recommissioning measures recommended by EDI-Dolejs include:

- Lighting improvements
- Lighting control improvements
- High efficiency natural gas condensing domestic water heaters
- Steam condensate energy recovery
- Building automation system control improvements
- Adjustable speed control for pumps

TEAM MEMBERS AND ROLES

Steve Schreurs, P.E., Commissioning Authority, Mechanical
Jay Hruby, P.E., Commissioning Authority, Electrical

PROJECT REFERENCE

Todd Snyder, Chief Engineer
250 Marquette Avenue, Suite 200
Minneapolis, MN 55401
612-332-6300
tsnyder@basemgmt.com

OWNER: HENNEPIN COUNTY
FAMILY JUSTICE CENTER FURENSIC RECOMMISSIONING

Minneapolis, MN
Completed 2013
227,400 GSF

PROJECT DESCRIPTION, SCALE & COMPLEXITY

EDI-Dolejs served as recommissioning authority for this 227,400 GSF judicial facility. The building was initially constructed in 1960 as a US Federal Courthouse and office facility.

PROJECT DESCRIPTION, SCALE & COMPLEXITY

- Optimal Start for Air Handlers
- Improved Economizer Control
- Building Pressurization Control Improvements
- Chiller/Cooling Tower Energy Optimization
- Boiler Plant Energy Optimization
- Data Room Cooling System Improvements
- Sensor Calibration

TEAM MEMBERS AND ROLES

Larry Svitak, PE, Principal Mechanical/Client Manager
Steve Schreurs, P.E., Commissioning Authority, Mechanical

PROJECT REFERENCE

John Marshall, Division Manager
Environmental and Energy Management
Hennepin County Facility Services
A-2208 Hennepin County Government Center
300 South 6th Street
Minneapolis, MN 55487
612-348-5921
john.marshall@hennepin.mn.us

Additional Facilities Commissioned by EDI-Dolejs

- Four Rivers Environmental Learning Center
- Minneapolis Public Schools
  Bethune Middle School Commissioning
- City of Minneapolis
  - Public Service Center Fire Alarm Commissioning
  - Maintenance Facility Fire Alarm Commissioning
  - Fourth Precinct Recommissioning
  - Currie Maintenance Facility Recommissioning
  - East Side Public Works Facility
- Fairview Lakes Medical Center
- Cass County Courthouse
- Mille Lacs County Sheriff's Office and Jail
- Beltrami County Jail
- Minnesota National Guard Austin Armory
- Hennepin County Nokomis Library
- Hennepin County Library Commissioning (ten library buildings)
- Apple Valley Senior Center (Green Globes)
- Apple Valley Municipal Liquor Store (Green Globes)
- Valleywood Golf Clubhouse (Green Globes)
- Grinnell College
  - Rosenfield Campus Center Building (LEED Certified)
  - East Campus Residential Halls (LEED Certified)
  - Cera Environmental Learning Center (LEED Gold)
- Phillips Community Squatic Center
- Isanti County Sheriff's Administration Building
- Flandreau Santee Sioux Tribal Health Center
- Chatfield Center for the Arts

Public School Facilities Engineered by EDI-Dolejs

- Glen Lake Elementary School Renovation, Minnetonka, MN
- Eisenhower Elementary School Renovation, Hopkins, MN
- Meadowbrook Elementary School Renovation, Golden Valley, MN
- Murray School Science Room Remodel, St. Paul, MN
- West Jr. High Renovation, Minnetonka, MN
- Alice Smith Elementary School Renovation, Hopkins, MN
- Highland Park High School Ventilation Upgrades Study, Highland Park, MN
- Eisenhower Community Center Renovation, Hopkins, MN
- Wilson Schools (LEAP) Media Center, Field-house, Classroom Renovation, St. Paul, MN
- Gatewood Elementary School Renovation, Minnetonka, MN
- Princeton High School Agriculture Building Upgrade, Princeton, MN
- Princeton Public School Natatorium Ventilation Upgrade, Princeton, MN
- Princeton High School Boiler upgrades, Princeton, MN
- St. Paul Public Schools Boiler Replacement (6 Schools), St. Paul, MN
- St. Paul Public Schools Server Room Cooling (6 Schools), St. Paul, MN
- Princeton Schools North Elementary Renovation, Princeton, MN
- Princeton High School Renovation, Princeton, MN
- Lester Prairie School Renovation, Lester Prairie, MN
- Mountain Lake Public Schools, Electrical Service Upgrade, MN
- Hopkins Middle School Renovation, Hopkins, MN
- Hopkins High School Energy Efficiency Improvements, Hopkins, MN
- Elk River School district ETC Building Remodel, Elk River, MN
- Perpich Center for Arts Education Kitchen Ventilation Improvements, Golden Valley, MN
- Nicollet School Auditorium, Gym and Classroom Additions, Nicollet, MN
- Becker High School Swimming Pool and Auditorium Additions, Becker, MN
- New London-Spicer High School and Elementary School Additions, New London, MN

PROJECT UNDERSTANDING

ISD #146 is constructing an addition and renovating the high school/elementary school buildings. The Owner is committed to commissioning these spaces to ensure that all HVAC and other identified systems are complete and functioning properly upon occupancy per design intent and current and applicable Minnesota statutes and standards.

The primary role of the Commissioning Authority will be to functionally test the newly installed HVAC equipment in order to be reasonably assured that the installed systems operate according to design intent and in accordance with the Contract Documents.

A second objective is to provide certification in an effort to verify that the facility's HVAC system has been installed and operates according to the design specifications and code in compliance with Minnesota Statute 123B.72, *School Facility Commissioning*.

PROJECT APPROACH AND SCOPE OF BASIC SERVICES

The primary role of the commissioning agent is to review the design intent and construction documents, observe that construction is performed according to the design documents, to develop and coordinate the execution of a testing plan and to document the testing results. The objective is to be assured that the installed systems operate according to the design intent and in accordance with the Contract Documents. EDI-Dolejs' objective is to deliver a building that works.

As commissioning agent, EDI-Dolejs will work closely with all involved parties (Barnesville Public Schools, Wendel, Obernel, R.A. Morton Construction Managers and Contractors) to foster a team approach toward a successful construction project.

EDI-Dolejs proposes the following approach in conducting the commissioning project for Barnesville Schools. This approach is based largely on the tasks identified in the request for proposals.

Project Construction and Acceptance Phase

1. Coordinate and direct the system inspection activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, updated timelines and schedules and technical expertise.

2. Request and review additional information required to perform inspection tasks, including O & M materials, contractor equipment start-up forms and equipment checkout procedures.

3. Review and comment on the temperature controls submittals (shop drawings) for testability of ventilation equipment, sequences of operation and control devices.

4. Observe HVAC installation and its compliance with the plans, specifications and ASHRAE 62-2004 (or most recent version). Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the system inspection process. Assist in resolving any discrepancies.

5. Before startup, gather and review the current control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained to be able to write detailed functional testing procedures.

6. Approve systems startup by reviewing equipment start-up reports and by selected site observation.

7. Validate the test and balance report by randomly checking (with contractor assistance) the occupied rooms to determine that the air flow supplied to the rooms matches the test and balance report as well as the engineer's design intent and by checking (with contractor assistance) the ventilation equipment which supplies outdoor air to the occupants to determine that the quantities of outdoor air brought into the building match the test and balance report as well as the engineer's design intent.

8. Write the equipment sequence of operation verification tests sheets from design engineer approved control shop drawings.

9. Validate through witness testing and review of validated Test and Balance Reports, that the specified minimum outdoor air volumes are being provided for ventilation equipment that introduces outdoor air into the building, throughout the operational range of the equipment and during seasonal modes of control. Verification shall occur through a validated test and balance report and equipment sequence of operation verification tests.

10. Direct, witness and document the verification of the sequence of operation for all key pieces of equipment (Building Automation System, Rooftop Units (new and existing remodeled), powered roof ventilators, electric cabinet unit heaters and exhaust fans). Verification is performed by the contractor and witnessed by the System Inspector and shall be done for operational and seasonal modes of control. Verification includes a visual determination that components and systems respond as called for in the sequences and function in accordance with the design requirements. The System Inspector shall provide the contractors the necessary verification test sheets and procedures for these tests. The System Inspector shall personally witness these tests.

11. Provide to the project team written progress reports and test results with recommended actions.

12. Coordinate retesting as necessary until satisfactory performance is achieved.

13. Provide a final system inspections report to include System Inspector Acceptance Letter, field observation reports, contractor signed commissioning punch lists and Test and Balance report review comments.

One Year Correction Period

1. Supervise any seasonal or deferred testing and deficiency corrections required by the specifications.

2. Return to the site during the one-year correction period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal system inspections. Also, interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O & M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

SYSTEMS TO BE COMMISSIONED

EDI-Dolejs proposes the following systems to be commissioned at the schools. This list can be modified by mutual agreement between ISD #146 and EDI-Dolejs.

Barnesville Elementary School

- Seven new packaged VAV rooftop HVAC units with DX cooling and hot water heating and energy recovery wheels
- Fifty-six VAV boxes with hot water heating coils – statistical sampling
- Two existing VAV air handlers with new DX coils and existing hot water heat
- Four new DX compressor condenser units to serve the indoor AHUs
- Extension of new building automation system (BAS) to existing equipment
- Three boilers and boiler pumps along with boiler controls
- Two base mounted pumps
- Five unit heaters
- Five exhaust fans
- Ten fin tube radiation

SYSTEMS TO BE COMMISSIONED

- Existing system items that will be having DDC controls extended to them:
  - o Three unit heaters
  - o Five cabinet Unit heaters
  - o Two convectors
  - o Six fin tube radiation
  - o Two existing AHU serving the gym and classrooms
  - o One multizone unit with 4 zones
  - o Nine terminal coils
  - o Eight exhaust fans

Barnesville High School

- Five new VAV packaged rooftop HVAC units with DX cooling and hot water heat
- Eighteen new VAV boxes with hot water heating coils – statistical sampling
- One new constant volume packaged rooftop HVAC unit with DX cooling and hot water heat with energy recovery
- Seventeen new terminal coils
- Two boilers and boiler pumps along with boiler controls
- Two base mounted pumps
- Thirteen unit heaters
- Five exhaust fans
- Six destratification fans
- Three fin tube radiation

FEE PROPOSAL

EDI-Dolejs proposes the following project fee for commissioning services based on the scope of services presented above:

Barnesville School Additions and Remodeling: $48,500.00

REIMBURSABLE EXPENSES

Reimbursable expenses are included in the fees indicated above and include the following:

- Reproduction of commissioning documents
- Express delivery services
- Travel expenses such as vehicle mileage and meals

ADDITIONAL ENGINEERING SERVICES

In the event that the Owner requests additional engineering services that fall outside of the commissioning scope of services identified in this proposal, EDI-Dolejs will be pleased to accomplish the additional requested services on an hourly basis using the following rate table with any additional expenses (printing, mileage, etc.) billed at cost.

HOURLY RATE SCHEDULE

Principals	$170.00/hr
Professional Engineers	$140.00/hr
Staff Engineers	$120.00/hr
Designers	$98.00/hr
Drafters	$80.00/hr
Administration	$60.00/hr

Proposal for Commissioning Services for

Barnesville Public Schools – ISD 146

ADDITIONS AND REMODELING

BARNESVILLE, MINNESOTA

May 26, 2020

Submitted by

HALLBERG ENGINEERING

Mechanical / Electrical / Commissioning / Energy

May 26, 2020

Dr. Jon Ellerbusch
Superintendent
Barnesville Public Schools
302 3RD Street SE
Barnesville, MN 56514

Re: Proposal for Commissioning Services
Barnesville Public Schools – ISD 146
Additions and Remodeling
Hallberg Project #P20-3861.000

Dear Dr. Ellerbusch,

We appreciate the opportunity to respond to the Request for Proposal for third party Commissioning services for Barnesville Public Schools, additions and remodeling project. We understand the project consists of additions and remodeling to an elementary school and high school, including replacement of much of the elementary school HVAC system. We understand construction will begin in May 2020, with a final completion date of August 2021.

This proposal represents our entire understanding of the projects based on the Request for Proposal received on May 12, 2020 and the construction documents dated March 27, 2020. We look forward to working with you and assisting you with your project needs.

Hallberg Engineering's ultimate goal and responsibility is to represent Barnesville Public Schools as the owner's commissioning agent to deliver a fully functional performing buildings per the intended design and to work in partnership with the entire project and construction team for a great outcome.

Sincerely,

HALLBERG ENGINEERING, INC.

Richard L. Lucio PE LEED® AP
Chief Executive Officer/Principal

AUTHORIZATION TO PROCEED

_____
Signed

_____
Title

_____
Date

Hallberg Engineering, Inc.
1750 Commerce Court, White Bear Lake, Minnesota 55110
5051 Miller Trunk Highway, Suite B, Duluth MN 55811
www.hallbergengineering.com • Phone (651) 748-1100 • Fax (651) 748-9370

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FEE PROPOSAL

The following is HEI's proposed fixed fee for commissioning services for Barnesville Public Schools additions and remodeling project:

Barnesville Elementary School $41,000

Barnesville High School $28,000

TOTAL COMMISSIONING FEE..... $69,000

(Sixty-Nine thousand dollars)

REIMBURSABLE EXPENSES

Reimbursable fees such as travel expenses, postage and document reproductions are included in the commissioning services fee listed above.

ADDITIONAL SERVICES

Any work required beyond that defined in the Scope of Work will be billed on an hourly basis. Additional services will not be performed without written approval of Owner. Examples of additional services include:

* Providing services required because of significant changes in the projects.
* Providing services in connection with evaluating substitutions proposed by the contractor.
* Providing services made necessary by the default of the contractor.

ASSUMPTIONS

It is assumed that the A/E will provide adequate written design intent, basis of design and full sequences of operation for all equipment and systems for the O&M manuals and for the Commissioning Agent to use in writing functional tests.

It is also assumed that the contractors will assist with the execution of the functional testing of the systems. Testing will be coordinated and documented by the Commissioning Agent, using forms provided by the Commissioning Agent.

LIABILITY INSURANCE

Hallberg Engineering has commercial liability insurance through The Phoenix Insurance Group, $2,000,000 for each occurrence.

HOURLY BILLING RATES

Principals	$200
Sr. Project Manager	$170
Project Manager	**$155**
Sr. Engineer	$144
Sr. Project Engineer/Sr. Designer/**Commissioning Agent**	**$135**
Energy Consultant	$130
Project Engineer/Sr. Project Designer	$120
Staff Engineer/Project Designer/ **Commissioning Tech**/I.T. Tech	**$110**
Engineer/Staff Designer/Project Admin/Program Consultant	$95
Designer/Commissioning Associate	$80
Engineering Intern/Design Intern	$55
Clerical	$75

SCOPE OF WORK

Programming and Conceptual Development Phase

—None—

Design Development Phase

—None—

Construction Documents Phase

—None—

Construction and Acceptance Phase

1. Coordinate and direct the system inspection activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, frequently updated timelines and schedules and technical expertise.
2. Request and review additional information required to perform inspection tasks, including O & M materials, contractor equipment start-up forms and equipment checkout procedures.
3. Review and comment on the temperature controls submittals (shop drawings) for testability of ventilation equipment, sequences of operation and control devices.
4. Observe HVAC installation and its compliance with the plans, specifications and ASHRAE 62-2004 (or most recent version). Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the system inspection process. Assist in resolving any discrepancies.
5. Before startup, gather and review the current control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures.
6. Approve systems startup by reviewing equipment start-up reports and by selected site observation.
7. Validate the test and balance report by randomly checking (with contractor assistance) 10% of the occupied rooms to determine that the air flow supplied to the rooms matches the test and balance report as well as the engineer's design intent and by checking (with contractor assistance) 100% of the ventilation equipment which supplies outdoor air to the occupants to determine that the quantities of outdoor air brought into the building match the test and balance report as well as the engineer's design intent.
8. Write the equipment sequence of operation verification tests sheets from design engineer approved control shop drawings.
9. Validate through witness testing and review of validated Test and Balance Reports, that the specified minimum outdoor air volumes are being provided for all ventilation equipment that introduces outdoor air into the building, throughout the full operational range of the equipment and during all seasonal modes of control. Verification shall occur through a validated test and balance report and equipment sequence of operation verification tests.

SCOPE OF WORK (continued)

10. Direct, witness and document the verification of the sequence of operation for all key pieces of equipment (Building Automation System, Rooftop Units (new and existing remodeled), powered roof ventilators, electric cabinet unit heaters and exhaust fans). Verification is performed by the contractor and witnessed by the System Inspector and shall be done for all operational and seasonal modes of control. Verification includes a visual determination that all components and systems respond as called for in the sequences and function in accordance with the design requirements. The System Inspector shall provide the contractors the necessary verification test sheets and procedures for these tests. The System Inspector shall personally witness these tests.
11. Provide to the project team written progress reports and test results with recommended actions.
12. Coordinate retesting as necessary until satisfactory performance is achieved.
13. Provide a final system inspections report to include System Inspector Acceptance Letter, field observation reports, contractor signed commissioning punchlists and Test and Balance report review comments.

One Year Correction Period

1. Supervise any seasonal or deferred testing and deficiency corrections required by the specifications.
2. Return to the site during the one-year correction period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal system inspections. Also, interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O & M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

COMMISSIONED SYSTEMS

Scheduled Equipment *	Barnesville Elementary School		Barnesville High School	
	Number of Units	Percent Tested	Number of Units	Percent Tested
HEATING				
Boilers	3	100%	2	100%
Boiler Pumps	3	100%	2	100%
Cabinet Unit Heaters - Existing	5	100%		
Cabinet Unit Heaters - New	5	100%	4	100%
Convectors - Existing	2	100%		
Fin Tube Radiation - Existing	6	100%		
Fin Tube Radiation - New	10	100%	3	100%
Heating Water Pumps	2	100%	2	100%
Horizontal Unit Heaters - Existing	3	100%		
Horizontal Unit Heaters - New			8	100%
COOLING				
Air Cooled Condensing Units	4	100%		
Split System Units	1	100%	1	100%
VENTILATION				
Air Handling Units - Existing	4	100%		100%
Air Handling Units - New			5	100%
Destratification Fans			6	100%
Exhaust Fans - Existing	8	100%		
Exhaust Fans - New	5	100%	5	100%
Intake Hoods			2	100%
Multizone Air Handling Units - Existing	1	100%		
Relief Hoods			2	100%
Roof Top Units	7	100%	3	100%
Terminal Coils - Existing	9	100%		
Terminal Coils - New			21	100%
VAV Boxes with Reheat Coils	53	100%	18	100%

* **Equipment listed includes items described in the Request for Proposal as well as additional equipment listed in the mechanical schedules in the drawings.**

Changes to these values may occur during addendums or based on the state plan review.

PROJECT APPROACH

Managing the project - Mike Jones will be the project manager and will assign commissioning tasks to Kelly Delaney (Lead Mechanical Commissioning Agent) and Terry Olson (Mechanical Commissioning Technician). Mike will also work with Kristin Papke (Accounts Receivables and Invoicing) on invoicing requirements.

Travel – We anticipate approximately 22 to 24 trips to the job site during construction for meetings, field observations, training and functional testing. Mike Jones, Kelly Delaney and Terry Olson are all based out of our White Bear Lake, MN office.

Overall Construction Schedule – The commissioning agents will attend construction meetings to become aware of construction progress, share commissioning items with the contractors and openly communicate the commissioning task schedule with contractors. Hallberg commissioning agents will communicate how the commissioning tasks are being accomplished during the construction process in order to keep with the overall construction schedule and minimize time delays.

Fostering Teamwork – The Hallberg Commissioning agents believe that in order to obtain a high return on investment for paying for the commissioning process, the agents need to be highly involved with the construction delivery process. We cannot be a silent 3rd party entity. We plan to communicate with the design team, owner and construction team members in a very cooperative manner. Our commissioning agents feel that in order to maximize productivity and meet the construction schedule, there will be no finger pointing of inefficiencies but instead do our job as commissioning agent to communicate our field observations, installation deficiencies and functional testing results in a cordial and proper manner which will eliminate any adversarial relationships.

Commissioning Effort – This process consists of identifying each piece of equipment in the construction drawings, reviewing the piece of equipment's controllability and maintainability, observing and documenting the functionality of each piece of equipment and its role in the system it serves and testing its overall performance in the programming and sequence of operation of the Building Automation System. The commissioning agents will physically observe and document the equipment installation and performance, and openly communicate for resolution of deficiencies. Therefore, each piece of equipment is being commissioned during the design, construction, functional testing, off-season testing, occupancy and warranty phases.

Software - Main Issues Log - Hallberg Engineering has experience in the use of many different construction software formats such as Procore, PlanGrid, Submittal Exchange and Viewpoint One for the distribution of the commissioning issues log. HEI's commissioning agents are experienced with both the latest design concepts and operational methods and are familiar with the many different brands of building automation systems. Each agent is armed with state-of-the-art equipment and resources. The commissioning agents have laptops, software and investigative tools to achieve the commissioning tasks.

To follow are some of the standalone tools the HEI Commissioning Group owns and uses:

- TSI Veloci-Calc Air Velocity Meter
- Data Loggers
- Fluke Thermometers
- Shortridge Air Velocity Hood
- Illuminance Meters
- TSI Indoor Air Quality Probe with CO
- Volt/Amp Meters
- Energy Calculator Tool
- Energy Modeling Software

FIRM EXPERIENCE

Design
Mechanical
Electrical
Plumbing
Technology
LEED®

Commissioning
New Construction
Recommissioning
Existing Systems
Retro-Commissioning
LEED®

Building Analysis
Indoor Air Quality Solutions
Health & Safety Review
Heating Plant Analysis
Swimming Pool Evaluation
Facility Review
Power Distribution Review
Lighting Analysis
Fire Protection Analysis
ASTM Property Condition Assessments

Energy Services
Energy Modeling
Energy Studies

Established in 1979, Hallberg Engineering, Inc. (HEI) is a consulting engineering firm specializing in mechanical, electrical, and technology systems design, commissioning, building analysis, and energy services. Our versatile staff provides various mechanical and electrical services including pre-design studies, early schematic planning and budgeting with the client, timely design development of the project, thorough construction documents, and comprehensive construction administration with post-occupancy evaluation.

HEI has over 35 years of experience providing consulting engineering services and over 17 years of experience providing commissioning services to K-12 schools in Minnesota. HEI's Commissioning Group has commissioned more than 150 education facilities since the group's inception in 1998. Our commissioning group verifies that a project was constructed per the design intent and the building performs per the owner's project requirements and the designer's basis of design. Our energy services department performs energy modeling, energy studies, or energy tax deduction analysis for your design or project assessment needs.

HEI originated with a focus on providing mechanical services for K-12 education facilities. Throughout the years, we have expanded our engineering services, but our established reputation in the education sector has continued and has allowed us to have worked with over half of all Minnesota school districts. Our history has provided us with the knowledge and the relationships that are necessary to successfully execute the needs of our K-12 clients.

HEI is a Small and Minority Business Enterprise (S/MBE) certified with the State of Minnesota, University of Minnesota, City of Minneapolis, Minnesota Department of Transportation, Metropolitan Airport Commission, Metropolitan Council, Hennepin County, Ramsey County, and City of St. Paul.

We have earned a reputation for listening and responsiveness, for honesty and professionalism, and for delivering proven, functional engineering solutions. With the combination of our firm expertise and our focus on exceptional customer service, it is our promise to provide every client with the utmost in integrity, commitment and quality of service.

COMMISSIONING

Commissioning Services

LEED® Construction
Passive House (Passivhaus)
Minnesota Sustainable Building Guidelines (MSBG)
ASHRAE Commissioning Requirements
Army National Guard Military Construction

Systems Typically Commissioned

HVAC Systems
Building Automation Systems
Laboratory Systems
Humidification Systems
Electrical Power and UPS
Lighting Control Systems
Emergency Power Systems
Life Safety Systems
Data Center Systems

Since its inception in 1998, the HEI Commissioning Group has commissioned mechanical and electrical systems for hundreds of buildings including those for K-12 schools, higher education, retail, government, and private industry facilities. The commissioning group has successfully completed recommissioning projects and custom efficiency studies funded by utility companies which included a team of energy experts comprised of HEI engineering staff, sub-consultants, and subcontractors.

Commissioning is a quality assurance procedure applied to building construction throughout the entire process of a project including planning, design, construction, and operation. It is a systematic, documented, and collaborative process including inspection, testing, and training. Commissioning ensures that building systems work as intended by the original design intent and provides for reduced operation and maintenance costs, energy savings, and improved indoor air quality.

The HEI Commissioning Group's goal is to provide the owner with smoother building turnover, improved building performance, reduced contractor callbacks, and a safe, healthy facility for all building occupants. Commissioning is not an exercise in "finger pointing" – we believe in a harmonious process to provide the desired results for all stakeholders. A project is successful only if each task of the commissioning plan was accomplished per the design intent and the owner received a building that performs per the owner's project requirements and designer's basis of design.

HEI is a member of the Building Commissioning Association (BCA) and the AABC Commissioning Group (ACG), and our HVAC commissioning agents are certified ACG Commissioning Authorities (CxA), which demonstrates the CxA's education, knowledge, and technical expertise in the commissioning process.

HEI is also a member of the U.S. Green Building Council and has several LEED® Accredited Professionals (AP) among its staff. Members of HEI's commissioning staff are also members of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE).

FEATURED PROJECT EXPERIENCE

ROCHESTER PUBLIC SCHOOLS, ISD 535

HOOVER ELEMENTARY SCHOOL EARLY CHILDHOOD ADDITION AND INDOOR AIR QUALITY IMPROVEMENTS

Client:	Rochester Public Schools, ISD 535
Square Feet:	35,000
Completed:	2019
Contact:	Knutson Construction, Keane McWaters, kmcwaters@knutsonconstruction.com, 507-206-2501
Project Description:	This project is a new 35,000 square foot early childhood addition and an Indoor Air Quality renovation of the existing 35,653 square foot building, which includes architectural renovation, a preschool addition, HVAC and electrical improvements, and ADA upgrades. The building is a 49 year-old facility originally constructed in 1968. HEI performed commissioning services during the construction, acceptance and building turnover phases of this project.

LITTLE FALLS COMMUNITY SCHOOLS, ISD 482

SCHOOLS:

- **LINDBERG ELEMENTARY SCHOOL**
- **LINCOLN ELEMENTARY SCHOOL**
- **LITTLE FALLS HIGH SCHOOL**

Client:	ISD 482 – Little Falls Community Schools
Completed:	2019
Contact:	Integrity Group, Larry Filippi, larry@contegritygroup.com, (320) 639-1952
Project Description:	HEI provided the commissioning services for these schools which included HEI performed commissioning during the construction, acceptance and building turnover phases.

BYRON PUBLIC SCHOOLS, ISD 531

BYRON ELEMENTARY SCHOOL

Client:	ISD 531 - Byron Public Schools
Square Feet:	98,000
Completed:	2017
Contact:	Knutson Construction, Keane McWaters, kmcwaters@knutsonconstruction.com, 507-206-2501
Project Description:	HEI provided the commissioning services for this new elementary school facility, approximately 98,000 square feet, two story type building located in Byron, MN.

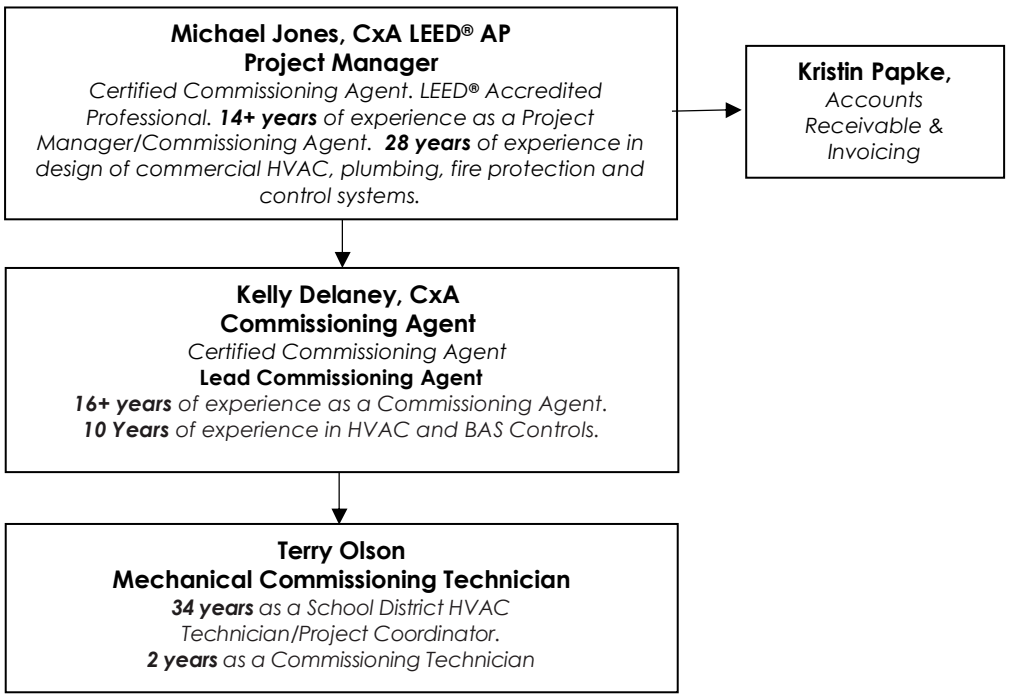
PROFESSIONAL REFERENCES

Steve Anderson
Director of Buildings & Grounds
Anoka-Hennepin School District, ISD 11
Steven.Anderson@AHSchools.us
763- 506-1228

Jane Houska
Director of Finance
Farmington Public Schools, ISD 192
jhouska@farmington.k12.mn.us
651-463-5043

Tony Wilger
Supervisor of Facility & Site Operations
Stillwater Area Public Schools, ISD 834
willgert@stillwater.k12.mn.us
651-351-8374

PROJECT TEAM



Team members proposed for these projects were selected because of their specific qualifications and experience in commissioning healthcare industry projects and ability to work with the owner in providing a successful project.

Percentage Level of Effort per Team Member					
Team Member	**Design Phase**	**Bid Phase**	**Construct Phase**	**Warranty Period**	**Total**
Mike Jones	NA	NA	5%	5%	5%
Kelly Delaney	NA	NA	40%	55%	45%
Terry Olson	NA	NA	55%	40%	50%

Professional Profile

Certifications

ACG Certified Commissioning Authority (CxA)

U.S. Green Building Council LEED® Accredited Professional

Professional Affiliations

AABC Commissioning Group (ACG)

American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE)

Building Commissioning Association (Corporate Membership)

U.S. Green Building Council– MN Chapter

International Facility Management Association

Education

Associates Degree in Architecture, North Hennepin Community College

Associates Degree in Mechanical HVAC, North Hennepin Community College

Michael Jones CxA LEED® AP

Commissioning Department Manager

Mr. Jones joined Hallberg Engineering (HEI) in 2002, bringing with him over 25 years of mechanical engineering experience in a variety of areas including K-12 schools, healthcare, office buildings, professional and collegiate sports facilities, government centers, and higher education facilities. Mr. Jones has extensive HVAC design knowledge of chilled water and heating water systems, VAV and constant volume air handling systems, heat recovery systems and laboratory air systems as well as good design knowledge of plumbing and fire protection systems. As part of his design and commissioning work, Mr. Jones has had extensive experience with design reviews, field observations, punch lists, deficiency reports, and verification testing. Mr. Jones also has experience with the operation and troubleshooting of a variety of HVAC systems and energy management systems.

K-12 EDUCATION PROJECT EXPERIENCE

- Alexandria Lincoln Elementary School – Alexandria, MN
- Alexandria Middle School – Alexandria, MN
- Faribault Public Schools
  - High School HVAC Upgrades/Chiller Upgrade
  - Middle School HVAC Upgrades
  - Lincoln Elementary School HVAC Upgrades/Boiler
  - Jefferson Elementary School HVAC Upgrades/Boiler
  - Roosevelt Elementary School Chiller Replacement
- Henry Sibley High School – West St. Paul, MN
- Skyview Middle School Recommissioning – Woodbury, MN
- Stillwater Early Childhood Family Center – Stillwater, MN (LEED®)

HIGHER EDUCATION PROJECT EXPERIENCE

- Carleton College Evans Hall – Northfield, MN
- College of St. Scholastica – Duluth, MN (LEED®)
- Fond du Lac Tribal and Community College New Library and Cultural Center Addition – Cloquet, MN
- Hamline University Anderson University Center – St. Paul, MN
- Lake Superior College Academic and Student Services Addition – Duluth, MN (LEED®)
- Lake Superior College Health and Science Center – Duluth, MN (LEED®)
- University of Minnesota-Duluth Bagley Nature Area Classroom – Duluth, MN (LEED® and Passivhaus)
- University of Minnesota-Duluth Civil Engineering Building – Duluth, MN (B3 and LEED®)
- University of Minnesota-Duluth Labovitz Business School – Duluth, MN (B3 and LEED®)
- University of Minnesota-Duluth Montague Hall
- University of Rochester Health Sciences Renovation – Rochester, MN
- University of St. Thomas Athletic and Recreation Complex – St. Paul, MN

Professional Profile

Certifications
ACG Certified Commissioning Authority (CxA)

Boiler's License with the State of Minnesota

Power Limited Technician License, Minnesota Board of Electricity

Professional Affiliations
AABC Commissioning Group (ACG) Company Membership with the Building Commissioning Association

Education

Industrial Energy Systems Degree, Hennepin Technical College, Eden Prairie, MN, 1991

Kelly Delaney, CxA

Mechanical Commissioning Agent

Ms. Delaney joined Hallberg Engineering in 2001 and is a member of the Commissioning Group. She has extensive experience in the start-up and commissioning of direct digital control systems and point-to-point check-out of air handling units. She also has a strong background in building maintenance and HVAC system repair.

K-12 EDUCATION PROJECT EXPERIENCE

- Alexandria Schools
  - Discovery Middle School
  - Lincoln Elementary School
- Anoka-Hennepin Schools
  - Hoover Elementary
  - Coon Rapids High School
  - AMSA Family Campus
  - New Ramsey Elementary
  - Blaine High School
  - Anoka High School
  - New Blaine Elementary
- Bloomington Schools
  - Olson Middle School
- Edina Pubic Schools
  - Creek Valley Elementary
  - Highland Elementary
- Faribault Public Schools
  - Lincoln Elementary School
- Farmington Public Schools
  - Boeckman Middle School
- Minneapolis Schools
  - Southwest High School
- Minnetonka Schools
  - Excelsior Elementary School
  - Groveland Elementary School
  - Minnetonka Community Education Center
  - Minnetonka High School
  - Minnetonka Middle School East
  - Minnetonka Middle School West
  - Minnewashta Elementary School
- New Prague/New Market Schools
  - New Prague Elementary School
  - New Market Elementary School
- Rocori Schools
  - District Education Facility
  - John Clark Elementary School
  - Rocori Middle/High School
- South Washington County Schools
  - Armstrong Elementary School
  - Crestview Elementary School
  - Hillside Elementary School
  - Newport Elementary School
  - Oltman Junior High School
  - Park High School
  - Royal Oaks Elementary School
  - Woodbury Elementary School
  - Woodbury Junior High School
  - Woodbury Senior High School
- White Bear Lake Area Schools
  - Birch Lake Elementary School
  - Lakeaires Elementary School
  - Parkview Elementary School
  - Vadnais Heights Elementary School
  - Willow Lane Elementary School

Professional Profile

Professional Affiliations

Minnesota Educational Facilities Management Professionals (MASMS)

Building Commissioning Association (Corporate Membership)

Terry Olson

Commissioning Department Technician

Mr. Olson joined Hallberg in 2018 and has over 34 years as a School District HVAC Technician/Project Coordinator.

K-12 EDUCATION COMMISSIONING PROJECT EXPERIENCE

- ISD 13 Columbia Heights Public Schools
  - North Park Elementary School
  - ISD 192 Farmington Public Schools
  - Aikin Road Elementary School
  - Farmington Elementary School
  - Meadowview Elementary School
- ISD 194 Lakeville Area Public Schools
  - Lake Marion Elementary School
  - McGuire Middle School
- ISD 279 Osseo Area Schools
  - Garden City Elementary School
  - Park Brook Elementary School
  - Zanewood Community School
  - Oak View Elementary School
- ISD 531 Byron Public Schools
  - Middle School HVAC Improvements
  - Byron Intermediate School Chiller Replacement
- ISD 535 - Rochester Public Schools
  - Hoover Elementary Addition & Indoor Air Quality Improvements
- ISD 625 St. Paul Public Schools
  - Adams Spanish Immersion
  - Linwood Monroe Arts Plus Upper Campus Renovation
  - St. Anthony Park Elementary
  - Humboldt High School
  - Como Park High School
- ISD 761 Owatonna Public Schools
  - New McKinley Elementary School
  - Middle School
  - Lincoln Elementary School
  - New Washington Elementary School
  - Wilson Elementary School
- ISD 834 - Stillwater Area Public Schools
  - Deferred Maintenance 2017
  - Brookview Elementary School

HIGHER EDUCATION PROJECT EXPERIENCE

- University of St. Thomas John Roach Center - Controls Replacement Study

GOVERNMENT/MUNICIPAL PROJECT EXPERIENCE

- Rochester Parking Ramp #6
- Sherburne County Government Center
- 428 Minnesota Street, St. Paul
- Mill City Clinic Landlord Design
- Hennepin County Audits for Non-Library & Transfer Station Facilities

APPENDIX A

Commissioning Agent/System Inspector Qualifications

Hallberg Engineering	Kelly Delaney, CxA		Commissioning Agent
Company Name	**Contact Person**		**Title**
1750 Commerce Court	White Bear Lake	MN	55110
Address	**City**	**State**	**Zip/Postal Code**
(651) 748-1100	(651) 748-9370	kdelaney@hallbergengineering.com	
Telephone	**Fax**	**E-Mail**	

Description of Business: *Consulting engineering firm specializing in m*echanical, electrical, and technology systems design, building analysis, commissioning, and energy services

Commissioning Activities:

Percentage of overall business devoted to system inspections and/or commissioning services. 15 **%**

How long has the firm offered system inspections and/or commissioning services? 21 **Years**

Average number of system inspections and/or commissioning projects performed each year? 30 **Projects**

Systems (technologies) for which firm has provided system inspections and/or commissioning services (check all that apply):

☒ Pkg or split HVAC	☒ Day lighting	☒ Commercial refrig
☒ Chiller system	☒ Electrical, general	☒ Telecommunications
☒ Boiler system	☒ Electrical, emerg. Power	☒ Thermal Energy Storage
☒ Energy Mgmt. System	☐ Envelope	☒ Labs & Clean Rooms
☒ Variable Freq. Drives	☒ Fire/Life Safety	☐ _____
☒ Lighting Controls	☒ Plumbing	

Number of qualified professionals on staff who have directed commissioning projects: *5*

List Qualifications: Since its inception in 1998, the HEI Commissioning Group has commissioned mechanical and electrical systems for hundreds of buildings including those for K-12 schools, higher education, military, retail, government, and private industry facilities. The commissioning group has successfully completed recommissioning projects and custom efficiency studies funded by utility companies which included a "recommissioning team" comprised of HEI engineering staff, subconsultants, and subcontractors. The HEI Commissioning Group has extensive experience commissioning LEED® and Minnesota Sustainable Guidelines projects. HEI's staff consists of LEED® Accredited Professionals and ACG (AABC Commissioning Group) Certified Commissioning Authorities (CxA).

Prior Projects of a similar nature

Building Name	Location	Type of Project (new, additions or remodeling)	Contact Name	Contact Phone Number
Orchard Lake Elementary School	Lakeville, MN	Ventilation & Building Improvements		952.232.2047
Wadena-Deer Creek High School	Wadena, MN	New High School	Chad Rettke	763.792.3670
Lincoln Elementary School	Alexandria, MN	Ventilation & Building Improvements	Jerry Bitzan	320.760.2322
Meyer Middle School	River Falls, WI	Remodel	Chad Smurawa	715.425.1800
Armstrong Elementary School	Cottage Grove, MN	Ventilation & Building Improvements	John Doth	651.458.6307

Providing Trusted Health and Safety Solutions

BARNESVILLE PUBLIC SCHOOLS, ISD #146

Additions and Remodeling
Building Commissioning Services

May 27, 2020
Proposal #8992

IEA PROPOSAL CONTACT

Garett Karalus, PE, CCP
Professional Engineer
garett.karalus@ieasafety.com 763.315.7900

May 27, 2020

Mr. Jon Ellerbusch
Superintendent
Barnesville Public Schools
302 3rd Street SE
Barnesville, MN 56514

RE: Proposal for "Additions and Remodeling Building Commissioning Services" Enclosed

Dear Mr. Ellerbusch:

Thank you for the opportunity to submit our proposal for the additions and remodeling to an elementary school and a high school, including replacement of much of the elementary school HVAC system. IEA is appreciative of the opportunity to work with the Barnesville Public Schools and to provide support as part of the project team.

IEA's commissioning team and service culture is based upon implementing a project that focuses on maintaining clear communication and documentation. Our team strives to ensure project consistency as well as adhering to the project timelines and closeout.

If you have any questions or concerns regarding our proposal, please contact Garett Karalus at 763.315.7900 or at garett.karalus@ieainstitute.com. Thank you for considering IEA's qualified commissioning services.

Regards,

Garett Karalus, P.E., CCP
Professional Engineer
IEA, Inc.

GK /khb 05202020

PROVIDING TRUSTED HEALTH AND SAFETY SOLUTIONS

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A – Commissioning Firm Experience Form
B – Key Staff Resumes
C – General Liability Insurance
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PROVIDING TRUSTED HEALTH AND SAFETY SOLUTIONS

59 years of IEA team Commissioning experience

IEA Client Base

Colleges/Universities
K-12 Education
Government Agencies
Hospitals & Medical
Insurance Companies
Property Management
Construction Companies
Architect/Design Firms
Attorneys

IEA Qualified Staff

Professional Engineers
Certified Cx Agents
Certified Safety Professionals
Certified Industrial Hygienists
Certified Asbestos Designers
Certified Lead Designers
Certified School Risk Managers

The Institute for Environmental Assessment, Inc. (IEA) is a small business founded in 1984. With offices in Brooklyn Park, Rochester, Mankato, Brainerd, Marshall, and Virginia, Minnesota, IEA has a staff of over 60 professionals who provide consultative services in specialized areas. IEA's service areas include asbestos/lead, health and safety, indoor air quality and ventilation commissioning/recommissioning.

IEA's commissioning team has been providing services to educational facilities throughout Minnesota for over 15 years. Through our expertise, experience, and reputation, IEA's team delivers the most practical, thorough, and up-to-date services in the ever-changing dynamics of commissioning services. IEA is a member of the AABC Commissioning Group (ACG), the Building Commissioning Association (BCxA), and ASHRAE. Our commissioning agent certifications include ACG Certified Commissioning Authority (CxA), BCxA Certified Commissioning Professional (CCP), and University of Wisconsin Qualified Commissioning Process Provider (QCxP).

IEA has provided commissioning services on over 150 education facility projects in the last 10 years. Our experience working with educational clients has resulted in a dedication to providing a commissioning project that focuses on the adherence to design, installation and functionality requirements of the systems and how the ventilation operation will impact the building operators, occupants and curriculum. IEA's communication between the design engineer, installation contractors and the building operators is key to a successful commissioning project.

The **core of our company services is based upon investigation, consultation and commissioning of facility challenges** and IEA is dedicated to this mindset regardless if the client needs are focused on hazardous materials, health and safety, indoor air quality or ventilation function. **We are dedicated to identifying and minimizing risk for our facility clients**.

IEA
Providing Trusted Health and Safety Solutions

IEA MN Dept of Administration Vendor ID: VN 207361

Lead Commissioning Authority

Steve Zechmeister, P.E., CxA, QCxP, LEED AP O+M

Our Engineering Manager and Lead Commissioning Authority, **Steve Zechmeister, is a Professional Engineer, ACG Certified Commissioning Authority (CxA), Certified Qualified Commissioning Process Provider (QCxP) and USGBC LEED O+M accredited. Steve has over 25 years of experience** in engineering and project management and has personally commissioned over 120 projects. Steve has been with IEA for 12 years. He brings a valuable expertise on complex ventilation systems through his commissioning of industrial, manufacturing, medical, government and educational buildings.

Steve oversees the commissioning team and project status. He brings dedication and strives to continually improve the commissioning process. Steve's project goal is to always provide a commissioning service that meets and exceeds client expectations for communication, valuable reporting, and project closeout.

Lead Commissioning Agent

Garett Karalus, P.E., CCP

Garett is a Professional Engineer and has been a commissioning agent for 7 years with IEA. He has been directly involved in all aspects of the commissioning process for IEA clients. He has extensive experience managing commissioning projects and has extensive experience with HVAC equipment controls, including design and submittal reviews of sequences of operation, functional testing and troubleshooting. In addition to commissioning, Garett conducts building assessments to solve a wide variety of issues related to indoor air quality and temperature control. He manages energy efficiency projects and has worked on many recommissioning projects involving K-12 schools. He also has prior experience in the design of air-handling units and HVAC equipment. Garett has a Bachelor of Mechanical Engineering Degree from the University of Minnesota. He is a BCxA Certified Commissioning Professional (CCP).

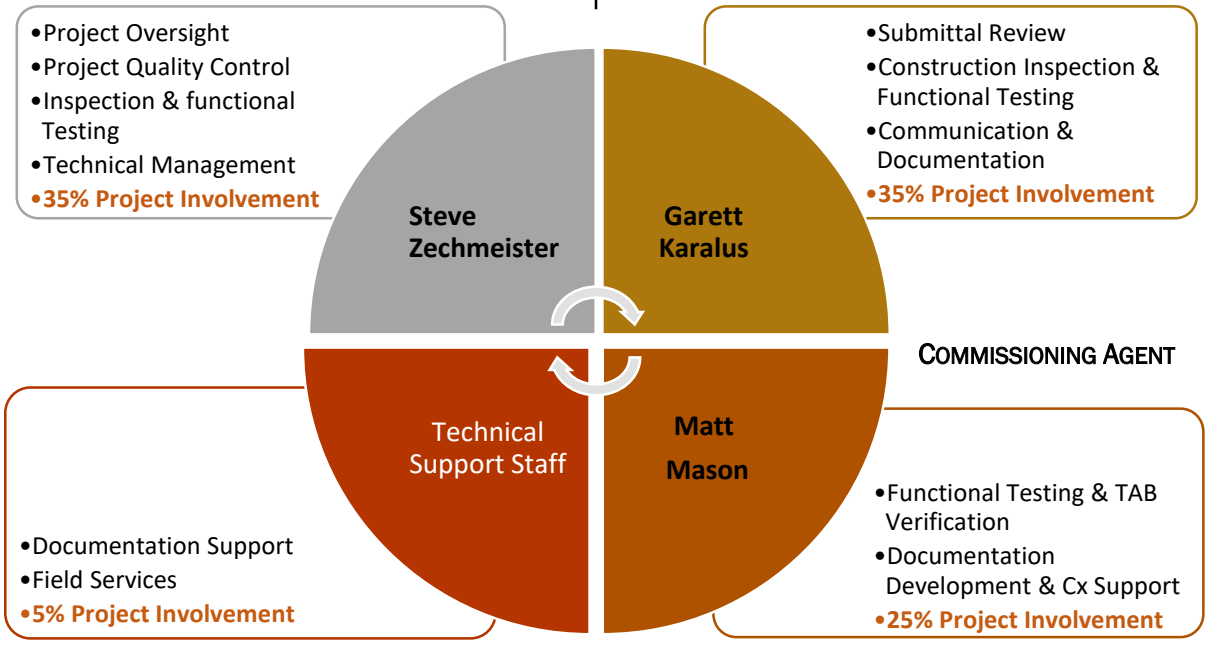
Project Commissioning Agent

Mathew Mason

Mathew has a Bachelor of Mechanical Engineering Degree from the University of Minnesota and has been assisting with **IEA commissioning projects for 3 years**. He has gained extensive experience with testing of building automation systems and writes the BAS functional tests. Mathew conducts commissioning site inspections and IAQ investigation services to IEA clients. He also has experience overseeing owner training and O&M documentation.

Mr. Jon Ellerbusch, Superintendent
Chain of Command

Architect/Engineer Design Team Representatives
Owner Appointed Contractors/Representatives



The primary role of commissioning is to represent the owner's best interest by providing expertise for independent inspections and testing of the building Heating, Ventilation, and Air Conditioning Equipment. **By having an independent agent, the owner can ensure that the design and installation is not biased to benefit the designers or installers rather than the owner.**

The IEA commissioning staff have the licenses or commissioning certification credentials needed to ensure the level of expertise required to understand the complex building systems. **IEA executes the testing and verification following a Technical Commissioning Approach as opposed to simply observing the contractors performing their own verification.** The following outline provides a brief overview of the process IEA will follow in commissioning the Additions and Remodeling Building Commissioning Services project.

Through the experience of our team, IEA has had the benefit of commissioning designs of a wide variety of mechanical engineering firms. Typically, engineering firms will repeat similar designs and details in which IEA experience can identify which design pieces will best work and what may be potential design issues that may impact the operation of the facility.

By involving IEA in the commissioning design process, we are able to assist with minimizing the risk of potential problems and change orders can possibly be avoided.

One of the most frustrating challenges with the commissioning process can be issue resolution. IEA has devised a system that has proven effective over the past ten years in expediting resolution of issues resulting in quicker closeout. Some keys to effective commissioning that IEA utilizes are:

- Issues logs are clear and concise making it easy to understand what the problem is, who is responsible, and exactly what needs to be done to resolve the issue.
- Issues are illustrated with pictures.
- Logs are kept well organized with dates and history of resolution process.
- Ensure that the issues log is communicated to the responsible party(s) and strict follow-up to verify when the contractor will be handling the issue
- Look out for the owner's best interest
- Give the identified issue the proper expectations for priority so minor issues are not overly focused on

Communication is Priority

The overall result of IEA's commissioning and communication approach is to ensure IEA represents as an advocate maintaining the best interests of the Owner, and ultimately the people who will occupy the facility.

IEA's approach to effectively managing commissioning projects focuses on communication with results.

- Commissioning agent handles aspects of commissioning process including management and correspondence. Single point of contact improves efficiency and accuracy of communication.
- In addition to documenting communications through the proper channels, IEA communicates directly with the engineer, general contractor, mechanical contractor, controls contractor, and test and balance contractor to resolve issues.
- Inspections, testing, and reporting performed with goal of helping the team members to provide the best system for the Owner as designed and specified.
- Issues are communicated with proposed solutions and the responsible party indicated.
- Based on extensive experience commissioning facilities, IEA is able to identify and thoroughly test potential problem areas. Areas of potential concern that are uncovered receive additional attention and extensive testing. Emphasis is given to issues that are most detrimental to proper function of the system from the Owner's perspective.
- Priority is given to working with the schedules of contractors to complete testing and inspections without causing delay. IEA coordinates with contractors in order to be on site during critical installation and testing. Inspections are conducted during construction to catch and correct issues early.

The Owner is committed to commissioning this facility to ensure that all HVAC systems are complete and functioning properly upon occupancy. Commissioning consists of systematically documenting that specified components and systems have been installed and started up properly, and then functionally tested to verify and document proper operation through all modes and conditions.

The primary role of the System Inspector is to review the design-intent and construction documents, observe that construction is performed according to the design documents, develop and coordinate the execution of a testing plan, and document testing results in order to be reasonably assured that the installed systems operate according to design-intent and in accordance with the contract documents.

Construction & Acceptance Phase

1. Coordinate and direct the system-inspection activities in a logical, sequential, and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, and frequently updated timelines and schedules and technical expertise.
2. Request and review additional information required to perform inspection tasks, including O & M materials, contractor start-up, and check-out procedures.
3. Review and comment on the temperature controls submittals (shop drawings) for testability of ventilation equipment, sequences of operation and control devices.
4. Observe HVAC installation and its compliance with the plans, specifications and ASHRAE 62-2004 (or most recent version). Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the system inspection process. Assist in resolving any discrepancies.
5. Before startup, gather and review the current control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures.
6. Approve systems startup by reviewing equipment start-up reports and by selected site observation.
7. Validate the test and balance report by randomly checking (with contractor assistance) 10% of the occupied rooms to determine that the air flow supplied to the rooms matches the test and balance report as well as the engineer's design intent and by checking (with contractor assistance) 100% of the ventilation equipment which supplies outdoor air to the occupants to determine that the quantities of outdoor air brought into the building match the test and balance report as well as the engineer's design intent.
8. Write the equipment sequence of operation verification tests sheets from design engineer approved control shop drawings.
9. Validate through witness testing and review of validated Test and Balance Reports, that the specified minimum outdoor air volumes are being provided for all ventilation equipment that introduces outdoor air into the building, throughout the full operational range of the equipment and during all seasonal modes of control. Verification shall occur through a validated test and balance report and equipment sequence of operation verification tests.

10. Direct, witness and document the verification of the sequence of operation for all key pieces of equipment (Building Automation System, Rooftop Units (new and existing remodeled), powered roof ventilators, electric cabinet unit heaters and exhaust fans). Verification is performed by the contractor and witnessed by the System Inspector and shall be done for all operational and seasonal modes of control. Verification includes a visual determination that all components and systems respond as called for in the sequences and function in accordance with the design requirements. The System Inspector shall provide the contractors the necessary verification test sheets and procedures for these tests. The System Inspector shall personally witness these tests.
11. Provide to the project team written progress reports and test results with recommended actions.
12. Coordinate retesting as necessary until satisfactory performance is achieved.
13. Provide a final system inspections report to include System Inspector Acceptance Letter, field observation reports, contractor signed commissioning punchlists and Test and Balance report review comments.

One-Year Correction/Warranty Period

1. Supervise any seasonal or deferred testing and deficiency corrections required by the specifications.
2. Return to the site during the one-year correction period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal system inspections. Also, interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the 0 & M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

The following systems, including all components and controls, will be commissioned:

I. Extension of the existing building automation systems, including linkages to remote monitoring and control sites (this excludes any security-related control systems or interlocks)
2. All equipment of the heating, ventilating and air conditioning systems as detailed in the summary lists below

Barnesville Elementary School- HV AC Equipment List

- Seven (7) - New packaged VAV rooftop HVAC units with DX cooling and hot water heating and energy recovery wheels
- Fifty (56) - VAV boxes with hot water heating coils.
- Two (2) - Existing VAV AHU with a new DX coil and existing hot water heat.
- Four (4) - New DX compressor condenser units to serve the indoor AHU's.
- Extension of new building automation system (BAS) to existing equipment.
- Three (3) - Boiler and boiler pumps along with boiler controls
- Two (2) - Base mounted pumps
- Five (5) -Unit heaters
- Five (5) - Exhaust fans
- Ten (10) - Fin Radiation
- Existing system items that will be having DDC controls extended to them.
  - Three (3) - Suspended Unit heaters
  - Five (5) - Cabinet Unit heaters
  - Two (2) - Convectors
  - Six (6) - Fin Radiation
  - Two (2) - Existing AHU serving the gym and classrooms,
  - One (1) - Multizone unit with 4 zones.
  - Nine (9) - Terminal coils
  - Eight (8) - Exhaust fan

- Changes to these values may occur during addendums or based on State Plan Review

Barnesville High School- HV AC Equipment List

- Five (5) - New VAV packaged rooftop HVAC units with OX cooling and hot water heat.
- Eighteen (18) - New VAV boxes with hot water heating coils.
- One (1) - New Constant volume packaged rooftop HVAC unit with OX cooling and hot water heat with energy recovery
- Seventeen (17) - New terminal coils
- Two (2) - Boiler and boiler pumps along with boiler controls
- Two (2) - Base mounted pumps
- Thirteen (13) - Unit heaters
- Five (5) - Exhaust fans
- Six (6) - Destratification fans
- Three (3) - Fin Radiation

- Changes to these values may occur during addendums or based on State Plan Review

Osseo Area Schools – Brooklyn Park, Minnesota (2016-Present)
IEA has provided commissioning services for 14 Osseo School district building projects. The total building areas commissioned is more than 2,374,000 square feet. Commissioning services included design phase reviews, construction meetings, design and submittal reviews, site inspections, functional testing and controls troubleshooting, TAB verification, and warranty phase follow-up testing and commissioning through warranty phase.

Northview Middle School Commissioning (2017-2020)
Northview Middle School commissioning began in the design phase and continued through the warranty phase. The overall project consisted of 2 phases of construction. Systems included new AHUs and associated mechanical and controls work, an addition of a chiller to the cooling system, heating system upgrades, and other miscellaneous HVAC renovations.

Commissioning Authority: Steve Zechmeister
Lead Commissioning Agent: Garett Karalus
Commissioning Agent: Matt Mason

Coordinator of Maintenance Services
Jeff Arthurs 763-391-7197
Arthursj@district279.org

Assistant Coordinator of Maintenance Services
Craig Wokson 763-391-7198
woksonc@district279.org

Rochester Public Schools – Rochester, Minnesota (2010-2019)
Provided commissioning or recommissioning services for 10 buildings totally more than 1,000,000 SF Worked simultaneously on the projects with the district controls contractor to improve the school building automation systems.

Bamber Valley Elementary School Commissioning (2019)
Commissioned a $16,500,000 renovation of 91,450 SF Bamber Valley Elementary School. Commissioned systems included DOAS AHUs and displacement ventilation units with VAV boxes, new chilled water-cooling system, and new hot water heating system with condensing boilers. Commissioning began during the construction documents phase.

Commissioning Authority and Lead Agent: Steve Zechmeister
Commissioning Agents: Matt Mason and Garett Karalus

Health and Safety Coordinator
Mike Stock 507-328-4507
mistock@rochester.k12.mn.us

Paape Energy Services (District Controls)
Joe Coffman 507-289-4874 et. 102
joec@paape.com

Tri-City United Schools – Montgomery, Minnesota (2013-Present)
IEA commissioned and recommissioned 8 schools for TCU Schools each ranging in project size from 34,769 SF to 593,357 SF, for a total of 1,294,300 SF. The projects involved subcontracting and managing TAB services in addition to commissioning. Key systems commissioned included AHUs (some VAV), VAV boxes and duct reheat coils, chilled beams, tertiary water system, and chilled water-cooling plant.

TCU High School Commissioning (2019-Present)
Matt Mason was the lead commissioning agent who managed the project from construction documents phase through warranty phase. All commissioning staff contributed to TCU projects with construction document review, controls testing and troubleshooting. Site inspections, meetings, writing functional tests, TAB subcontract management and TAB verification were primarily handled by Matt Mason.

Commissioning Authority: Steve Zechmeister
Lead Commissioning Agent: Matt Mason
Commissioning Agent: Garett Karalus

Director of IT & Facilities:
Carl Menk 507-364-8415
cmenk@tcu2905.us

Limitations and Assumptions

It is assumed that the A/E will provide adequate written design intent, basis of design and full sequences of operation for all equipment and systems for the 0 & M manuals and for the System Inspector to use in writing functional tests. It is also assumed that the contractors will execute the functional testing of equipment, coordinated and documented by the System Inspector, using forms provide by the System Inspector.

It is also assumed that IEA will have full access to the building automation system to execute functional testing.

IEA is not responsible for the construction schedule or the contractor's work.

Change in Personnel: If IEA's personnel or subconsultants change for this project, the Owner must review and approve the replacement personnel. The replacement personnel shall have, at a minimum, equivalent qualifications as the original personnel.

General Liability Insurance

IEA shall provide the specified liability insurance as required. IEA's general liability insurance coverage is found in Appendix C.

Proposal Fee

Our proposed fee for services identified in the above described Scope of Work **$54,000**

This fee includes reimbursables, equipment costs, project coordination and management, and final report. Fees for investigative work outside the above scope of work will be additional. IEA will issue a Change Order and get approval from the Owner before proceeding with additional work. Monthly invoices for services conducted during that billing period will be provided until project completion (partial billing). This price offering is valid 60 days from the date of this proposal.

Hourly rates for key individuals working on the project are as follows:

- Lead Commissioning Authority.....$145.00
- Lead Commissioning Agent $130.00
- Commissioning Agent.....$ 97.00
- Administrative Support.....$ 77.00

AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this proposal for Building Commissioning. Please sign this authorization to proceed and e-mail garett.karalus@ieasafety.com. Retain the original for your records. We will begin the project at the time we receive this written documentation to proceed.

Regards,

Garett Karalus, P.E., CCP
Professional Engineer
IEA, Inc.

Jeff Athmann, CEO

* * *

Please proceed according to the above stated fees, terms, attached General Conditions, and proposal #8992 dated May 27, 2020.

Printed Name

Authorized Signature

Date

UFARS code or PO number

APPENDIX A
Commissioning Firm Experience Form

Commissioning Agent Qualifications

IEA	*Steve Zechmeister*	*Mechanical Engineer*	
Company Name	Contact Person	Title	
9201 West Broadway N., #600	*Brooklyn Park*	*MN*	*55445*
Address	City	State	Zip/Postal Code
763-315-7900	*763-315-7920*	*steve.zechmeister@ieainstitute.com*	
Telephone	Fax	E-mail	

Description of Business

Commissioning Activities

Percentage of overall business devoted to system inspections and/or commissioning services. *90% of ENG Division* %

How long has the firm offered system inspections and/or commissioning services? 15 Years

Average number of system inspections and/or commissioning projects performed each year? 16

Systems (technologies) for which firm has provided system inspections or commissioning services (check all that apply):

- ☑ Pkg. or Split HVAC
- ☑ Chiller System
- ☑ Boiler System
- ☑ Energy Mgmt. System
- ☑ Variable Freq. Drives
- ☑ Lighting Controls
- ☑ Day Lighting
- ☑ Electrical, General
- ☑ Electrical, Emerg. Power
- ☑ Envelope
- ☑ Fire/Life Safety
- ☑ Plumbing
- ☑ Commercial Refrigeration
- ☑ Telecommunications
- ☑ Thermal Energy Storage
- ☑ Labs & Clean Rooms

Number of qualified professionals on staff who have directed commissioning projects: *3*

List qualifications: *BME, PE, LEED AP O+M, CxA, QCxP, CCP, ASHRAE*

Prior Projects:

Building Name	Location	Type of Project (new, addition or remodeling)	Contact Name	Contact Phone Number
New Ulm High School	*New Ulm, MN*	*New*	*Pat Lang* *Buildings & Grounds*	*507-359-8440*
Fridley	*Fridley, MN*	*Remodel*	*Jason Bichler* *Director of Buildings & Grounds*	*763-502-5008*
Willow River Area School	*Willow River, MN*	*Remodel*	*Bill Peel* *Superintendent*	*218-372-3131* *Ext: 214*
Chatfield High School	*Chatfield, MN*	*Addition & Remodel*	*Edward Harris* *Superintendent*	*507-867-3240* *Ext: 5011*

APPENDIX B
Key Staff Resumes

STEVE ZECHMEISTER P.E., CxA, QCxP, LEED AP O+M

COMMISSIONING AUTHORITY

Steve Zechmeister, PE, is a mechanical engineer and commissioning agent with over 25 years of experience engineering and commissioning large and small construction projects. He has commissioned over 150 projects while with IEA.

Steve brings a consulting approach to commissioning. He is dedicated to ensuring that clear communication between client, design engineer, and contractors remains a priority while remaining diligent to the commissioning service expectations.

12 Years with IEA

EXPERIENCE

District Building Commissioning | Rochester Public Schools

Provided commissioning services for 9 buildings totaling over 1,000,000 SF. Worked simultaneously with the controls contractor to resolve building automation system issues.

District Building Commissioning | Albert Lea Area Schools

Provided commissioning services for six district addition/renovation projects over a 3-year construction timeframe. Total size of building commissioning exceeded 500,000 SF.

Building Commissioning | MPLS Patrick Henry High School

Commissioned Minneapolis Patrick Henry High School renovations over a two-year construction timeline. Troubleshot controls issues and TAB issues, reviewed O&M documents for accuracy, and provided commissioning during design phase.

District Building Commissioning & Recommissioning | Osseo Area Schools

Provided commissioning services for thirteen district HVAC renovation projects and recommissioning services for ten buildings. Projects included commissioning during the design phase for optimal control strategy and energy efficient design.

CERTIFICATIONS

Licensed Professional Engineer -MN and other Various States

- ACG Commissioning Authority (CxA)
- University Wisconsin Qualified Commissioning Process Provider (QcxP)
- USGBC AP O+M

Personal Reference

Steve has provided Commissioning Project Lead for most IEA projects. This includes project and personnel management, communication and documentation presentation.

Mike Stock-Health and Safety Coordinator

Rochester Public Schools

Contact:
507.328.4507/mstock@rochester.k12.mn.u

GARETT KARALUS PE, CCP

LEAD COMMISSIONING AGENT

Garett Karalus is a PE and CCP certified Commissioning Agent with 7 years of experience. He is focused on educational and technical client commissioning field verification, project management, and documentation.

Garett is proficient in all aspects of the commissioning process and is an asset to the IEA Service Team. He has extensive experience verifying test, adjust, and balancing in buildings, and troubleshooting HVAC control issues. He has managed numerous recommissioning projects in schools, working with the building owner and maintenance staff to increase efficiency and temperature control through O&M practices, repairs, and optimized control sequences.

7 Years with IEA

EXPERIENCE

District Building Commissioning & Recommissioning | Osseo Area Schools

Provided commissioning services for thirteen district HVAC renovation/addition projects and recommissioning services for ten district buildings. Projects included commissioning during the design phase for optimal control strategy and energy efficient design.

District Building Commissioning & Recommissioning | Austin Public Schools

Provided design and construction commissioning services for renovations and new construction projects for HVAC systems including ice storage chilled water and chilled beam systems. Included troubleshooting controls issues for new and existing equipment. Recommissioning services provided for 3 buildings and commissioning services for 3 projects.

District Recommissioning | STMA Schools

Lead recommissioning services for 5 projects spanning 3 years which included HVAC controls troubleshooting and identifying energy savings opportunities.

District Commissioning & Recommissioning | Spring Lake Park Area Schools

Commissioned 2 school renovation and HVAC upgrade projects and recommissioned 2 other school buildings.

CERTIFICATIONS

Licensed Professional Engineer-MN

- CCP – BCxA Certified Commissioning Professional

Personal Reference

Garett has provided project management, communication, meeting involvement, and field document correspondence for Osseo Area Schools Commissioning.

Jeff Arthurs-Coord. Maintenance Services

Contact:
763.391.7197/arthursj@district279.org

MATHEW MASON

COMMISSIONING AGENT

Matt Mason is a recent graduate in mechanical engineering with a strong interest in building ventilation functionality and controls. Matt has assisted on over 40 commissioning and recommissioning projects at IEA.

His responsibilities include writing and performing functional tests, performing job site inspections, verifying air and water test and balancing, and verifying start-up procedures. He also has experience working to ensure proper O&M training is received by the building owners.

3 Years with IEA

EXPERIENCE

District Building Renovations | Tri-City United Schools

Lead commissioning services at four district building renovations/additions. Helped manage TAB as a subcontractor and lead TAB verification, functional testing, and controls troubleshooting.

District Building Renovations | Fridley Public Schools

Matt was primary field lead on many of the 7 school renovation commissioning projects. He assisted in all aspects of the commissioning process.

New Processing Facility | Faribault Foods

Involved with field verification of industrial systems and controls integrate to the building function. Worked in coordination with the mechanical contractor.

St. Michael High School Recommissioning | St. Michael-Albertville Public Schools

Provided recommissioning services to identify the overall ventilation system function, based upon original design and building usage, as well as identifying energy saving opportunities. Worked to optimize control sequences for energy efficiency.

CERTIFICATIONS

- Bachelor of Engineering – University of Minnesota

Personal Reference

Matt has provided communication, meeting involvement and field document correspondence for Tri-City United Schools Commissioning.

Carl Menk-Director of IT and Facilities

Contact: 507.364.8415/cmenk@tcu2905.us

APPENDIX C
General Liability Insurance

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/27/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Kim Rowe	
AssuredPartners of Minnesota LLC 2361 Highway 36 West St. Paul MN 55113	PHONE (A/C, No, Ext): (651) 287-1161	FAX (A/C, No): (651) 644-9137
	E-MAIL ADDRESS: krowe@apminnesota.com	

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Colony Insurance Company	39993
INSURER B :	Accident Fund Insurance Co of America	10166*
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED	
Institute for Environmental Assessment Inc 9201 West Broadway No #600 Brooklyn Park MN 55445	

COVERAGES **CERTIFICATE NUMBER:** 2019/20 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER [X] POLICY [X] PRO-JECT [X] LOC [ ] OTHER:			PACE4223626	01/01/2019	01/01/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			PACE4223626	01/01/2019	01/01/2020	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	[ ] UMBRELLA LIAB [X] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			EXC306555	01/01/2019	01/01/2020	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WCV8012893	01/01/2019	01/01/2020	[X] PER STATUTE [ ] OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

FOR INFORMATION ONLY

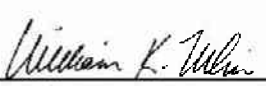
CERTIFICATE HOLDER

FOR INFORMATION ONLY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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APPENDIX D
General Conditions

General Conditions

The word "Consultant" refers to the Institute for Environmental Assessment ("IEA"), the contracting company is referred to as the "Client". Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant's proposal (the "Proposal"). The services as set forth in the Proposal (the "Services") will be provided by Consultant's personnel at the location of the Client (the "Site") (hereinafter referred to as the "Project"). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant's obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. "Confidential or propriety information" and "trade secrets" shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed by laboratory-approved field technicians, generally under AAR Guidelines.

2. Payment for Services

A. Fee Schedule & Maximum Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client's request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client's reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys' fees and costs if payment for Services are not made when due.

C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant's expenses arising therefrom at the prevailing rate for Consultant's time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

3. Indemnity & Insurance

A. **Indemnity**

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant's proportion of the total fault which directly caused the damages. Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client's proportion of the total fault which directly caused the damages.

B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUDIATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

© IEA, Inc.

C. Insurance

(1) Consultant carries coverage and limits of liability insurance as follows:

(a) Workers Compensation with statutory limits.

(b) Employers' Liability with a minimum policy limit of $1,000,000.00.

(c) Comprehensive General Liability with the following coverage:

I. Limit $1,000,000.00 per occurrence

II. $2,000,000.00 general aggregate

III. $2,000,000.00 products completed/ operations aggregate

IV. $1,000,000.00 personal and advertising injury

V. $300,000.00 fire Damage (any one fire)

VI. $25,000.00 medical expenses (any one person)

(d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of $1,000,000.00

(e) Professional Liability (claims made) with the following coverage: $1,000,000.00 per occurrence

(f) Contractor Pollution Liability (claims made): $1,000,000.00 each occurrence

(g) Umbrella Liability. $5,000,000.00 each occurrence

(2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.

(3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.

4. Assignment

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

5. Independent Contractor

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

6. Restriction to hire employees of Consultant

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.

7. Notices

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.

8. Applicable Law

This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

9. Extent of Agreement

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.

10. Termination

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.

© IEA, Inc.

Commissioning Services Proposal for:

BARNESVILLE PUBLIC SCHOOLS

ADDITIONS AND REMODELING

May 27, 2020

KFI ENGINEERS

May 27, 2020

RE: Barnesville Public Schools Commissioning Services
Additions and Remodling Projects

Dear Selection Team Members,

KFI Engineers is excited for the opportunity to provide commissioning services for Barnesville Public Schools' additions and remodel projects at Barnesville High School and Barnesville Elementary School. Our team is passionate about what we do and are committed to making certain your updated buildings function properly. We understand the importance of effective planning, monitoring of commissioning activities, and working as part of a team to ensure systems are working as intended. Our extensive experience within educational facilities, as well as our technical skills and qualifications, will allow us to help the District achieve the highest level of system performance for your buildings.

As you will see from our proposal, we are truly experts in all of the solicited areas of work. ***We have the expertise, depth of staff, and ability to foster team cooperation necessary to deliver successful project results.*** We understand the nature and complexities that can be associated with performing technical commissioning within K-12 facilities, and more importantly, we know how to address them.

The following is what sets KFI apart and allows us to provide exceptional performance and value:

1) ***KFI has commissioning team members in the Fargo Area.*** Paul Danielson, NEBB CP is located in KFI's Fargo office and can be on site in approximately a half hour if necessary.
2) ***KFI's education experience is unmatched***. We have been providing commissioning services for over 20 years and are at the forefront of advanced system optimization and Owner representation in educational environments.
3) We are ***National Environmental Balancing Bureau (NEBB)*** certified for commissioning as well as test and balance (TAB) for air and hydronic systems. Additionally, we hold ASHRAE certification for commissioning services.
4) Our ***full-time commissioning staff*** includes licensed professional engineers, former controls technicians, and sheet metal workers who can interpret installation quality and practical functionality. All of our commissioning staff work in the field and operate building control systems and utilize HVAC testing instruments on a continual basis.
5) Our inventory of test equipment for all air, water, noise, vibration, air quality, and psychrometric conditions, allows us to ***provide quick and accurate evaluation of performance problems*** in systems.

KFI prides itself on technical commissioning. We believe it is imperative as the Owner's Commissioning Agent that we ***spend the majority of our time in the field performing inspections and physically testing equipment ourselves***.

Thank you for the opportunity to submit our proposal, we look forward to working with you on these important projects. Should you have any questions regarding our qualifications or submittal, please do not hesitate to contact Robert Linder or myself at 651.771.0880 or rjlinder@kfi-eng.com / rpchristenson@kfi-eng.com.

Sincerely,
KFI ENGINEERS

Randy Christenson, PE
DIRECTOR

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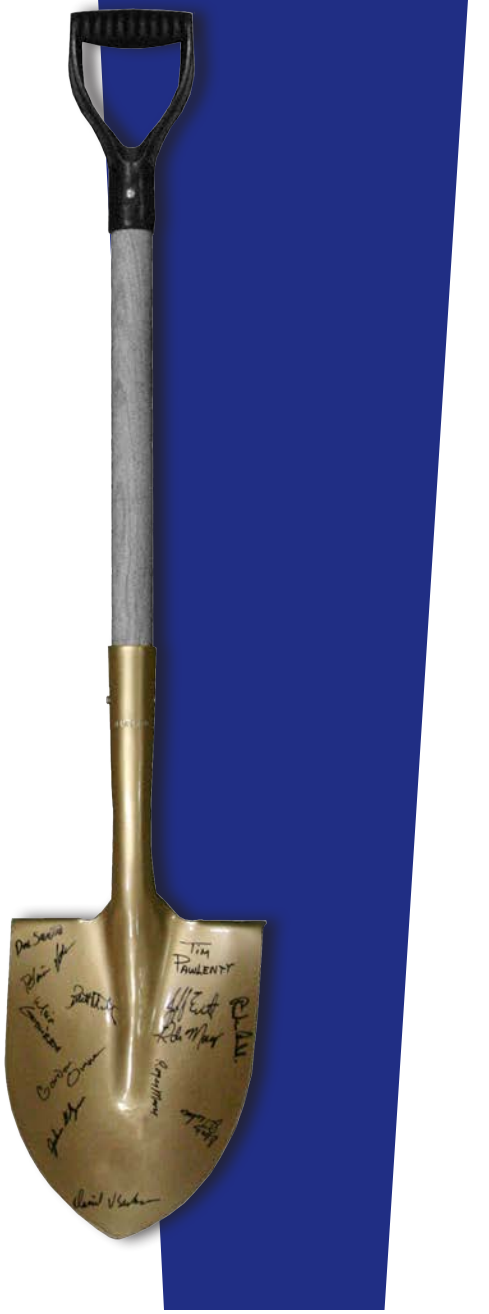


Appendix A

Commissioning Agent Qualifications

KFI Engineers	Robert Linder, PE	Director - Performance Group
Company Name	Contact Person	Title

670 County Road B West	St. Paul	MN	55113-4527
Address	City	State	Zip/Postal Code

651.771.0880	651.771.0878	rjlinder@kfi-eng.com
Telephone	Fax	E-Mail

Description of Business

Commissioning Activities

Percentage of overall business devoted to commissioning services. 25 %

How long has the firm offered commissioning services? 21 Years

Average number of commissioning projects performed each year? 96 Projects

Systems (technologies) for which firm has provided commissioning services (check all that apply):

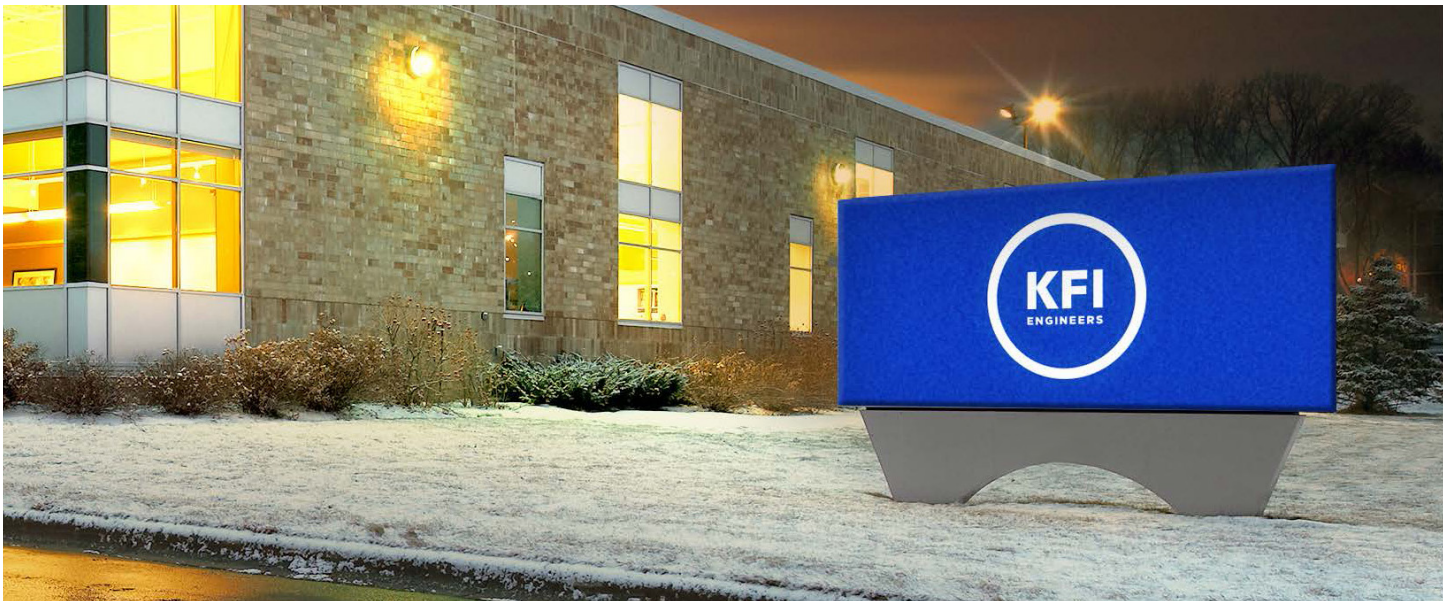
[X] Pkg or split HVAC	[X] Day lighting	[X] Commercial refrig
[X] Chiller system	[X] Electrical, general	[X] Telecommunications
[X] Boiler system	[X] Electrical, emerg. Power	[X] Thermal Energy Storage
[X] Energy Mgmt. System	[X] Envelope	[X] Labs & Clean Rooms
[X] Variable Freq. Drives	[X] Fire/Life Safety	[ ]
[X] Lighting Controls	[X] Plumbing	

Number of qualified professionals on staff who have directed commissioning projects: 6

List Qualifications: Professional Engineers - 5, EIT - 1, NEBB Certified Provider Cx & TAB - 4, NEBB Cx Process Professional - 1, NEBB Certified Tech TAB - 5, ASHRAE Building Cx Professional - 1, Niagara 4/AX Certified - 9, LEED AP - 2, Certified Energy Manager - 1

Prior Projects of a similar nature

Building Name	Location	Type of Project (new, additions or remodeling)	Contact Name	Contact Phone Number
Robbinsdale Area Schools 200+ Projects	Robbinsdale, MN	New, Additions, and Remodels	Rodger Schaefbauer	763-504-8135
Red Wing Public Schools	Red Wing, MN	New, Additions, and Remodels	Kevin Johnson	651-385-4507
Alexandria Area Schools	Alexandria, MN	Remodels	Trevor Peterson	320-762-2141
North Branch Public Schools - 8 Buildings	North Branch, MN	Additions and Remodels	Art Tobin	651-674-1091



FIRM OVERVIEW

KFI Engineers (KFI) is an engineering and commissioning firm that provides services for a wide range of customers including educational, industrial, commercial, institutional, retail, and healthcare organizations.

KFI has been providing commissioning services since 1998 and is at the forefront of commissioning work in education environments. We are proud to have successfully executed hundreds of millions of dollars in retrofits and new construction. To this day, we adhere to a diligent standard of care for our clients, getting involved during the design stage to establish the level of quality expected on our projects. We understand the difference between a proper installation and a marginal one and establish the required level of quality early in construction. There is no substitute for measurement and testing. Our NEBB certified commissioning staff utilizes KFI's fleet of trucks that contain calibrated testing equipment necessary to provide real-time information on system performance.

Our philosophy is simple and consistent, whether commissioning our own designs or the designs of others: treat contractors with respect while remaining firm, fair and timely with complex field situations. We believe in structured test protocols, point-to-point testing of control systems, the engagement of Owner's operations staff and the relentless pursuit of punchlist completion.

KFI HAS EXTENSIVE EXPERIENCE IN THE FOLLOWING AREAS:

- Commissioning, recommissioning, and retrocommissioning
- Test and balance
- System optimization
- Energy audits
- Control system design
- Preventative maintenance manuals
- Integrated energy modeling
- Design review
- Commissioning specification development
- Construction observations
- Equipment delivery coordination
- System functional verification
- Training coordination
- Building energy studies
- Warranty and seasonal verification
- Critical-path scheduling
- Building infrastructure

"I've worked with several people at KFI over the years, and everyone's been quite consistent – their goal has been to make sure the school district's desired outcome is met. It is obvious the entire firm values serving the customers' needs. They're responsive, they listen, they strive to meet our goals for system operations, budget, schedule, and consider future operational impacts."

Jim Gerber - Robbinsdale Area Schools (retired 2018)

Unique Qualifications

Our staff has experience in the operations of building HVAC and control systems along with ASHRAE and NEBB certifications. KFI also has extensive design experience from renovations to new construction and ***understands the level of effort required to meet project goals.***

Dedicated Commissioning Team

At KFI, we have a ***dedicated commissioning department*** with full-time engineers and technicians who fully understand all aspects of the commissioning process. We believe this is a distinct advantage over other firms whose commissioning team members only intermittently oversee commissioning projects. KFI's commissioning staff is ***in the field on a daily basis testing and troubleshooting systems,*** which allows us to quickly look for and address issues that can be typical pitfalls for installing contractors.

Building Start

KFI uses Building Start's AirNab Test & Balance and Building Test commissioning software platforms for documentation management. Some of the features of these platforms include:

- The Owner and project management team have the ability to see stat-tracking dashboards to identify the active percentage of tests and checklists completed, number of active open issues (and whose responsibility they are), rate of issues identified and completed, as well as other performance metrics.
- Allows contractors to utilize a web interface to execute construction checklists and pre-functional and functional test procedures. Multiple users can access their portions of checklists at once to keep pace in the field instead of handing off completed lists between parties.
- Issues are logged and tracked in real-time as test forms are executed. All parties can see and respond to the issues lists via the web interface to have constant access to the most up-to-date issues log.

Commissioning Certification

KFI's commissioning staff is knowledgeable of the industry standards for delivering a quality, successful commissioning project to the Owner. KFI has staff members holding both ASHRAE - Building Commissioning Professional (BCxP), and NEBB - Building Systems Commissioning (BSC) and Commissioning Process Professional (CxPP) certifications. Additionally, KFI staff is active within the NEBB BSC certification program, providing technical updates and instructing at NEBB sponsored seminars. Our certifications, associated continuing education, and NEBB BSC leadership ensure that we are leading the industry, not following it.

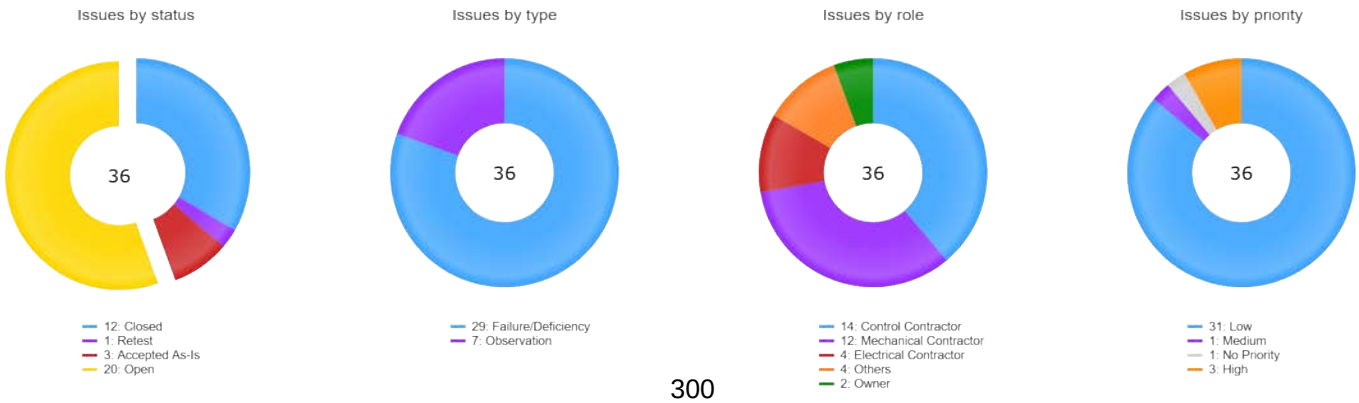
Test & Balance Certification

KFI is a NEBB test and balance (TAB) certified firm for both air and hydronic systems. NEBB TAB certification involves both written and practical (hands-on) examinations. Our staff is proficient in industry standard TAB procedures, required reporting, and the use and applications of the TAB instrumentation. KFI has the background to identify deficiencies and, if necessary, perform independent investigation into air-side or hydronic issues to assist with identifying solutions.

Controls Design

With experienced programmers on staff, we understand the details necessary to control a building. ***Nine of our staff members hold Niagara AX/N4 certifications.*** Our expanded control design allows us to deliver what is needed for equipment to perform in concert. Our control strategies are simulated and tested in our controls lab prior to release. We excel at creating well defined, industry standard, written sequences of operation and basic schematics. In addition, we uniquely offer documents beyond these to also include schematics, enhanced with control arcs, function block diagrams, graphical user interface layouts and installation drawings. Finally, when building control is paramount, KFI will write the actual programming code alongside the system designers to ensure that nothing is lost in translation.

Building Start Tracking Dashboard Example



PROJECT TEAM

To ensure each building's equipment and systems are complete and functioning properly upon occupancy, we have brought together individuals capable of executing commissioning tasks in a thorough and timely manner. ***We have assembled experts in the fields of commissioning, recommissioning, energy efficiency, BAS infrastructure, TAB, and system optimization.*** Each proposed team member has extensive experience and knowledge of operations and maintenance requirements and contributes a specialized skill to the group.

Matt Swanson, PE will serve as the commissioning authority and main point-of-contact for the District's projects. He will provide oversight throughout each project and assist other KFI staff, listed below, in the performance of specific commissioning tasks. Matt is a licensed mechanical engineer with 15 years of operations, maintenance, and building automation system programming experience. Matt has exceptional knowledge of the commissioning process and will utilize his expertise to provide substantial improvements to the overall function and maintainability of your buildings.

Paul Danielson and ***Tim Markoe*** will provide construction, acceptance, and post acceptance phase commissioning services for the project. Paul has over 20 years of experience as a TAB, controls, and commissioning agent located in our Fargo office. He is intimately familiar with utility management, energy saving strategies, HVAC operation, and building automation systems. Tim is an experienced field technician within KFI's commissioning department specializing on K-12 education projects.

KFI recognizes the need to meet the project's scheduling requirements. In addition to the dedicated staff noted above, we are able to call upon our deep bench of commissioning professionals for additional testing manpower if needed.

A representative sampling of team members' similar project experience is reflected on their resumes included on the following pages. All team members are available, ready to start work immediately, and will be active on the projects throughout their duration.

Matthew Swanson, PE
Commissioning Authority

Paul Danielson, NEBB CP
Timothy Markoe
Construction, Acceptance, and Post Acceptance Commissioning

EDUCATION
B.S. Mechanical Engineering
North Dakota State University

LICENSURE
Minnesota #57119

AFFILIATIONS/CREDENTIALS
FE Certification

Niagara AX

Universal Refrigeration License

Minnesota State Special Boilers License

Matthew V. Swanson, PE

Commissioning Engineer

Matthew is a licensed mechanical engineer with over 15 years of industry experience. Matt has extensive knowledge of Class A high rise and low rise building systems design and infrastructure and has managed a variety of system types including full chiller plants, district fed systems, and heat pump operated buildings. With this experience, Matt has become proficient in several building automation system platforms including Trane Tracer Summit, Trane ES, and Niagara AX.

Relevant Experience

K-12 EDUCATION

Bloomington Public Schools - Bloomington, MN
- Jefferson High School Air Conditioning Systems
- John F. Kennedy High School
- Poplar Bridge Elementary School Remodel
- Ridgeview Elementary School Renovation

Cambridge-Isanti Public Schools - Cambridge, MN
- High School and Intermediate School HVAC Upgrades
- Education Learning Center

Hudson High School - Middle School Additions/Renovations - Hudson, WI

Lewiston-Altura Public Schools Lewiston Elementary School - Lewiston, MN

Minneapolis Public Schools - Minneapolis, MN
- Armatage Elementary School Renovation and Addition
- Elizabeth Hall International Elementary School Renovation
- Washburn High School Science Classroom

North Branch Area Public Schools Sunrise Elementary School Commissioning and Test Adjust and Balance Services - North Branch, MN

Orono Public Schools High School Activity Center Addition - Long Lake, MN

Red Wing Public Schools District Commissioning - Red Wing, MN

Roseville Area Schools
- LTFM Projects - Multiple Locations, MN
  - Little Canada Elementary School
- Referendum Bond Projects - Multiple Locations, MN
  - Roseville Area Middle School
  - Roseville High School
  - Falcon Heights Elementary School

St. Paul Public Schools
- Highland Park Elementary School Commissioning and Test and Balance Services - Lewiston, MN
- RiverEast Elementary and Secondary School Commissioning and Test and Balance Services - St. Paul, MN

Wayzata Public Schools
- Birchview Elementary School Mechanical Improvements
- Greenwood Elementary School Upgrades

YEARS OF EXPERIENCE
With KFI: 2
With Other Firms: 22

AFFILIATIONS/CREDENTIALS
NEBB

- Building Systems Commissioning - New Construction
- Retrocommissioning
- Air and Water systems Testing Adjusting and Balancing

Niagara-4 Certified

OSHA 10-Hour Training

Sheet Metal Workers Local 10 JATC Graduate Licensed Sheet Metal Journeyman

Paul F. Danielson, NEBB CP

Field Technician

Paul is a field technician within KFI's performance group where he provides commissioning, recommissioning, and controls assistance services. Paul brings over 23 years of industry experience encompassing commissioning, controls design, project management, test and balance, and mechanical systems installation. This extensive expertise gives Paul unique comprehension of all phases of the commissioning process from performing installation reviews to completing final functional testing, and controls troubleshooting. Paul's commissioning experience is highlighted below.

Relevant Experience

K-12 EDUCATION

Bismarck Public Schools Century High School Mechanical and Plumbing Remodel - Bismarck, ND

Hudson Public Schools High School - Middle School Additions-Renovations - Hudson, WI

Minneapolis Public Schools Building Automation Systems Automation Upgrades - Minneapolis, MN

Morris Area Schools Remodel and Additions - Morris, MN

North Branch Area Public Schools - North Branch, MN

- High School Commissioning and TAB Services
- Middle School Commissioning and TAB Services
- Sunrise Elementary School Commissioning and TAB Services

Orono Public Schools High School Activity Center Addition - Orono, MN

Richardton-Taylor Public School High School Addition and Renovation - Richardton, ND

Spring Lake Park School District New PreKindergarten - Four Elementary School - Spring Lake Park, MN

St. Paul Public Schools - St. Paul, MN

- District American Auto Matrix (AAM) Building Automation System Integrations
- Highland Park Elementary School Commissioning and TAB Services
- Horace Mann Elementary School Commissioning and TAB Services
- RiverEast Elementary and Secondary School Commissioning and TAB Services

Westonka Public Schools Mound Westonka High School Auditorium and Field House Additions - Minnetrista, MN

HIGHER EDUCATION

Concordia College - Moorhead, MN

- Integrated Science Complex Remodel
- Carbon Reduction Consulting Services

Iowa State University Biosciences Facilities Advanced Teaching and Research Building - Ames, IA

Minnesota State University Moorhead Weld Hall - Moorhead, MN

EDUCATION

M.S. Architecture - Sustainable Design
University of Minnesota

B.A. Environmental Studies
St. John's University

Timothy D. Markoe

Technician

Timothy is a technician within KFI's building performance group where he performs commissioning and controls services for building Owners. With a masters degree in architecture with an emphasis on sustainable design, Tim brings a unique perspective to our team. Tim's experience encompasses a variety of facility types from education buildings to government and commercial facilities.

Relevant Experience

K-12 EDUCATION

Bloomington Public Schools - Bloomington, MN

- John F. Kennedy High School
- Jefferson High School Air Conditioning Systems
- Poplar Bridge Elementary School Remodel
- Washburn Elementary School

Buffalo-Hanover-Montrose Public Schools - Buffalo, MN

- High School Additions
- Tatanka Elementary School Addition
- Buffalo Community Middle School Additions and Remodeling
- High School Additions

Cambridge-Isanti High School and Intermediate HVAC Upgrades - Cambridge, MN

Eastern Carver County Schools - Chaska, MN

- Carver Elementary School
- Classroom Pod Additions

Hudson School District High School and Middle School Additions/ Renovations - Hudson, WI

Lewiston-Altura Public Schools Lewiston Elementary School - Lewiston, MN

Minneapolis Public Schools - Minneapolis, MN

- Bancroft Elementary School
- Jordan Park Elementary School Desiccant System Replacement
- Armatage Elementary School Renovation and Addition

New London-Spicer Public Schools Additions - New London, MN

North Branch Area Public Schools - North Branch, MN

- High School Commissioning and TAB Services
- Middle School Commissioning and TAB Services
- Sunrise Elementary School Commissioning and TAB Services

Red Wing Public Schools District Commissioning - Red Wing, MN

Robbinsdale Area Schools, 6 Schools - Robbinsdale, MN

St. Paul Public Schools - St. Paul, MN

- RiverEast Elementary School and Secondary Commissioning and Test and Balance Services
- Highland Park Elementary School Commissioning and Test and Balance Services
- Horace Mann Elementary School Commissioning and Test and Balance Services

RELEVANT EXPERIENCE AND REFERENCES

KFI provides ***top quality commissioning and controls design services***, and has, for over 20 years. We have an extensive list of commissioning experience, having provided commissioning services for over 1,300 buildings, totaling more than 50,000,000 square feet. We strive to ***provide our clients with the highest possible value***. Our clients' best interests are at the forefront of everything we do. KFI has many clients who will attest to our Owner advocacy and performance. ***We invite you to reach out to our references*** included in the project summaries provided on the following pages.

A sample of our K-12 client's incudes:

- Alexandria Public Schools - Alexandria, MN - Multiple Buildings (5)
- Austin Public Schools - Austin, MN - Multiple Buildings (3)
- Bloomington Public Schools - Bloomington, MN - Multiple Buildings (8)
- Buffalo - Montrose Hanover Public Schools - Buffalo, MN - Multiple Buildings (3)
- Cambridge-Isanti Public Schools - Cambridge, MN - Multiple Buildings (5)
- Centennial School District - Centerville, MN - Multiple Buildings (6)
- Crosby-Ironton Independent School District - Crosby, MN
- Dassel-Cokato Public Schools - Dassel, MN - Multiple Buildings
- Eden Valley Watkins Public Schools - Eden Valley, MN - Multiple Buildings (2)
- Edina Public Schools - Edina, MN
- Minneapolis Public Schools - Minneapolis, MN - Multiple Buildings (4)
- Minnetonka Public Schools - Minnetonka, MN - Multiple Buildings (5)
- New Ulm Public Schools - New Ulm, MN - Multiple Buildings (3)
- North St. Paul Public Schools - North St. Paul, MN - Multiple Buildings (8)
- Northeast Metro Intermediate School District 916 - Multiple Buildings
- Northfield Public Schools - Northfield, MN - Multiple Buildings (3)
- Osseo Area Schools - Osseo, MN - Multiple Buildings (29)
- Orono Public Schools - Orono, MN
- Red Wing Public School District - Red Wing, MN - Multiple Buildings
- Robbinsdale School District - Robbinsdale, MN - Multiple Buildings (3,000,000 ft2) (26)
- Roseville Area Schools - Multiple Buildings - Roseville, MN
- Sauk Rapids High School - Sauk Rapids, MN
- Spring Lake Park Public Schools - Spring Lake Park, MN - Multiple Buildings
- St. Anthony - New Brighton Public Schools - St. Anthony, MN - Multiple Buildings
- St. Louis Park School District - Spring Lake Park, MN - Multiple Buildings (1,000,000 ft2) (10)
- Waseca Area Schools - Waseca, MN - Multiple Buildings
- Watertown Mayer Area Schools - Watertown, MN - Multiple Buildings - LEED
- Wayzata Public Schools - Wayzata, MN - Multiple Buildings (1,600,000 ft2) (14)
- Westonka Public Schools - Minnetrista, MN - Multiple Buildings (4)

Roseville Area Schools

Commissioning Services

Roseville Area Schools recently developed a comprehensive long range facilities plan that identified recommendations for new construction, building expansions, and possible renovation projects to meet the district's future needs and goals. The 10-year plan identified a need for $12,000,000 in annual improvements to meet the long term facility maintenance (LTFM) needs of the district. An additional $144,000,000 was secured to address capacity, programming, and other district goals.

Projects included in the program consist of HVAC, plumbing and electrical systems improvements, interior renovations, extensive additions, and the replacement of an entire school. KFI is currently in various stages of commissioning in each of the schools. Our commissioning scope of work includes HVAC, lighting, and fire alarm systems. Although KFI is providing design services, the district elected to include full design reviews from our independent commissioning staff as well. Commissioning activities are fully engaged from the construction phase through functional testing and warranty review.

SCHOOLS	
Roseville Area High School	Fairview Alternative New School
Roseville Area Middle School	Falcon Heights Elementary School
Brimhall Elementary School	Harambee Elementary School
Central Park Elementary School	Little Canada Elementary School
Edgerton Elementary School	Parkview Center School
Emmet D. Williams Elementary School	District Center

LOCATION:
Roseville, MN

OWNER:
Roseville Area Schools

SQUARE FOOTAGE:
5,000,000+

CONSTRUCTION COST:
$264,000,000

COMPLETION DATE:
Bond Completion - 2020
LTFM - Design Annually

CONTACT INFORMATION:
OWNER: Sherri Thompson, Business Manager
(e) shari.thompson@isd623.org
(p) 651-635-1615

Red Wing Public Schools

Commissioning Services

KFI has been commissioning projects for Red Wing School District since 2015 beginning with River Bluff Education Center which included the construction of a new 66,000 square-foot education facility that combined all of the District's special need services into one building. The building consists of general administration offices, cafeteria, classrooms, gymnasium, science lab, and shop spaces. Special features included energy recovery air handling units with advanced engineered occupancy based ventilation resets, pressure independent energy control valves for 100% of HVAC valves, condensing boiler systems, LED lighting, and occupancy based lighting controls.

Following the success of the River Bluff project in 2016, KFI was contracted, during the design phase, to review the Twin Bluff pool construction documents for the HVAC equipment replacements. KFI then participated in construction inspections and executed functional testing of systems.

Over the course of 2017 and 2018, KFI also commissioned five HVAC retrofits at schools within the District. Similar to our involvement on the Twin Bluff pool project, KFI performed design reviews for the retrofit projects. During construction KFI conducted construction inspections and once systems were turned over; performed functional performance testing to ensure functionality.

LOCATION:
Red Wing, MN

OWNER:
Red Wing Public Schools

SQUARE FOOTAGE:
500,000+

CONSTRUCTION COST:
$22,600,000

COMPLETION DATE:
2019

CONTACT INFORMATION:
OWNER: Kevin Johnson, Director of Buildings & Grounds/Technology
(e) kdjohnson@redwing.k12.mn.us
(p) 651-385-4507

SCHOOL	YEAR CX WAS PERFORMED
River Bluff Education Center (new building)	2016
Twin Bluffs Middle School Pool AHU Replacement	2016
Burnside Elementary School HVAC Upgrade	2017
Twin Bluffs Middle School HVAC Controls Upgrades	2017
Red Wing High School HVAC Upgrade	2018
Colvill Family Center HVAC Upgrades	2018
Sunnyside Elementary School	2018

Mounds View Public Schools

Commissioning and Recommissioning Services

KFI is currently performing commissioning services for multiple school renovation projects within the Mounds View Public Schools District. KFI's technical commissioning process begins in the design phase and continues throughout the project to closeout and warranty review.

The projects include a mixture of remodels and additions within the district. Areas that are not touched by the new construction will undergo full recommissioning services. The goal is to provide the district will cohesively functioning systems at the completion of the new construction. In addition, many of the existing facilities have limited controls as-built documents, so part of the scope of work will be creating rough narratives for the as-found sequences of operation.

SCHOOL	YEAR(S) CX WAS PERFORMED	YEAR(S) RECX WAS PERFORMED
Irondale High School	2019-2021	2019-2021
Mounds View High School	2019-2020	2019-2020
Edgewood Middle School	2020-2021	2020-2021
Pike Lake Education Center	2019	2019-2020
Island Lake Elementary School	2019	2020
Bel Air Elementary School	2019	2020
Turtle Lake Elementary School	2019	2020
Chippewa Middle School	2020	2020-2021
Pinewood Elementary School	2020	2020-2021
Sunnyside Elementary	2020	2020-2021
Valentine Hills Elementary	2020	2020-2021

LOCATION:
Mounds View, MN

OWNER:
Mounds View Public Schools

SQUARE FOOTAGE:
51,700,000

CONSTRUCTION COST:
$137,000,000

COMPLETION DATE:
Ongoing

CONTACT INFORMATION:
OWNER: Chris Paquette, Assistant Director of Operations
(e) chris.paquette@moundsviews-chools.org
(p) 651-621-6090

North Branch Area Public Schools

Commissioning and TAB Services

Following a successful district referendum, KFI was contracted to provide commissioning and test and balance (TAB) services for North Branch Area Public Schools' building improvement projects. Extensive renovations and infrastructure replacements were completed throughout the High School, Middle School, Sunrise Elementary School, and the District Education Center. Additionally, a substantial addition was included as part of the High School project to accommodate growth in the district.

Throughout the four buildings, there was a combination of equipment replacements, refurbishments, and controls upgrades of existing equipment to bring all buildings into a new front end automation system. Dozens of air handlers, hundreds of new VAVs, new pumps, boilers, chillers, and fans were installed. KFI was heavily involved throughout the construction phase of these projects providing simultaneous commissioning and TAB of the systems utilizing our certified in-house commissioning and TAB technicians. Once the systems were connected and operational, KFI conducted functional performance testing of the equipment and systems, including sequences of operation and system optimization. Issues discovered were forwarded on to the rest of the project team with KFI coordinating, assisting, and retesting the resolved issues. These projects began in late 2018 and will continue through approximately August 2020. An additional project to renovate the shop areas of the High School is upcoming in 2020-2021.

LOCATION:
North Branch, MN

OWNER:
North Branch Area Public Schools

SQUARE FOOTAGE:
625,000+

CONSTRUCTION COST:
$70,000,000+

COMPLETION DATE:
Est. August 2020

CONTACT INFORMATION:
OWNER: Art Tobin, Buildings and Grounds Director
(e) atobin@isd138.org
(p) 651-674-1091

PROJECT APPROACH

KFI practices the ***technical commissioning*** methodology, and has done so since our company's inception. Technical commissioning places an emphasis on the commissioning authority and the commissioning technicians actively performing and witnessing the construction, installation, and operational tests in the field, in lieu of simply creating checklists for contractors to fill out themselves. This style of commissioning provides an unbiased, independent review of the commissioned systems, ***delivering true value to the District*** and the project. Included below are several key aspects to our commissioning approach.

KFI's biggest benefit to the project comes from ***proactively identifying issues as early*** as possible. To implement this practice, a commissioning team needs expertise in all areas of design and construction. ***Our team has unique industry diversity and experience*** that other firms cannot match:

- Our commissioning department contains a unique blend of commissioning engineers, controls technicians, former design engineers, facility engineers, as well as tradesmen experienced in sheet-metal and pipe-fitting.
- We have multiple commissioning personnel who are TAB certified, and routinely execute TAB work.
- KFI's commissioning team routinely performs retrocommissioning and system troubleshooting projects in existing facilities. These projects require our team to ***diagnose the root cause of issues***, and either correct them ourselves, or design the solution to the issue.

Our team leverages its field experience immediately on the project. A thorough construction phase installation review is paramount to preventing turnover delays during testing. KFI's commissioning agents' responsibilities go beyond creating construction checklists and attending construction meetings. ***Our personnel actively inspect systems*** to identify installation deficiencies while they are still easy to correct. In addition to ensuring construction details and specifications are met, we also:

- ***Ensure manufacturer requirements are maintained.*** The ever-evolving technology in building systems requires continued research by our commissioning personnel to ensure that equipment is installed properly to allow optimal performance.
- ***Verify equipment access is maintained.*** This is critical not only for future Owner maintenance needs, but to ensure all equipment can be thoroughly accessed during TAB and start-up processes.
- Use our experience as installation professionals to ***ensure quality workmanship is maintained.***

A poorly executed TAB process can be as devastating to facility operations as a bad controls installation. KFI will review the final TAB report for both completeness and accuracy to the project documents, as well as conformance to the plan, process, and demonstration results. We will also ensure that critical data such as calibration factors, and system differential setpoints are documented in the report for future Owner

reference. This has proven critical in the past if a controls system suffers a critical component failure and loses all existing setpoints.

The heart of the commissioning process is functional performance testing. KFI implements a robust testing process that goes far beyond simple setpoint adjustment to test sequences and reviewing automation trend logs. KFI believes that real commissioning is a technical, comprehensive process that involves hands-on physical inspection, technical knowledge of the controlled systems, devices, and their appropriate applications. We utilize our troubleshooting proficiency in order to identify the issues that were not identified by the contractors themselves. KFI has the ability to identify the root cause of an issue, instead of simply documenting a failure.

Our multi-step testing process includes:

- Requiring the contractor to perform preliminary self-checkout prior to functional performance testing with our team. This step shakes out minor issues by the contractor, so ***our personnel can focus on optimizing the system.***
- Physical verification of the controlled devices and sensors to confirm their installations comply with manufacturer requirements for optimal performance.
- ***Review of Building Automation System (BAS) graphics*** to ensure the animated graphical displays match the actual locations of sensors and devices in the systems or equipment.
- ***Alarm verification:*** Alarm devices will be tripped to verify alarms are properly displayed, and the appropriate shutdown sequences are followed.
- ***Sequence verification:*** This includes initial setpoint adjustments and overrides to prove immediate functions. A critical follow-up step is to review trends of the sequences after the facility is occupied to ensure the automation system properly controls the functions under load, without significant overshoot or hunting problems. Sequence testing includes normal mode, alarm sequences, and applicable emergency modes of operation.

After all of the above tests are conducted, and issues corrected, integrated systems testing is conducted to ***ensure the facility functions properly as a whole.***

We will utilize key trend review and point verifications at the terminal level to provide best value to the District while identifying issues prior to turnover.

All issues are tracked on KFI's standard forms, and issued at the end of each testing session. ***KFI does not accept corrections until they are verified by our team.***

Our commissioning personnel are experts in collaborating with engineers and contractors on issues that may arise. This is of the utmost importance because a unified project team, who works together to resolve issues in a timely manner, better provides the desired results the Owner is seeking. We encourage contractors to be present and assist with the functional performance testing. This leads to the understanding, and acceptance, of issues discovered.

Collaboration is key for issue resolution. Closing out many of the identified issues often involves more than an e-mail for a simple contractor response. KFI's use of Building Start helps streamline the process by providing all commissioning related information to ALL team members REALTIME. This alone takes days off of contractor response time. Building Start also provides a platform for all team members to provide updated information in a common document. This allows the design team to offer insight early on in the resolution process. Additionally, we often engage with contractors to continue closeout meetings, post substantial completion. Including the design team in these meetings assures their input and provides a more 'problem solving' environment. This service is already included in the base scope of work and we will leverage it to push for expedited closeout of open operational items. Overall, these efforts will assist with effective collaboration and closeout.

KFI understands that we are not the engineer of record, nor do we try to be. There may be instances in which we find solutions that differ from the project documents. In these cases, we will provide suggestions to the design architect or engineer for consideration. In the end, we ensure all direction related to our issues logs come from the architect, engineer, or the Owner, not the commissioning authority.

In summary, KFI's technical commissioning approach works. ***Our commissioning services result in the delivery of a quality project.*** Our thorough post-construction efforts ensure these results continue to be achieved.

Scope of Work

Systems to be commissioned:

1. HVAC Systems and Associated Controls

- Barnesville Elementary School
  - Seven (7) - New packaged VAV rooftop HVAC units with DX cooling and hot water heating and energy recovery wheels
  - Fifty (56) - VAV boxes with hot water heating coils.
  - Two (2) - Existing VAV AHU with a new DX coil and existing hot water heat.
  - Four (4) - New DX compressor condenser units to serve the indoor AHU's.
  - Extension of new building automation system (BAS) to existing equipment.
    - Three (3) – Boiler and boiler pumps along with boiler controls
    - Two (2) – Base mounted pumps
    - Five (5) –Unit heaters
    - Five (5) - Exhaust fans
    - Ten (10) – Fin Radiation
- Barnesville High School
  - Five (5) - New VAV packaged rooftop HVAC units with DX cooling and hot water heat.
  - Eighteen (18) - New VAV boxes with hot water heating coils.
  - One (1) – New Constant volume packaged rooftop HVAC unit with DX cooling and hot water heat with energy recovery
  - Seventeen (17) – New terminal coils
  - Two (2) – Boiler and boiler pumps along with boiler controls
  - Two (2) – Base mounted pumps
  - Thirteen (13) – Unit heaters
  - Five (5) - Exhaust fans
  - Six (6) - Destratification fans
  - Three (3) – Fin Radiation
- Test & Balance Review

Commissioning Tasks

The following tasks will be performed at each of the project sites:

Construction & Acceptance Phases

1. Develop a Commissioning (Cx) Plan. Update the Cx Plan throughout the project. The Cx Plan will identify members of the Cx team, roles and responsibilities of each team member, the Cx schedule, and provide a narrative of Cx tasks.
2. Review project schedule, and provide the construction team Cx milestones and task durations for inclusion in the official project schedule.
3. Attend and lead Cx kickoff meeting to assist with Cx coordination.
4. Review initial equipment submittals for the commissioned systems concurrent with the design team. Submittal review comments will be forwarded to the design team for consideration and official inclusion in their submittal review comments.
   - Participate in a temperature controls workshop with the design team, owner, and contractors to review the controls submittal.

5. Develop custom construction checklists after all submittals have been approved by the design team. KFI will review the checklists' information in the field to verify accuracy. Checklists include:
    - Delivery acceptance criteria to confirm supplied equipment matches submittals.
    - Installation verification checks to ensure details, specifications, and manufacturer requirements are maintained.
    - Contractors will complete any contract document required for pre-functional verifications that verify equipment startups, BAS point-to-point verifications and preliminary sequence checks.
6. Perform three (3) construction site visits during the project. During the site visits we anticipate the following tasks:
    - Review contractor progress on the construction checklists.
    - Review equipment and system installations for conformance to the construction documents, industry standards, manufacturer recommendations, and KFI experience. Document deficiencies on observation reports, and forward to the project team for review and action.
    - Conduct commissioning meetings to review progress on commissioning tasks (and provide agendas, minutes, etc.). We will coordinate site visits to coincide with regular construction meetings whenever possible to make best use of everyone's time. When we cannot attend construction meetings, we will review meeting minutes and provide comments where necessary.
7. Review start-up plan from contractors (and provide comments), review start-up documentation for completeness and accuracy (and provide comments).
8. After reviewing and accepting the controls contractor self-testing (pre-functional testing) documents, KFI will execute functional performance testing at the sampling rates identified above. Testing includes the following tasks:
    - 50% Point-to-point verification sample (controlling sensor calibrations, critical input/output verification).
    - Review graphics for accuracy to systems, menu operability, links, and schematic accuracy.
    - Perform 100% sequence testing through a combination of setpoint adjustments, trend reviews, and manual overrides.
    - Perform integrated systems testing.

    KFI anticipates approximately 21 trips during this phase to perform functional testing and retesting.
9. Provide one seasonal testing trip of HVAC systems to ensure review sequence testing of equipment under appropriate loads in all seasons.
10. Document functional test deficiencies on the Master Issue Tracking List and work with project team to ensure corrective actions are performed. After written notification of correction, KFI will retest deficiencies. KFI has budgeted for three (3) man-days on site for retesting. Additional days on site to retest deficiency lists would be considered an additional service.
11. Execute a TAB review. KFI's review includes the following tasks:
    - Conduct a TAB coordination meeting to review the TAB Plan with the project team.
    - Witness contractor procedures in the field.
    - Confirm minimum OA flow rates.
    - Randomly sample up to 10% of TAB values in the field at the conclusion of TAB work.
    - Review the completed TAB report.
12. Review O&M manuals and provide comments to the project team. Review equipment warranty information provided in O&Ms.
13. Review contractor training plan for the owner including reviewing and approving training agendas, verifying the execution of the training, and ensuring the training sessions meet the owner's needs. In addition, we will encourage the facility operators to participate in the testing process with KFI.

Construction & Acceptance Phases

14. Provide a final commissioning report in PDF format at the conclusion of the project:
    - Provide a summary of the commissioning process (including a summary of any open issues & associated documentation), a building/system description, review of the tasks executed, and a brief summary of the testing methods executed for future reference by the owner.
    - Include all commissioning documentation from the tasks identified above.

- Provide a summary of equipment deficiencies with regards to: performance/efficiency, executed documentation, and training.
- Provide recommendations for any of the systems.

15. Provide a warranty review walk-through with the owner's staff at the 11 month point of occupancy.

Alternates

Alternate #1 - Post-Occupancy Coordination Meetings: KFI has found that it has been beneficial to hold bi-monthly commissioning coordination meetings throughout the first season of occupancy (September 1st through January 31st). Since the regular construction meetings have typically ended at this point, these meetings have helped facilitate communication between the mechanical, TAB, controls contractors, and design team. Typical discussion points are:

- Review schedule for any work to be completed
- Review issues list status
- Allow for immediate response/direction from the design team to any contractor questions

We propose ten (10) total meetings; five (5) site meetings and five (5) conference call meetings.

Alternate #2 - 100% BAS Point to Point Testing: Our base scope of work includes testing critical of 50% of the BAS inputs/outputs. This increases our point sampling to all of the I/O, including informational points and alarm points.

Alternate #3 - Additional Construction Inspections: The base scope of work includes three construction phase inspections. We can add additional site visits at the Owner's request for $1,150 per site visit.

Alternate #4 - Reduce TAB Field Sampling: The RFP calls for a high amount of TAB sampling (10% of rooms and 100% of AHUs), KFI is NEBB certified TAB firm, and we believe a smaller random sample of readings with our certified technicians would be adequate to identify a quality TAB process.

Clarifications

1. KFI reserves the right to copy the Owner on all Commissioning correspondence.
2. We have included one (1) review of equipment and controls submittals in our base fee. Review of resubmittals will be considered an additional service.
3. Distribution of commissioning related review comments, issues logs, and checklists will be through KFI's forms or web-tools. We have not included time for reformatting our documents into other software platforms.

PROPOSED FEE

KFI will provide commissioning services described in the scope of work section for the base fee provided below. Direct and reimbursable costs are included in our base fee.

TASK	PROPOSED FEE
Base Commissioning	$52,000

ALTERNATES	PROPOSED FEE
Additional Alternate #1 - Post Occupancy Commissioning Meetings	$5,000
Additional Alternate #2 - 100% Point to Point Testing	$7,200
Additional Alternate #3 - Additional Construction Observations	$1,150/visit
Deduct Alternate #1 - Deduct TAB Sampling	($4,000)

TEAM MEMBER	ROLE	HOURLY RATE
Matthew Swanson, PE	Project Manager	$181
Paul Danielson	Field Technician	$157
Tim Markoe	Field Support	$157

M. Project Application and Project Certification for Payment (Draw 3)
All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

AIA® Document G736™ – 2009

Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER: I.S.D. #146 - Barnesville Public Schools

PROJECT: Add'n./Upgrade-Atkinson Add'n./Renovation-High School Barnesville, MN

APPLICATION NO: 3

PERIOD TO: July 05, 2020

PROJECT NOS: 1907 /

Distribution to:
OWNER: ☐
CONSTRUCTION MANAGER: ☐
ARCHITECT: ☐
: ☐

ATTENTION: Dr. Jon Ellerbusch, Superintendent

VIA CONSTRUCTION MANAGER: R. A. Morton & Associates, LLC

PROJECT APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Project. AIA Document G737™–2009, Summary of Contractors' Applications for Payment, is attached.

1. **TOTAL CONTRACT SUMS** *(Item A Totals)*	$28,050,000.00
2. **TOTAL NET CHANGES BY CHANGE ORDERS** *(Item B Totals)*	$0.00
3. **TOTAL CONTRACT SUM TO DATE** *(Item C Totals)*	$28,050,000.00
4. **TOTAL COMPLETED & STORED TO DATE** *(Item F Totals)*	$2,816,363.00
5. **RETAINAGE** *(Item H Totals)*	$71,103.00
6. **LESS PREVIOUS TOTAL PAYMENTS** *(Item I Totals)*	$2,227,280.82
7. **CURRENT PAYMENT DUE** *(Item J Totals)*	$517,979.18

The undersigned Construction Manager certifies that to the best of its knowledge, information and belief this Project Application for Payment is an accurate compilation of the Contractors' Applications for Payment, attached hereto.

CONSTRUCTION MANAGER:
By: _____ Date: _____

State of: Minnesota

County of: Stearns
Subscribed and sworn to before me this day of
Notary Public: Linda Day

My Commission expires: January 31, 2025

PROJECT CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluation of the Work and the data comprising this Application, the Construction Manager certifies to the Owner that to the best of its knowledge, information and belief the Work has progressed as indicated; the quality of the Work is in accordance with the Contract Documents; and the Construction Manager recommends to the Owner and Architect that the Contractors be paid the AMOUNTS set forth in the attached Summary of Contractors' Applications for Payment.

TOTAL OF AMOUNTS CERTIFIED $517,979.18

CONSTRUCTION MANAGER:
By: _____ Date: _____

In accordance with the Contract Documents, based on evaluation of the Work, the data comprising this Application, and the Construction Manager's recommendation, the Architect certifies to the Owner that to the best of its knowledge, information and belief the Work has progressed as indicated; the quality of the Work is in accordance with the Contract Documents; and the Contractors are entitled to payments of the AMOUNTS set forth in the attached Summary of Contractors' Applications for Payment.

ARCHITECT:
By: _____ Date: _____

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User Notes: (3B9ADA4D)

I.S.D. #146 - Barnesville Public Schools
Project Application Summary
Application No. 3
Period From: 06/05/20
To: 07/05/20

Construction Manager:
R. A. Morton & Associates, LLC
3315 Roosevelt Road, Suite 100
St. Cloud, MN 56301

Architect:
Wendel
401 Second Avenue North, Suite 206
Minneapolis, MN 55401

	Contract Sum	Change Orders	Contract To Date	Work In Place	Materials Stored	Total Completed	Retainage Amount	Previous Payments	Current Payment	Balance to Finish	Percent Complete
General Conditions Allow.	415,205.00	(44,110.83)	371,094.17							371,094.17	11%
Phone/Technology	0.00	10,080.00	10,080.00	10,080.00		10,080.00			10,080.00		
Temp Office	0.00		0.00								
Temp Storage	0.00		0.00								
Temp Toilet	0.00	708.50	708.50	708.50		708.50		321.00	387.50		
Temp Electric	0.00	32.35	32.35	32.35		32.35			32.35		
Temp Heat/Environ Control	0.00		0.00								
Barricades/Temp Fencing	0.00	10,180.00	10,180.00	10,180.00		10,180.00		10,180.00			
Construction Staking	0.00		0.00								
Construction Testing	0.00	21,803.75	21,803.75	21,803.75		21,803.75		13,202.25	8,601.50		
Safety	0.00	42.96	42.96	42.96		42.96		42.96			
Misc Mat'l/Constr Supplies	0.00		0.00								
Construction Signage	0.00		0.00								
Hourly Workers	0.00		0.00								
Equipment Rental	0.00		0.00								
Snow Removal/Road Maintenance	0.00		0.00								
Dumpsters	0.00	965.66	965.66	965.66		965.66			965.66		
Clean Up	0.00		0.00								
Project Closeout	0.00		0.00								

I.S.D. #146 - Barnesville Public Schools	Contract Sum	Change Order	Contract To Date	Work In Place	Materials Stored	Total Completed	Retainage Amount	Previous Payments	Current Payment	Balance to Finish	Percent Complete
Job Overhead	0.00	297.61	297.61	297.61		297.61		190.74	106.87		
Sub-Total	$415,205.00	($0.00)	$415,205.00	$44,110.83	$0.00	$44,110.83	$0.00	$23,936.95	$20,173.88	$371,094.17	11%
3A Combination Building and Site Concrete All Finish Concrete, Inc.	1,130,567.06		1,130,567.06	74,322.16		74,322.16	3,716.00	70,606.16		1,056,244.90	7%
3B Precast Concrete Taracon Precast, LLC	1,205,119.00		1,205,119.00							1,205,119.00	0%
4A Masonry Eicholtz Masonry, Inc.	1,684,400.00		1,684,400.00	82,000.00		82,000.00	4,100.00	28,500.00	49,400.00	1,602,400.00	5%
5A Steel Supply (MO) Integrity Steel Supply, LLC	782,000.00		782,000.00							782,000.00	0%
5B Steel Erection (LO) Innovative Erectors, Inc.	348,900.00		348,900.00							348,900.00	0%
6A Carpentry Gast Construction Co., Inc.	429,500.00		429,500.00	29,516.04		29,516.04	1,476.00	28,040.04		399,983.96	7%
6B Architectural Woodwork Northern Woodwork, Inc.	141,537.00		141,537.00							141,537.00	0%
7A Weather Barriers Fresh Look Painting, LLC dba Herzog Coatings	35,600.00		35,600.00							35,600.00	0%
7B Roofing Pierce Lee Roofing, Inc.	1,336,166.00		1,336,166.00							1,336,166.00	0%
7C Joint Sealants WCS1, LLC	60,500.00		60,500.00							60,500.00	0%
8A Doors, Frames, and Hardware (MO) Central Door & Hardware, Inc.	264,937.00		264,937.00	3,253.00		3,253.00	163.00		3,090.00	261,684.00	1%

I.S.D. #146 - Barnesville Public Schools	Contract Sum	Change Order	Contract To Date	Work In Place	Materials Stored	Total Completed	Retainage Amount	Previous Payments	Current Payment	Balance to Finish	Percent Complete
8B Aluminum Doors and Windows Rusco Window Company, Inc.	338,689.00		338,689.00							338,689.00	0%
8C Sectional Doors Allowance	15,000.00		15,000.00							15,000.00	0%
9A Gypsum System RTL Construction, Inc.	778,075.00		778,075.00							778,075.00	0%
9B Tilework McArthur Tile Corporation	130,000.00		130,000.00							130,000.00	0%
9C Acoustical Ceilings Allowance	365,000.00		365,000.00							365,000.00	0%
9D Wood Flooring H2I Group, Inc.	194,300.00		194,300.00							194,300.00	0%
9E Floor Covering Bachman, Inc. dba Floor to Ceiling Carpet One	326,398.00		326,398.00							326,398.00	0%
9F Painting Traill Painting Co.	184,500.00		184,500.00							184,500.00	0%
10A Lockers Olympus Lockers & Storage Products, Inc.	77,219.00		77,219.00							77,219.00	0%
11A Gymnasium Equipment H & B Specialized Products, Inc.	51,600.00		51,600.00							51,600.00	0%
12A Furnishings H2I Group, Inc.	158,992.00		158,992.00							158,992.00	0%
12B Auditorium Seating H2I Group, Inc.	133,500.00		133,500.00							133,500.00	0%
12C Bleachers Seating & Athletic Facility Enterprises, LLC (SAAFE, LLC)	123,845.00		123,845.00	4,086.00		4,086.00	204.00		3,882.00	119,759.00	3%
14A Conveying Equipment Otis Elevator Company	155,000.00		155,000.00							155,000.00	0%

I.S.D. #146 - Barnesville Public Schools	Contract Sum	Change Order	Contract To Date	Work In Place	Materials Stored	Total Completed	Retainage Amount	Previous Payments	Current Payment	Balance to Finish	Percent Complete
21A Fire Protection LVC Companies, Inc.	532,906.00		532,906.00							532,906.00	0%
22A Plumbing & HVAC Manning Mechanical, Inc.	4,634,000.00		4,634,000.00	96,039.00		96,039.00	4,802.00	35,187.00	56,050.00	4,537,961.00	2%
26A Electrical Communications, Electronic Safety, & Security Vinco, Inc.	1,607,800.00		1,607,800.00							1,607,800.00	0%
31A Earthwork and Site Utilities Landwehr Construction, Inc.	1,357,679.00		1,357,679.00	1,132,843.20		1,132,843.20	56,642.00	722,719.40	353,481.80	224,835.80	83%
32A Bituminous Paving FM Ashpahlt, LLC	164,600.00		164,600.00							164,600.00	0%
32B Landscaping Allowance	25,000.00		25,000.00							25,000.00	0%
Tuckpointing Allowance	331,614.00		331,614.00							331,614.00	0%
Auditorium Sound Equip. Allowance	400,000.00		400,000.00							400,000.00	0%
Sub-Total	$19,504,943.06	$0.00	$19,504,943.06	$1,422,059.40	$0.00	$1,422,059.40	$71,103.00	$885,052.60	$465,903.80	$18,082,883.66	7%
CM Fees R. A. Morton & Associates, LLC	685,000.00		685,000.00	163,070.00		163,070.00		135,380.00	27,690.00	521,930.00	24%
CM Reimbursables R. A. Morton & Associates, LLC	88,000.00		88,000.00	12,000.00		12,000.00		8,000.00	4,000.00	76,000.00	14%
Architect Fees	1,886,326.00		1,886,326.00	848,232.00		848,232.00		848,232.00		1,038,094.00	45%
Architect Reimbursables			0.00							0.00	#DIV/0!
Misc. Owner Expenses	273,625.98		273,625.98	5,540.13		5,540.13		5,540.13		268,085.85	2%
Permits, Plan Reviews	81,240.34		81,240.34	81,240.34		81,240.34		81,240.34		0.00	100%
Builders Risk	27,390.00		27,390.00							27,390.00	0%
Soil Testing	11,504.00		11,504.00	11,504.00		11,504.00		11,504.00		0.00	100%

I.S.D. #146 - Barnesville Public Schools	Contract Sum	Change Order	Contract To Date	Work In Place	Materials Stored	Total Completed	Retainage Amount	Previous Payments	Current Payment	Balance to Finish	Percent Complete
Site Survey	15,125.00		15,125.00	15,125.00		15,125.00		15,125.00		0.00	100%
Commissioning	0.00		0.00							0.00	#DIV/0!
Plan Printing & Bid Expenses	6,040.13		6,040.13	3,127.30		3,127.30		2,915.80	211.50	2,912.83	52%
Owner Project Supplies	3,000.00		3,000.00	1,083.51		1,083.51		1,083.51		1,916.49	36%
Wrestling Room Relocation and Pads	60,000.00		60,000.00							60,000.00	0%
Elementary School Parking Lot East	25,094.55		25,094.55							25,094.55	0%
Move City Electric Line	151,602.00		151,602.00							151,602.00	0%
Move City Gas Mains	75,000.00		75,000.00							75,000.00	0%
Asbestos Abatement	174,876.00		174,876.00							174,876.00	0%
Abatement Required Elec.	27,117.00		27,117.00							27,117.00	0%
Abatement - House Demo	2,750.00		2,750.00	2,750.00		2,750.00		2,750.00		0.00	100%
House Demo	21,125.00		21,125.00	16,400.00		16,400.00		16,400.00		4,725.00	78%
FF&E	472,153.00		472,153.00	409.64		409.64		409.64		471,743.36	0%
Fitness Equipment	152,658.00		152,658.00							152,658.00	0%
Technology	300,000.00		300,000.00							300,000.00	0%
Legal & Fiscal	406,648.00		406,648.00	189,710.85		189,710.85		189,710.85		216,937.15	47%
Interest Earnings	(400,031.00)		(400,031.00)							(400,031.00)	0%
Contingency	1,649,999.94		1,649,999.94							1,649,999.94	0%
Owner Contingency	1,933,608.00		1,933,608.00							1,933,608.00	0%
Sub-Total	$8,129,851.94	$0.00	$8,129,851.94	$1,350,192.77	$0.00	$1,350,192.77	$0.00	$1,318,291.27	$31,901.50	$6,779,659.17	17%
Construction Total	$28,050,000.00	($0.00)	$28,050,000.00	$2,816,363.00	$0.00	$2,816,363.00	$71,103.00	$2,227,280.82	$517,979.18	$25,233,637.00	10%

I.S.D. #146 - Barnesville Public Schools
Listing of Checks to be Prepared
Draw #3

Please Do NOT Combine Checks for the Same Contractor.

R. A. Morton & Associates, LLC	$	42,088.37
Jiffy Jon's, Inc.	$	387.50
City of Barnesville	$	32.35
Braun Intertec Corporation	$	8,601.50
Dakota Rolloff Services, LLC	$	965.66
Eicholtz Masonry, Inc.	$	49,400.00
Central Door & Hardware, Inc.	$	3,090.00
SAAFE, LLC (Seating & Athletic Facility Enterprises, LLC)	$	3,882.00
Manning Mechanical, Inc.	$	56,050.00
Landwehr Construction, Inc.	$	353,481.80
Draw Total	$	517,979.18

PLEASE SEND ALL CHECKS TO R. A. MORTON & ASSOCIATES, LLC. WE WILL ATTACH LIEN WAIVERS AND DISBURSE TO THE INDIVIDUAL CONTRACTORS.

PLEASE NOTE, IT IS THE OWNER'S RESPONSIBILITY TO PROCESS REQUIRED 1099 INFORMATION AT YEAR END FOR PAYMENTS MADE BY THEM.

THANK YOU!

R. A. Morton & Associates, LLC
3315 Roosevelt Road, Suite 100
St. Cloud, MN 56301

All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

AIA® Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: *(name and address)*
Barnesville Public Schools
Additions and Remodeling

OWNER: *(name and address)*
Independent School District #146
302 3rd St SE
Barnesville MN 56514

CONTRACTOR: *(name and address)*
Landwehr Construction Inc.
PO Box 1086
St Cloud MN 56302

CONTRACT INFORMATION:
Contract For: 31A Earthwork/Site Utilities (L&M)
Date: 03/17/20

ARCHITECT: *(name and address)*
Wendel
401 2nd Avenue N., Ste. 206
Minneapolis MN 55401

CHANGE ORDER INFORMATION:
Change Order Number: 1907-6-1

Date: 06/24/20

CONSTRUCTION MANAGER: *(name and address)*
R. A. Morton & Associates, LLC
3315 Roosevelt Rd., Ste. 100
St Cloud MN 56301

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PR-01 Civil House Demolition $21,534.90; PR-02 BP-1 Plan Review Revisions $995.00; PR-07 Site Utilities $426.00; PR-09 Art Room Canopy Demo $12,581.50.

The original Contract Sum was	$	1,357,679.00
Net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	1,357,679.00
The Contract Sum will be increased by this Change Order in the amount of	$	35,537.40
The new Contract Sum including this Change Order will be	$	1,393,216.40

The Contract Time will be increased by Zero (0) days.
The Contractor's Work shall be substantially complete on .

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

Wendel	R. A. Morton & Associates, LLC
ARCHITECT *(Firm name)*	**CONSTRUCTION MANAGER** *(Firm name)*
SIGNATURE	**SIGNATURE**
~~Dan Goemann~~ NICKISHA BENJAMIN	Brad Bednar
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**
7.8.2020	6-25-2020
DATE:	**DATE:**
Landwehr Construction Inc.	ISD #146 Barnesville Public Schools
CONTRACTOR *(Firm name)*	**OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**
Dan Landwehr CEO	
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**
6.30.20	
DATE:	**DATE:**

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User Notes:

12. Addendum

A. High School Student Handbook 327

All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg

Those opposed: None

BARNESVILLE HIGH SCHOOL

Student/Parent Handbook 2020-2021

Name	Duties	Phone Ext.	Email address
Matt Askegaard	Business Education Head Boys Golf Yearbook Advisor	337	maskegaard@barnesville.k12.mn.us
	Special Education para	345	
Krista Detloff	English	322	kdetloff@barnesville.k12.mn.us
Susan Duval	Library Para	341	sduval@barnesville.k12.mn.us
Erin Ellingson	Special Education	328	cstrandquist@barnesville.k12.mn.us
Jon Goering	Science	329	jgoering@barnesville.k12.mn.us
Angie Bredman	Special education para Health Aide	665	abredman@barnesville.k12.mn.us
Anna Gross	English	321	agross@barnesville.k12.mn.us
Kyle Gylland	Guidance Counselor National Honor Society	311	kgylland@barnesville.k12.mn.us
Jennifer Gylland	Vocal Music	344	jgylland@barnesville.k12.mn.us
TBD	Special Education Para	345	
Brenda Halverson	Special Education	327	bhalverson@barnesville.k12.mn.us
Todd Henrickson	Athletic Director Elementary Principal	406	thenrickson@barnesville.k12.mn.us
Anthony Hermes	Math	333	ahermes@barnesville.k12.mn.us
Jed Johnson	Math	350	jedjohnson@barnesville.k12.mn.us
Jim Joyce	Agriculture FFA advisor	336	jjoyce@barnesville.k12.mn.us
Shelly Krueger	Secretary	301	skrueger@barnesville.k12.mn.us
Marissa Lind	Spanish	325	mlind@barnesville.k12.mn.us
	Special Education Para		
Stacy Martz	Special Education Head Baseball	332	smartz@barnesville.k12.mn.us
Nick Paur	Physical Education Health assistant football	357	npaur@barnesville.k12.mn.us
Monica Petersen	Math	323	mpetersen@barnesville.k12.mn.us
Mike Schaub	Physical Education Head Girls Track	309	mschaub@barnesville.k12.mn.us
TJ Schmitt	Science	331	tjschmitt@barnesville.k12.mn.us
Heidi Smith	Art Instructor Art Club advisor	315	hsmith@barnesville.k12.mn.us

Scott Snobl	Social Studies	319	ssnobl@barnesville.k12.mn.us
Karen Solum	English	324	ksolum@barnesville.k12.mn.us
Missy Sossa	Records Secretary/Food Service	302	msossa@barnesville.k12.mn.us
Gina Stafford	Special Education Para	349	gstafford@barnesville.k12.mn.us
Cheryl Suter	Title One Para	339	casuter@barnesville.k12.mn.us
Erick Knudson	Band	334	eknudson@barnesville.k12.mn.us
Bryan Strand	High School Principal Head Football	304	bstrand@barnesville.k12.mn.us
Nathan Strand	Science JV Football Asst. Baseball	326	nstrand@barnesville.k12.mn.us
Chad Suter	Industrial Tech Head Boys Basketball	308	csuter@barnesville.k12.mn.us
Britta Teeples	Social Studies Asst. Track	317	bteeples@barnesville.k12.mn.us
Phil Trowbridge	Social Studies Knowledge Bowl advisor Asst. Football	316	ptrowbridge@barnesville.k12.mn.us
Amy Wierschke	Family and Consumer Science FCCLA advisor	320	awierschke@barnesville.k12.mn.us

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Dear Parents and Students,

Welcome to Barnesville High School!

It is exciting to think about the many opportunities presented for students which are a part of the academic school year. As we begin the 2018-2019 school year, I want to take a brief moment to welcome you and to encourage you to make a commitment to having an outstanding school experience this year.

This will be our first year having an ipad in the hands of every single learner in the school district. There will be some things that will happen educationally this year that probably has never been seen before. This is a huge commitment by the school board, the staff as well as the learners of this great school district.

Our objective as a school is to provide each of our students with learning opportunities which will meet their needs and desires based on their unique abilities and interests. We firmly believe that all students are able to learn and it is our goal to encourage learning as a life-long process. As part of that mission, this booklet has been developed to provide you with a reference to the expectations, services, organizations, and activities here at BHS.

I believe that we are building a school community based on a commitment to excellence. Parents, students, teachers, and all parts of the high school staff are part of a team educational approach which allows everyone to achieve at the highest possible level. I expect the best from myself, the staff, and the students, and sincerely hope that you have these same expectations for yourself and the district. As we reach out to help each other, we raise the standard and expectation of excellence for all of us.

Please feel free to call upon me or the faculty whenever we can be of assistance to you. We are here to serve you, the constituents of the school district, and fully expect your active participation in the educational process. The faculty and I wish you the best for the 2018-2019 school year.

Mr. Bryan Strand
Principal

For student and staff safety and security purposes, the High School building is monitored by security cameras.

SCHOOL BOARD PHILOSOPHY

The Board of Education of Independent School District Number 146 believes that each individual should be accepted into the educational program as he/she is; that each student shall be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustment to life.

In the practical application of this philosophy, opportunities shall be provided each individual mentally, physically, emotionally, and morally. It is further the philosophy of the Board of Education to provide the plant, tools, and facilities to implement this policy.

SCHOOL DISTRICT MISSION STATEMENT

The mission of Barnesville Public Schools, in partnership with the family and community in its quest to develop responsible students, is to promote academics, arts, and athletics by providing challenging programs in an innovative environment.

DISTRICT GOALS

Our goals are to develop lifelong learners in an atmosphere of mutual respect and trust by:

Improving educational achievement by establishing clear standards, measuring performance, assisting educators and increasing opportunities for lifelong learning in an ever changing society.

Promoting school spirit and enthusiasm so that all students, staff, and residents of the District feel connected and proud.

HIGH SCHOOL MISSION STATEMENT

The mission of Barnesville High School, in cooperation with our community, is to help individuals by providing learning opportunities appropriate to the unique needs and abilities of each individual so that each student may acquire knowledge, skills, and positive attitudes toward self and others. These attitudes and abilities will enable students to solve problems, think creatively, continue learning, and develop maximum potential for leading productive, fulfilling lives in a complex and changing society.

We, therefore, believe that...
...all students can learn.
...success breeds success.
...schools and instructors are responsible for creating the conditions for success.
...each individual has unique needs and abilities.
...quality education is enhanced by commitment and cooperation among community, parents, students, and staff.
...learning is a lifelong experience.
We, therefore, believe that...
...it is essential that all members of the school community treat others with dignity and respect.
...a global perspective, valuing cultural diversity, is essential to success in the 21st century.

...a willingness to change and a sense of adaptability is necessary to succeed in our ever-changing society.
...an individual or organization which is committed to excellence must continually grow, challenge and assess itself.

EXPECTATIONS WITHIN BARNESVILLE HIGH SCHOOL

1. Take full advantage of your learning opportunities.
2. Set goal and strive to achieve them.
3. Treat others with respect.
4. Be verbally and physically considerate of others.
5. Respect personal property.
6. Maintain our learning environment-keep it clean and neat.
7. Be involved in your OWN learning.
8. Bring appropriate materials to class. (pencil, paper, textbook, completed homework, etc.)
9. Be attentive while others speak.
10. Follow directions carefully.
11. Use time wisely.

PESTICIDE NOTICE

General Pesticide Notice for Parents and Guardians

Dear Parent and / or Guardians,
A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make a schedule available to parents and guardians for review or copying at each school site. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule, please contact the District Office or Buildings and Grounds Supervisor Merlin Strom at 354-2217.

Parents Right to Know Chapter 389, H.F. #3800

Notice of pesticide use must be provided no later than September 15 of each school year. This notice must be sent or provided for all parents, which informs them of the estimated schedule of all pesticide/chemical applications, both inside and outside, by applying these products. District # 146 makes every effort to make pesticide/chemical applications during the summer season or during the end of a school day in which school would not be in session on the following day. Normal

applications of all products will follow label instruction and directions for use.

ASBESTOS NOTIFICATION

Asbestos Notice and Information

As a result of federal legislation (Asbestos Hazard Emergency Response Act (ALHERA) each primary and secondary school in the nation is now required to complete a stringent inspection of asbestos and to develop a plan of management for all asbestos containing building materials. Barnesville Public Schools has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law to this regard. As a matter of approved policy, the school district will continue to maintain a healthy and safe environment for community's youth and for district employees.

In keeping with this legislation, all school district owned or leased buildings, including support buildings, were inspected by accredited and certified inspectors. Based on this inspection the school prepared and the state approved comprehensive plan to manage the safe and responsible handling of the asbestos located within its buildings.

Federal law requires a periodic walk-through, commonly termed surveillance, every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after an approved management plan has been implemented. The management plan for each school, high school and elementary, is available for public inspection and by contacting Merlin Strom at 354-2217.

INDOOR AIR QUALITY

Dear Parent or Guardian,
Barnesville Public Schools has in place a program to monitor and improve indoor air quality at our school. The district advocates a healthy school environment conducive to learning for all students, and productively for teachers and support staff. The IAQ Management Plan implemented follows the guidelines provided by the Minnesota Department of Education and the "Tools for Schools" support document developed by the United States Environmental Protection Agency.

Periodic and annual walk-through of the school buildings will be performed by the Indoor Air Quality Coordinator, Merlin Strom. The purpose of the walk-through is to evaluate school facilities for obvious water intrusion, structural problems, ventilation, overall cleanliness, and to monitor the IAQ program in general.

The District's response to parental inquiries will be timely and direct. Questions are always welcome and should be directed to Merlin Strom at 354-2217. ISD 3146 accepts the responsibility for monitoring the IAQ and will / has conducted teacher surveys, non-certified support staff surveys, walk-throughs, building maintenance surveys, ventilation checks.

Barnesville Public Schools is proud to be providing leadership role in supporting a safe, comfortable, and productive environment for students and staff so that we can accomplish and achieve our primary mission- to educate students. Our school district will continue to follow EPA guidance to improve IAQ by preventing as many concerns as possible.

Omnibus Data Practices Act

Among the many changes that occur in schools is the addition of a requirement that a secondary school institution must release to the military recruiting officers the names, addresses, and home telephone number of students in grades 11 and 12 within 60 days after the date of the request unless parents and students refuse this release. District patrons are hereby notified that the parents or the student have the right to refuse this data release, but the refusal must be submitted to the building principal. The notification or request for refusal shall be writing. Additional questions or concerns please contact the high school office at 354-2228.

Minnesota Care Provision 2012

Does your child have health insurance? If not, Minnesota Health Care Programs have free or reduced cost health insurance for children and families who qualify. Minnesota Care has a monthly premium based on household income and Medical Assistance has no monthly premium. Household income requirements and applications may be found on the Internet at www.dhs.state.mn.us/healthcare or call 1- 877-KIDS-NOW or the following County Social Service agencies Clay @ 218-299-5200 or 1-800-757-3880, Ottertail @ 218-998-8230, or Wilkin @ 218-643-7161. Household income limits are valid until June 30, 2013.

Notice of MN Student Survey and Protection Rights Amendment.

In the spring of 2019, the Minnesota Department of Education in partnership with the Minnesota Departments of Health, Public Safety, and Human Services will be administering the Minnesota Student Survey. The MSS goes to all Minnesota 5th, 8th, 9th and 11th grade students and is administered every three years. The questions are designed around various patterns of youth behaviors related to personal health, school safety, drug use, and violence in schools.

As part of the Protection of Pupil Rights Amendment all education agencies must provide parents and students notification of the MSS administration in their school district. As part of this notification, parents must be allowed to review the survey and be given the opportunity to elect not to allow their child to participate in the survey.
MSBA

Family Educational Rights and Privacy Act (FERPA)

20 U.S.C. § 1232g. Regulations: 34 CFR part 99

FERPA provides that a local education agency (LEA) that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10)
- Seek to amend education records (34 CFR § 99.20 and 99.22)
- Consent to the disclosure of personally identifiable information from education records except as specified by law (CFR 34 § 99.30 and 99.31)

These rights transfer to the student when she / he turns 18 years of age or enters a post secondary educational institution at any age as an "eligible student."

LEA's must annually notify parents and eligible students of their rights under FERPA 34 CFR § 99.7. The annual notification must include the following:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent;
- The right of parents to file a complaint with the Family Compliance Office in the Department

Parents Right to Know

School districts are required to notify parents of all children in All Title I schools in the beginning of the each school year, that parents have the right to request and receive timely information on the professional qualifications of the student's classroom teachers. This requirement applies to all parents of the children in the school- whether or not the students receives Title I services; both targeted or school wide. Section 111 (h) (6) (A)

When the parent of a child requests information on their child's classroom teachers professional qualifications, districts must respond in a timely manner, to the requested information, at a minimum, report the following: a.) whether or not the teacher has met Minnesota licensing requirements for the grade level and academic core they teach; b.) whether or not the teacher is teaching under a variance status; c.) the education level and subject area of the teachers college degree major and any graduate degree or certificate held; d.) whether the child is provided services by paraprofessionals, and if so, their qualifications.

Schools that receive Title I funds shall provide to each parent: a.) Information on the level of achievement of the parent's child on the state academic assessment. b.) Timely notice that parents child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

All information provided to parents shall be in a uniform and understandable format and to the extent practical provided in a language that parents can understand.

Barnesville High School
Student Handbook
2020-2021

INDEPENDENT SCHOOL DISTRICT 146
BOARD OF EDUCATION

Ryan Lindbolm Dave Herbranson Greg Berg Marla Field
Jay Rehder Dion Bredman Jake Thompson

ADMINISTRATION

Jon Ellerbusch	Superintendent
Bryan Strand	7 - 12 Principal
Todd Henrickson	Elementary Principal/ Activities Director
Jeff Tharaldson	School Resource Officer
Casey Ehlert	Network Administrator
Jodi Samuelson	District Finance Officer
Brooke Fradet	Administrative Secretary
Shelly Krueger	Attendance Clerk/Receptionist
Missy Sossa	Records Clerk/Receptionist
Cindy Ullrich	Elementary Secretary
Chris Ellefson	Community Ed Secretary

SCHOOL OFFICES

SUPERINTENDENT
P.O. Box 189
Barnesville, MN 56514
(218) 354-2217

HIGH SCHOOL OFFICE
P.O. Box 189
Barnesville, MN 56514
(218) 354-2228 or 2229

24 HOUR ATTENDANCE
354-2228

This handbook and its contents were approved by the School Board at it's meeting on __.

This handbook may be changed or amended during the school year. Changes will be posted in the office of the principal and on the school's website. If you have any questions about a provision, contact the principal.

BARNESVILLE HIGH SCHOOL STAFF

Bryan Strand	Principal
Todd Henrickson	Activities Director
Shelly Krueger	Attendance Clerk/Receptionist
Missy Sossa	Records Clerk/Receptionist
Heidi Smith	Art
Matt Askegaard	Business
Nathan Strand	Science
Britta Teeples	Social Science
John Goering	Physical Science/Chem/Phys.
Anna Gross	Communications
Jennifer Gylland	Vocal Music
Kyle Gylland	Counseling
Brenda Halverson	Special Education
Anthony Hermes	Mathematics
Jim Joyce	Agriculture
Susan Duval	Media Supervisor
Krista Detloff	Communications
Jed Johnson	Mathematics
Scott Snobl	Social Science
Stacy Martz	Special Education
Nick Paur	Physical Education/Health
Monica Petersen	Mathematics
TJ Schmitt	Life Sciene/Biology
Erick Knudson	Instrumental Music
Mike Schaub	Phy. Ed.
Marissa Lind	Spanish
Karen Solum	Communications
Erin Ellingson	Special Education
Chad Suter	Industrial Tech
Jeff Tharaldson	School Resource Officer
Philip Trowbridge	Social Science
Michelle Field	Speech Clinician
Amy Wierschke	Personal/Family Life Sciences
Cheryl Suter	Assurance of Mastery Aide
Jane Bjornson	Social Worker
Gina Stafford	Special Education Para
Carrie Braton	Special Education Para
Kathy Braton	Special Education Para
Angie Bredman	Health Aide/Special Ed. Para
Cindy Zander	Special Ed. Teacher
Janelle Afraisiab	Business Ed
Don Szweduik	Head Custodian
Bruce Davis, Lori Haapala, Lori Ernst	Custodians
Mary McEvers, Sharon Braton	Cooks
Mary Butenhoff	Kitchen Aide
LaVonne Redding	Cafeteria Aides

SCHOOL DAY AND SCHEDULE

SCHOOL DAY

The regular school day begins with classes scheduled at 8:30 a.m. and ends with the final class at 3:18 p.m. Warning bells will sound at 8:15 and 8:25 to allow students to prepare for class. Students are to be in the first period class by the time the 8:30 bell rings. The school day is divided into eight class periods.

TIME SCHEDULE

The eight period day is broken into instructional periods according to the following schedule.

REGULAR SCHEDULE

Hour	Start	End	Length
1	8:30	9:15	45 min
2	9:19	10:04	45 min
3	10:08	10:53	45 min
4a	10:57	11:42	45 min
4b	11:27	12:12	45 min
5	12:16	1:01	45 min
6	1:05	1:50	45 min
7	1:54	2:39	45 min
8	2:43	3:18	35 min

Junior High Lunch 10:53-11:23
Senior High Lunch 11:42-12:12

PASSING TIME

Students are allowed four (4) minutes to go from one class to the next during the seven-period days. Students are to be in their seats when the bell rings for the next class to begin. If classroom assignments are at extremes of the building, students are expected to plan the use of passing time so that locker and restroom needs do not cause them to be tardy.

SCHOOL FOOD SERVICE PROVISIONS

A. Breakfast will be served between 8:00 a.m. and 8:25 a.m. in the cafeteria. The Ala Carte Breakfast will be served in the commons area between 8:00 a.m. and 8:20 a.m. Students must assume the responsibility to plan their morning schedules to allow participation in the breakfast program. The breakfast program will not be considered an excuse for tardiness to the first period class. If a student rides the bus, the student must prioritize participation in the breakfast program over socialization prior to school hours.

B. The noon hour lunch provision is served in two shifts, one for junior high students beginning at 10:53 and the other for senior high students beginning at 11:50. Students are to eat during these time periods. Students are expected to return to class at the regularly scheduled time.

AFTER SCHOOL HOURS

Students in the building after 4:00 must be in an area which is under the supervision of a teacher or coach. Students not in an after school, supervised activity, must leave the building by 3:45. Failure to comply with this provision may result in disciplinary referral and actions.

ATTENDANCE REQUIREMENTS

BARNESVILLE H.S. MAXIMUM ATTENDANCE POLICY

SCHOOL ATTENDANCE PHILOSOPHY

Regular attendance at school is considered one of the most important educational issues for all students. Patterns of regular attendance aid in the learning process, positively impact performance in the classroom, encourage development of good study and work habits, and promote qualities of employability in students. Whenever a student is absent from class, he or she misses an interaction and educational opportunity that can never be regained. Studies demonstrate a direct statistical correlation between attendance and student academic progress. Therefore regular, or maximum, attendance is encouraged and promoted in the educational program at Barnesville High School.

STATE REQUIREMENTS

State compulsory attendance law requires regular school attendance by all persons under the age of sixteen. Students, as well as parents and guardians, are held accountable for regular school attendance and are subject to appropriate legal consequences when the law is violated. Violation of the compulsory attendance law is labeled "truancy" by the state of Minnesota. Three unexcused absences constitute continuing truancy; seven absences from school constitute habitual truancy and will be prosecuted. Students who are truant from school are required, under law, to be reported to the courts by school officials to be handled in the judicial system. Students will be referred to the Truancy Intervention Program's Family Advocate.

Students who are absent 15 consecutive days will be dropped from enrollment and are considered high school dropouts according to state attendance reporting requirements.

MAXIMUM ATTENDANCE PROCEDURE

If a student must be absent from school, it is the parent's and student's responsibility to report such absence. Parents are required to call the High School Office at 354-2228 or 354-2229 before 9:00 a.m. on a regular school day to report student absences from school. Failure to report the absence will result in an unexcused absence for that particular absence.

ACTIVITIES ATTENDANCE GUIDELINES

Unless prior arrangements are made with the activities director or school principal, a student in an extra-curricular activity must be in regular attendance at school on the day of a contest and at school a full day following a contest. Failure to follow the attendance guideline may forfeit participation in the next contest. Consequences for not following such guideline will fall back to the coach.

In order to practice, a student shall be in school, attending regularly scheduled classes, on the day of practice, unless prior approval is made with the activities director or high school principal. Students with an unexcused absence from a class will not be allowed to practice.

These policies are for athletics and all fine art/band/choir activities.

MAXIMUM ATTENDANCE GUIDELINES

The following standards define the terms and consequences of irregular attendance at Barnesville High School.

A. If a student has 12 absences per semester from any class, the student's semester grade may be lowered to a NP. Any absences beyond 8 must be made up on an hour for hour basis except for unexcused absences which must be made up at a 2 for 1 basis. This time must be made up within seven calendar days of the absence and it is the responsibility of the student to arrange the required make-up time with the teacher and/or principal.

Students who are in violation of the attendance policy will be placed on attendance probation for the following grading period. If the student does not violate the attendance policy in the next grading period the grade will not be lowered.

* This includes all absences except school related absences. Students with extenuating circumstances will be dealt with on an individual basis.

B. Students will be given 2 days for each day absent to complete missed assignments. Work not completed within this time frame will be recorded as a "0". Students with extenuating circumstances will be dealt with on an individual basis.
*IF STUDENT KNEW OF DUE DATE ON ASSIGNMENT AND WERE GONE THE DAY IT WAS DUE, THEY ARE EXPECTED TO TURN IN ASSIGNMENT WHEN THEY GET BACK.

C. Student absences that are school related will be required to make up their work in advance unless otherwise directed by their teacher.

D. Students with three or more unexcused absences per quarter are ineligible for academic recognition and participation in school related field trips or activities during the school day. Unexcused absences will be made up at a 2 for 1 rate. (2 detentions for each unexcused class period)

E. A student who wishes to leave school grounds during the day must sign out of the office with the consent of his or her parent/guardian. Failure to report the absence will result in appropriate consequences including detention and suspension.

F. All trips and appointments must be excused prior to the absence. Failure to report the absence will result in appropriate consequences including detention and suspension.

G. For documentation purposes, a written doctor's excuse will be required for ALL medical appointments or serious illness to be filed

upon the student's return to school. Such documentation may be important to issues of truancy, appeals of the policy, or for decisions related to homebound (tutorial) instructional services.

H. **Upon reaching 20 absences per semester, a student will receive NO CREDIT for the class that they have missed that many days in. Medical excuses and family vacations will not count against the total days, nor will any suspensions.**

RELATED ATTENDANCE INFORMATION

RECORDS

I. Teachers will record attendance for each class period via the network. When the maximum absence rule is exceeded, students will be called to the administration office for assignment of consequences. Attendance records are kept in the high school office and will be considered official attendance records unless other documentation substantiating a discrepancy can be provided.

TARDINESS

Tardiness to school or class is discouraged. In effort to reduce the incidents of tardiness, the following guidelines will govern the consequences of this behavior.

A. Students are allowed 1 tardy per class during a quarter with no consequence.
B. Students who exceed 1 tardy per class per quarter will be assigned detention by the teacher. (1 detention for EACH tardy beyond 1)
C. Definition of tardy – Being less than three (3) minutes late to class.
D. Students with excessive tardies will be dealt with on an individual basis with consequences which may include Saturday School and grade reduction.

POST-SECONDARY VISITS

Juniors are permitted 1 day (after the first quarter) and Seniors are permitted 2 days, between the start of school and **April 30,** to visit post-secondary institutions or be excused for job interviews provided they have prior permission by completing the appropriate forms through the guidance office. College fairs and/or career fair absences apply only to seniors and will only be excused according to these terms and for the duration of time in which the program is conducted. Documentation must be obtained and signed by the school or interview in order to complete the requirements. This privilege may be granted to students whose work is satisfactory and who have not been in violation of the overall attendance policies. No more than 5 students may be gone on any given day for post-secondary visits.

SKIP DAYS

The high school does not recognize any school-approved "skip days" during the school year. Students are expected to be in attendance for all regularly scheduled days in the school calendar. Should school personnel become aware of any "skip

day" arrangements planned by students, the administration may vary from its normal student absence verification procedures. Students who fail to attend school during these days, with or without parental consent, will receive detention on a 2 for 1 rate. (2 detentions for every 1 hour missed)

LATE WORK

Each staff member's late work policy will be posted in their room or put online in a place that both student and parents can easily find.

MEDICAL RELATED ABSENCE

Physician verification may be required for excused absences if personal illness goes beyond three (3) consecutive days. If administration believes other reasons, other than illness, may underlie the repeated absences medical verification will be requested.

CLOSED CAMPUS POLICY

GENERAL INFORMATION

Because B.H.S. is a closed campus each student is scheduled to be in an assigned area in the building every period, every day that school is in session. Students are not permitted to go outside/leave the school building during the designated passing time between class periods. Anytime the student is not in his/her assigned area, verification of parental permission must be on record in the Administration Office prior to the absences, unless it is illness related. Appropriate consequences for violation of the policies will be assigned.

NOON HOUR

All students have a closed campus and must remain in the lunch room or lobby areas inside the building. All parking lots and vehicles are off-limits during the school day. Students are not extended the privilege of leaving school grounds unless a signed parent permission statement is on file in the high school office to allow the student to walk home. Senior high students may utilize the commons area during the lunch hour provided the junior high classes are not disrupted in the process. Driving/riding during the school day, without permission, will result in a 1 day suspension for 1st offense and a 3 day suspension for all occurrences after the 1st. If actions persist and permission has been granted for going home and eating, the privilege will be taken away. If a student leaves the building by walking during noon hour the penalty will be one hour of detention for the 1st offense and a day suspension for the 2nd, if a 3rd violation occurs it will be a 3 day suspension, and for all future occurrences.

OUT-OF-BUILDING PASS

Students leaving the building or school grounds during school hours for any reason must have an out-of-building pass issued from the principal's office. Students must sign out before leaving. Out-of-building passes will only be issued with prior parental permission. Parents should call the school or send written consent the day before or the morning of an anticipated out-of-building pass. Students

must pick up an out-of-school pass in the office to present to the classroom teacher before leaving class.

EXTENDED CAMPUS PROGRAMS

Any course that requires a student to leave the building as part of the class on a daily basis is considered an Extended Campus Program. Parental authorization is required for participation in an Extended Campus Program. Parents must be apprised of the designated location and the means of transportation. Transportation for Extended Campus Programs which take place during the seventh period without a return to school or during first period before the student is in actual attendance at school may be provided by the student or parent. Student transportation in all others cases, for self and /or others, is not permitted. Violators may forfeit the right to participate in an Extended Campus Program.

GENERAL HIGH SCHOOL INFORMATION

HIGH SCHOOL OFFICE

The high school office is located on the south end of the building. The office staff includes the principal, the administrative assistant, the attendance clerk/receptionist, and the records clerk/ receptionist. The office hours are 7:30 a.m. until 4:00 p.m. during most regular working days. The principal's office may be reached by telephone at 354-2228. If a member of the office staff is not available, messages may be left by recording.

ENROLLMENT REQUIREMENTS

IMMUNIZATION

Various Minnesota laws set forth immunization requirements for children and adults enrolled in institutional settings. Legal exemptions are permissible for those who have medical contraindications to vaccine(s) or if they or a parent has conscientiously held beliefs that oppose immunization. Records for infants and children who have not completed a primary series of vaccines must be signed by a physician or public clinic staff. Documentation of measles vaccine given before 12 months of age is not acceptable for children in child care or schools. Minnesota Statute § 121A.15 requires all children enrolling in an elementary or secondary school to show evidence of immunization as follows:

Age/Grade Groupings	*Vaccine Type and Number of Doses*
Kindergarten < 7 years	*5 DTP, 4 polio, 1 MMR*
7 years through grade 6	*>3 DTP/Td, > 3 polio, 1 MMR*
Grades 7 through 12	*>3 DTP/Td (1 dose>11 years), >3 polio,2 MMR*
Kindergarten	*> 3 hepatitis B*
K and grade 7	*> 3 hepatitis B*

TRANSFER/NEW STUDENTS

Any new student or any student transferring to Barnesville Public Schools will not be permitted to register without official copies of the student's records/transcripts and immunization records from the last school of attendance.

SCHOOL PROPERTY

CARE OF SCHOOL PROPERTY

The careful use of property and respect for the furniture and the building is indicative of responsible citizenship. The appearance of the building and grounds reflects on the entire community, the students and staff. It is expected that students will demonstrate appropriate care for school property.

LIBRARY

The library is a place for students to practice good utilization of their time whether it be informal study or research on classroom assignments. The library is a place for quiet work. It is a privilege to use the library, and this privilege may be revoked at any time if proper library behavior is not maintained. Lost and/or damaged library books are the personal and financial responsibility of the student.

HALLWAY LOCKS AND LOCKERS

Combination locks will be issued to all students for their hallway lockers, we will also have available to students in the principal's office at a cost of $5.00 a lock for their gym/athletic locker. If the lock is lost, the student may purchase another new lock at a cost of $5.00. Although students are assigned lockers, they remain the property of Barnesville High School and are subject to periodic search.

At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

Students are discouraged from keeping valuable possessions in the lockers and/or sharing lockers. Students are not permitted to switch lockers without the consent of the high school office. Movement from an assigned locker may result in removal and confiscation of personal items.

PHYSICAL EDUCATION LOCKS AND LOCKERS

All students enrolled in a physical education class will be assigned a locker in his or her respective area and will be issued a lock by the physical education teacher. Students who are not active participants in varsity level sports activities will remove their personal contents from lockers in the varsity locker room and assume a locker in the general locker rooms. Lost locks must be replaced by the student at cost of $5.00.

TEXTBOOKS

Textbooks for classes in the High School are provided to students at no charge. Students will be required to pay replacement costs related to lost or damaged books.

PARKING LOT

Any individual who parks a vehicle in a school parking lot has relinquished one's right to deny a search of the vehicle if administration has a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

ACADEMIC AND GRADUATION REQUIREMENTS

CURRICULUM

The curriculum of the Barnesville Public Schools is intended to provide students with a broad-based education. Opportunities for educational development are provided in a wide variety of academic, vocational, and artistic fields. The curriculum in grades 7 and 8 is designed to meet or exceed the general state requirements and has been structured in such a fashion that students in the junior high grades have relatively few electives. The curriculum of the senior high level, grades 9-10-11-12, offers a greater diversity of educational opportunities and choices for the students.

All Vocational opportunities at Barnesville Public Schools will be offered regardless of race, color, national origin, sex or disability. A brief summary of the vocational course offerings are as follows: Basic Foods, Global Foods, Wise Choices, Human Development and Parenting, Agriculture Mechanics, Minnesota Wildlife, Animal Science, Welding, Ag Power, Vocational Job Placement, Entrepreneurship, Business law, Marketing, Accounting I and Accounting II.

JUNIOR HIGH REQUIRED COURSES

The following courses are required for all junior high school students. Students must record satisfactory progress in each of these areas and must pass all required classes. Students failing to complete the requirements of a course will be required to repeat the failed courses during the following year. Junior High students who fail three or more "core courses" will be required to repeat the entire grade.

A. Seventh Grade: English, Math, Science, Social Studies, Physical Education, Health, Music, Art, FACS, Computer

B. Eighth Grade: English, Math, Science, Social Studies, Physical Education, Introductory Agriculture, Art, FACS, Computer

GRADUATION REQUIREMENTS

Students in all grade levels must carry 7 full credits each school year. A student who elects a shared-school program may elect to carry 6 credits. A minimum of 26 credits in grades 9-12 is required to graduate from Barnesville High School.

Students in grades 9-12 must complete required courses in order to meet graduation requirements. Failure in a required course will mean the student must repeat the course. Failure in an elective course is not required to be made up provided the graduation requirements are met.

All academic/graduation credits will be counted and awarded on a semester basis. This includes year-long courses as well as the semester courses. If, in a teacher's best professional judgment, consideration of full-year credit would be to the student's advantage academically, the teacher has the right to assign a grade based on the full four quarters of performance.
Under no circumstances, however, can a credit previously awarded be removed based on full-year consideration.

A. Subjects required in grades 9-10-11-12 are as follows:

Communications/English	four credits
Math	three credits
Science	three credits
Social	four credits
Phy.Ed./Health	two credits
Computer	one-half credit
Electives	nine and one-half credits

B. Specific courses which are required by the School District include the following courses/grade levels:
   1. Ninth Grade: Composition, Literature 9, Math (placement appropriate to ability), Physical Science, Social Studies, Physical Education, recommend Computer option
   2. Tenth Grade: Composition 10, Literature 10, Math (placement appropriate to ability), Biological Science, US Modern History, Physical Education, Health
   3. Eleventh Grade: PRE AP English or another English elective, Math (placement appropriate to ability), Science (appropriate to ability), Economics
   4. Twelfth Grade: AP English or another elective English class, World History
   5. Computer Applications I or II must be taken at some time between grades 9-12. (must earn ½ credit at some point in grades 9-12)
   6. A fine art credit must be attained before graduating high school, this can be in instrumental band, vocal music, or any art elective class.

C. Credits for students transferring into the Barnesville Public Schools will be counted and adjusted according to the requirements listed above for the years in which the student is enrolled in Barnesville. The intent of this requirement is to avoid penalizing a transfer student, in regard to graduation, for course selections taken/required in another school system. An appeals board (consisting of one administrator, one school board member, three teachers, and two student council members) may be consulted for determination of a final decision in regard to graduation credits awarded or required.

D. State Graduation Standards: The state of Minnesota is in the process of developing and implementing new Academic Standards. Barnesville

High School will implement these requirements as they are adopted at the state level. The state of MN requires all students to pass a Basic Skills test in the areas of Math, Reading, and Writing. (Additional information is explained in the course description book.)

E. Graduation and Official Transcripts: Home schooled and transfer students who enroll at Barnesville High School will be required to attain the same minimum number of credits required for all students in order to graduate. Currently a student must complete twenty-six (26) credits in grades 9-12. For home schooled students, credits will be given for classes taken and passed at the home schools, but no letter grades (A-F) will be entered for these classes into the students' cumulative files and will not become part of the transcripts. Instead, a P will be used for classes passed and an NP for classes not passed while at a home school. Letter grades will be entered into the cumulative files and transcripts for transfer students from any public or private accredited secondary school with licensed teaching staff recognized by the State of Minnesota (or the state from which they transferred) and for foreign exchange students.

F. Class Rank, NHS, and Graduation Honors: To qualify for class rank or National Honor Society, a student must receive a full complement of grades (seven classes per semester) for a minimum of two consecutive semesters at Barnesville High School beyond the last home schooling period or after a transfer. To qualify as an honor graduate, home schooled and transfer students must receive a full complement of grades (seven classes per semester) for both semesters of their junior year at Barnesville High School in conjunction of the PSEO program their senior year, or they must receive a full complement of grades for both semesters their senior year at Barnesville High School.

G. Post Secondary Enrollment Options (PSEO): Students who attend the Post Secondary Enrollment Options program must take all courses for grades (A-F) or they will not be eligible to top ten percent honors or graduation distinction. Students who enroll from a home school or who transfer from public or private high school and attend a post secondary program through Post Secondary Enrollment Options will not be eligible for honor roll, National Honor Society, or graduation distinction of any kind if they have not attended classes for at least one year at Barnesville High School between transfer time and the beginning of PSEO.

GRADUATION POLICY

Barnesville High School will formally recognize, through the graduation ceremony, only those students who have met the requirements of the Barnesville Public Schools and the state of MN. Students who do not have the appropriate number of credits or have not met the requirements will not be permitted to participate in the graduation ceremony and exercises.

PHILOSOPHY

The formal graduation ceremony offers a public recognition of the culmination and completion of the educational program provided by the Barnesville School District. The program is intended to be recognition of the successful completion of the district and state requirements. Those students not meeting the requirements have not successfully completed the educational program of the district.

PRACTICE

1. Students who have not earned the 26 credits required in grades 9 through 12 to be awarded a diploma from the Barnesville Public Schools will not be permitted to participate in the formal graduation ceremony.
2. Credits to be considered for the graduation requirements include
   a. credits earned through the successful completion of courses offered at the Barnesville Public Schools including Minnesota's enrollment options programs;
   b. credits earned through the successful completion of courses offered from accredited or generally recognized alternative educational programs such as the Youth Educational Services (Y.E.S.) program in Moorhead or the Division of Independent Study at North Dakota State University or other such institutions;

HIGH SCHOOL GRADING POLICY

The grading policy of the high school is based on the philosophy that students should be given the greatest opportunity for success. **School board has approved a uniform grading policy to be used from grade 7 thru grade 12**

100-94	**A**
93-90	**A-**
89-87	**B+**
86-83	**B**
82-80	**B-**
79-77	**C+**
76-73	**C**
72-70	**C-**
69-67	**D+**
66-63	**D**
62-60	**D-**
59 - below	**F**

CALCULATION OF HONOR ROLL/GRADE POINT AVERAGE

The following scale is used to determine honor roll and grade point averages for students in Barnesville High School. Students failing or receiving an incomplete (unless the incomplete is due to extenuating circumstances) in any class are not eligible for the honor roll.

GRADE	NUMERICAL VALUE
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D+	1.333
D	1.000
D-	.667
F/I	0

Barnesville High School does not use weighted grades. In accordance to state statue we have this in writing in our student handbook.

Calculation of Class Rank

A student's class rank will be determined from their grades in classes from grades 9-12. If a student transfers in, the school district will accept the grades from another school institution. If a student has been home schooled the grades will be posted as P (passed) or UN (not passed). These grades can not be used as part of their class rank.

STUDENTS OF ACADEMIC DISTINCTION

Students recognized at graduation exercises as Students of Academic Distinction must have a 3.50 grade point average. The grades used to determine Students of Academic Distinction for each graduating class are those earned during grades 9, 10 and 11 as well as the first semester grades in the senior year. Students meeting this criteria will be designated Students of Academic Distinction at the graduation ceremonies. The grade point average will not be rounded up, a student must have a 3.50 or better, a 3.48 is not rounded.

HONOR SOCIETY

The National Honor Society is open to students in grades 11-12 who meet the criteria and qualification standards of the national organization.

A. Requirements of the Barnesville Honor Society
   1. NHS guidelines (academic, service, leadership, character) will be encouraged and promoted within the Barnesville Honor Society membership.

2. Candidates for NHS membership must meet all national criteria and will have to apply for NHS membership/induction.
3. NHS candidates must have a 3.5 GPA to be eligible.
4. Candidates must be evaluated on the four areas of qualification established at the national level. These criteria include standards of academic excellence, service to community, leadership, and qualities of personal character.

INCOMPLETES

Incomplete assignments must be completed within two weeks of the conclusion of the grading period unless individual circumstances warrant allowing the student more time to complete the work. If an extension of time has been granted, the faculty members involved will set a specific time and limitations will be communicated to the student. If the incomplete work is not completed within the prescribed time, the student will be given a "0" for each incomplete assignment.

SCHEDULE CHANGES

Students may change courses once a semester has begun only through the completion of the schedule change process.

A. Schedule change requests after the second week of class will be discouraged and may be denied. A student requesting a schedule change must have the approval of the instructors involved, parents or guardians, and a school administrator.
B. Determination of credit will be made upon a review of the student's performance in class at the point of the schedule change and the student's potential to complete the requirements of the added course.

MCA Scores with 4th Quarter Grades

In dealing with the MCA scores, teachers may have the ability to add the score into their fourth quarter grades. This could deal with Science, Math, Reading or Writing. The teachers will have the ability to figure out just what percentage of the fourth quarter grade the test score should count for. In doing this it will be necessary to have the fourth quarter grade represented by an "GP" or grade pending, this will have no bearing on the students eligibility as the principal and athletic director will see this an know why the grade pending is on the report card. The grade pending will be changed by the classroom teacher as soon as the grades are available to the school district.

SPECIAL/UNIQUE EDUCATIONAL OPPORTUNITIES

STUDENT AIDE POLICY

Students in Barnesville High School are normally scheduled into seven course assignments during the day. As an alternative to the seven class period

assignment, students who are seniors may apply to serve as a student volunteer aide.

A. Seniors may receive up to a full credit for service as a student aide.
B. Students who choose to serve as an aide must file the proper forms in the principal's office.
C. Students may choose to receive either pass/fail graduation credit or voluntary youth service credit for their work as an aide.
D. Students who do not fulfill the obligations or responsibilities of the aide position in a responsible, appropriate, and professional manner may be removed from the position and placed in a regularly scheduled classroom at the direction of the cooperating teacher or administration.
E. Barnesville High School administration reserves the right to approve or disapprove of student aide applications based on previous or current student academic performance, attendance policies, conduct issues, or other reasonable grounds. The position of student aide is a position based on privilege and demonstration of responsibility.

PASS/NO CREDIT POLICY

Senior high students may elect to take up to one credit each year on a Pass/No Credit basis.

A. Students electing this option complete a course in the normal fashion, but grading is based solely on satisfactory completion of the assigned work. Successful completion of the work earns a grade of "pass" (P) which does not affect a student's grade point average. Unsuccessful completion of the course
is marked with "no credit" (NC).
B. The choice of courses taken under the pass/no credit option should be carefully considered by the student. It is generally recommended that core or required courses not be taken on a pass/no credit basis. It is also recommended that courses which may apply to a student's future career or educational path not be taken on a pass/no credit basis.
C. The deadlines for making a pass/no credit option decision are two weeks after the start of the school year and two weeks into the start of the second semester.
D. Students may not serve as an aide and register for a course on a pass/no credit basis without administrative approval based on cause.

POST-SECONDARY ENROLLMENT OPTIONS PROGRAM

All public school juniors and seniors are eligible to participate in the Post-Secondary Enrollment Options program. The purpose of the program is to provide a broader variety of educational options to high school 11th and 12th grade students. The program enables students to enroll full-time or part-time in a non-sectarian course or program at an eligible Minnesota post-secondary institution.

SERVICE/LEADERSHIP CREDIT

Students at Barnesville High School may earn, over the course of the senior high program, up to one academic credit for documented service and/or leadership experiences. To receive credit, students are required to complete 75 or 150 hours

of "certified" leadership/service activities in the community. Credits may be earned any time in grades 7-12, with hours accumulating throughout, but are not awarded until after the first semester of the senior year to count toward graduation. Students are required to establish a leadership/service plan, record and document hours, have the time certified by an appropriate authority, and submit the project to the principal's office.

SENIOR PRIVILEGES

Graduating senior students who maintain an academic record deserving of privileges do not need to attend class during the final three days for seniors. The conditions for the privilege include:

A. Must be in good academic standing with no "F's" or Incompletes on their final fourth quarter grade check reports and be eligible to graduate.
B. Be a student without violation of the attendance policies.
C. Have completed all activities in a class such as computer, welding, art, etc.
D. The course does not schedule a final test or the instructor agrees to dismiss.
E. Participation in a "skip day" will result in loss of privileges.
F. Senior privileges may be replaced by a class trip.
G. Any senior who has lost privileges and for whatever reason, illness, suspension, etc will need to make up the days missed before they are allowed to RECEIVE their diploma. They will be able to walk in the ceremony if they have days to make up but will not take possession of their diploma until all time with the school has been made up. This will be arranged through the building principal.
H. If a student has had privileges removed and they do not show up for school, they will not be allowed to participate in the graduation ceremony.

Administration will notify students if they have lost senior privileges.

Section 504 Education Statement of Non-Discrimination on the Basis of Disability

Barnesville Public Schools, ISD #146 will provide a free and appropriate public education to each student with a disability. It is the intent of the District to ensure that students who are disabled with the definition of Section 504 of the Rehabilitation Act of 1973 are identified, assessed, and provided appropriate educational services.

In accord with this statement, a student with a disability is one who (a) has physical or mental impairment that substantially limits one or more major life activity(s), (b) has a record of such impairment, or (c) is regarded as having such impairment. Students may be disabled under Section 504 even though they do not require services consistent or pursuant with the Individuals with Disabilities Education Act (IDEA).

At the direction of the 504 Compliance Officer or building principals each school site will coordinate its efforts to comply with the regulations of Section 504.

SECTION 504 STUDENT AND PARENTAL RIGHTS

- Participation of your child in school district programs and activities, including extracurricular programs to the maximum extent appropriate, free from discrimination based upon the student's disability and at the same level as students without disabilities.
- Free educational services to the extent they are provided students without disabilities.
- Information about your child and your child's educational programs and activities in a language the parent can understand.
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right periodically request a re-evaluation of your child.
- Inspect and review your child's educational records including the right to copy those records for a reasonable fee. The parent may ask the school district to amend your child's educational records if you feel the information in the records is inaccurate. In the event the school district refuses to amend said records upon request, you have a right to file a student grievance on your child's behalf.

SECTION 504 Sample Accommodation Plan (abbreviated)

1. Describe the nature of the concern.
2. Describe the basis for the determination of disability. Identify corresponding documentation.
3. Describe how the disability affects a major life activity or student learning.
4. Present level of performance applicable to this student: academics, behaviorally/emotionally, Socially, medical / physical, or other.
5. Describe the reasonable accommodations that will provide commensurate opportunity in any related area: environmental/accessibility, instructional, behaviorally/socially, discipline or assessments.
6. Names and titles of 504 Accommodations Planning Team Members.
7. Plan Administrator / Coordinator
8. Review / Reassessment Date

Any person with a disability, who qualifies under Section 504 of the Rehabilitation Act, will not be excluded from band or choir at Barnesville Public Schools due to band and choir rooms that are inaccessible to students with certain disabilities. The band and choir classes and activities will relocate to a gymnasium or other first floor / main floor classroom that is accessible to students with disabilities in order to accommodate a qualifying student. The contact information

for this related information is Mr. Bryan Strand, HS Principal – Barnesville Public Schools- 354-2228.

NOTICE OF DISABILITY / NON-DISCRIMINATION POLICY

A: Purpose: This policy is to provide a fair employment setting and opportunities for all persons and in doing so comply with state and federal law.

B. Statement: Barnesville Public Schools shall not discriminate against qualified individuals with disabilities because of disabilities in regard to an individuals job application, hiring, advancement, discharge, compensation, training, and / or other terms and conditions of employment.

- District shall not engage in contractual or other type arrangements that subject qualified applicants or employees with disabilities to discrimination.
- District shall not exclude nor deny equal jobs or benefits to qualified individuals because of a known disability.
- District will make reasonable accommodations for a known physical or mental limiting factor of an otherwise qualified individual with a disability who is either an applicant or an employee unless the accommodation would impose a hardhship on the operation of the business of the school district.
- Any applicant or current employee wishing to discuss a need for a reasonable accommodation, application of this policy, or matters related to disability discrimination should contact the Superintendent of Schools or the following contacts:

Title IX Coordinator: Mr. Kyle Gylland
504 Coordinator: Mr. Bryan Strand
Human Rights: Mr. Scott Loeslie

Barnesville Public Schools
302 3rd St. SE PO Box 189
Barnesville MN 56514
218-354-2217 or 218-354-2228

Legal References:
29 U.S.C. 794 et seq. 504 Rehabilitation Act 1973
42 U.S.C. 126 12112 Americans with Disabilities Act
MSBA / MASA Policy 521 Student Disability Non-Discrimination

GENERAL PROCEDURES/GUIDELINES

CONDUCT

Good judgment and common sense provide the guidelines for acceptable behavior at Barnesville High School. This is true for in-school behavior as well as at activities or events which are sponsored as part of the school's program. The behaviors exhibited at any public function reflect not only on the individuals involved but upon our entire school district. Remember, students are the ambassadors of the Barnesville Public Schools.

GENERAL CLASSROOM GUIDELINES

There are many areas of policy and conduct in which specific classroom instructors have discretion in order to provide an orderly classroom and educational environment. Students are expected to follow the guidelines developed and communicated by the classroom instructor and other school personnel. Refusal to abide by these classroom requirements may constitute insubordination and be dealt with under the provisions of the school disciplinary policy.

PASSES TO CLASSROOM AREAS

Teachers will not grant a pass to have students working on projects such as Industrial Technology, Art, or any other area unless the teacher is there to supervise. All students must have a pass in advance in order to see another teacher. All high school students not in their assigned location are required to have passes signed by the teacher in charge. If an instructor desires to have a student during another teacher's designated class time, the instructor requesting such action should obtain permission from the other teacher before writing the pass.

PHY. ED. EXCUSES

Students are not to be excused from participation in physical education classes except by a doctor's excuse, the principal, and/or an administrative assistant.

RELIGIOUS INSTRUCTION RELEASED TIME

Regular classes will be conducted during release time periods. In keeping with the State Department regulations, students attending release time are responsible for make-up work. Any student wishing to attend release time must have a signed parent permission slip on file in the principal's office before the student is allowed to attend.

ANNOUNCEMENTS

Student announcements will be read at the end of first hour when possible, if not possible at that point they will be read at the beginning or end of a morning hour.

LOST AND FOUND

All articles found should be taken to the principal's office. Upon identification, they will be given to the owner. All unclaimed articles will be disposed of after the school year. Students should label all books and personal property with their names.

ACCIDENTS

All accidents must be reported to the principal's office immediately. The school does not carry accident insurance to cover students' injuries. Students who are ill during the day should report to the principal's office.

TRIPS

Any student who goes on overnight trips sponsored by Barnesville Public Schools will be covered by the same rules as they would be on school premises. All overnight trips must be approved of by the school board.

VISITORS TO SCHOOL

Any persons other than Barnesville High School students, staff, or Board of Education personnel, are regarded as visitors. These individuals must report to the principal's office before going anywhere in the building. An exception would be made on an advance request with the principal's office from guests. A visitor's pass may be issued for properly registered guests of the school. Unless there is a specific reason, simply visiting classes is discouraged. **If a student wishes to bring a guest to school, arrangements must be made with the high school principal at least two days in advance or all requests will be denied.**

CLOSINGS

School closing due to storm weather will be announced over television stations WDAY, KVLY, KXJB, KVRR, and area radio stations. We will also use the Honeywell Instant Alert service.

FIRE DRILLS

Instruction and procedures for fire drills will be given to students by the teachers in the classrooms.

TELEPHONE CALLS

School telephones in the High School are ordinarily for school-authorized purposes only.

A. Students are generally limited in the use of school phones to emergency purposes.

B. Students will generally not be called out of class to receive a phone call. School personnel may take a message and deliver the message at the earliest convenience, but students will not be called out of class except in the case of emergency.

SCHOOL DRESS CODE

Although a formal dress code is not a part of the school guidelines, the following standards of appropriate dress are expected.

A. Articles of clothing, hats, shirts, jackets, etc. that promote drugs, alcohol, tobacco, and/or are obscene, suggestive statements, or indecent words or pictures will not be permitted. Specific examples of clothing which will not be permitted include "Big Johnson," "Co-ed Naked," short shorts, short skirts, skimpy tank tops, tops that expose the midriff, and any other clothing that is not keeping in with community standards.

B. Any apparel or footwear that would damage school property. No Heeley shoes

C. Belts must be the appropriate length and secured in belt loops.

D. Clothing must fit appropriately at the waist.

E. Any clothing or attire that interferes with or disrupts the normal educational environment is not appropriate for the school setting.

F. Students are not permitted to wear headgear (caps, bandanas, hoods, etc.) in the building, once they have entered the building, during the normal school hours.

G. Tops must have straps that are at least an inch thick, and without the bra strap showing

H. No gloves are to be worn during the school day, nor any article of clothing may cover the hands in a way in which something may be hid. **This includes sweatshirts with a hole cut into it to put the thumb or any other fingers.

I. Any top or article of clothing that is deemed to be inappropriate to the teacher or administration will be asked to cover up or change, any refusal on this will result in immediate action taken by the school.

J. No shoes with wheels are permitted to be used at any time during the school day, after school or at any school activities within the school building. (example: Healy's)

K. Skirts must meet the finger tip test with arms at full extension.

I. Students will be directed to change, remove, or cover the inappropriate clothing and not wear the clothing in the school environment again. Failure to comply may result in appropriate disciplinary action.

PASSIVE ALCOHOL SENSOR SYSTEM

Barnesville High School will use the Passive Alcohol Sensor System at any and/or all school related activities.

MISCELLANEOUS

A. Students are not permitted to carry/wear backpacks or duffle bags to class. All bags/backpacks must be left in student lockers.

B. Cell phones, PDAs, ipods, ipads, mp3 players, personal CD players, two-way radios and games, are not permitted in the classroom. They are not to be visible or to be used during class so they do not become a disruption to the education process.

C. ISD #146 Policy Number 529 – Staff Notification Of Violent Behavior By Students- is available in the District Office. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior in order to serve the student and protect students and staff members.

Electronic Device Policy

Cell Phones, Other Personal Communication Devices, and Music Devices

The use of cell phones and other electronic devices at school creates a disruption to the learning environment and may jeopardize student safety during potential emergency situations. The use of cell phones and/or other personal communication and music devices during the school day is strictly prohibited. Students who bring these devices to school must turn them off and keep them stored in their locker. The use of cell phones and other electronic devices in locker room facilities and/or bathrooms is strictly prohibited at all times (including before, during, and after school).

Students sending or possessing inappropriate messages and/or pictures during the school day is prohibited. Students videotaping, audio-taping, or taking pictures, without others' permission is prohibited. School authorities reserve the right to review the picture, audio, and video content of any cell phone brought on school property if they violate our school policy of no cell phones in classrooms, bathrooms or locker rooms.

If a violation occurs, staff will bring the electronic device to the office to be recorded and safely stored. Disciplinary action may include: confiscation, conference with administration, detention, parent contact, loss of privilege, and/or suspension.

Cell phones may be used during the noon hour and between classes. A student going to their locker during class to check a cell phone is in direct violation of Barnesville High School policy.

If student will not relinquish cell phone when asked to by administration it will be considered insubordination and the student will be suspended from school for up to 3 days. If subsequent occurrences happen then the penalty may be increased. Each penalty for cell phone infraction is 2 days detention and then cell phone will be returned. If the violation is in regard to a phone being used in bathroom/locker room or a possibility of a teacher being recorded then the student will be suspended until phone is turned over or up to a 10 day period.

*Note: Consequences may be more severe depending upon the infraction with the electronic device. Any exception to this policy for emergency purposes must have prior approval by the principal or office personnel.

A. Students may not bring in a cell phone, ipad, ipod or pda for the purpose of taping a class or classroom teacher with the intent to put the teacher or another student on the internet or any other public displays where embarrassment or ridicule

is inevitable. Such action will result in immediate suspension or if necessary expulsion. (MASSP RECOMMENDED)

SCHOOL RECORDS AND REPORTS

PARENT-TEACHER CONFERENCES

Conferences are held in the high school twice a year. These conferences can be of great value to the student. Parents and students are asked to come to the school during this period. Parents are also invited to visit the school and classrooms at any other times during the school year.

RECORDS

The school has on file student grades, attendance, and standardized test scores. If students have attended several different schools, these records have all followed the students to this school and are on file here.

A. Students and/or parents/guardians may see the contents of these records by making an appointment with the principal or counselor. Students are permitted to look at their records in the records office.

B. Student records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of the student and/or the parent or guardian. Written consent can be given by using a form available in the principal's office requesting that records be released. An exception to this may be made to send records to another public school in which a student has already enrolled after transferring from this school.

C. All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and the resulting procedures described below apply to the records of all graduates from this school.

D. Directory information will be released to authorized agencies unless you have registered a written objection with the principal's office. Such information may include the following: name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information.

TRANSFERS/WITHDRAWALS

Students planning to transfer or withdraw from Barnesville High School should obtain a drop form from the principal's office a few days prior to the transfer or withdrawal. This form needs to be signed by the student's teachers and grades, at the date of transfer/withdrawal, will be recorded. One copy of the form should be returned to the office and one copy retained by the student for the records for the new school

FINANCIAL CONCERNS

GENERAL FEES

Public education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

A. A project in art, home economics, agriculture or some other course that is in excess of material requirements of the minimum course outline, provided that the student elects to do such a project with the approval of the instructor.
B. Cost of school equipment, material destroyed, broken, or damaged through carelessness or failure to follow instructions, in the amount necessary, to restore the item involved to service.
C. Deposit for lab or shop breakage, such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving lab or shop work.
D. Rental charge on school-owned instruments.
E. Cost of the school paper, yearbook, graduation announcements or class rings should the student elect to order any of these items.
F. Admission fees for various activities students should have the option. Students furnish own paper, pencils, pens, notebooks, gym clothes, tennis shoes and other personal equipment.
G. Driver's Education Fee: Driver's Education is not required as a high school course, but it is provided for a fee through Community Education. Courses are offered at out-of-school times. For further information about the scheduling of these courses, contact the Community Education office. Information will be provided to the students through the regular announcement procedures.

CLASS DUES AND FEES

Each class promotes some social activity during their school years. These activities can sometimes make it necessary for the class to collect dues from the members of the class. Often, the class fees are determined by the members of the class themselves, but in no event will exceed $5.00. The proceeds from these dues are collected and recorded throughout the student's academic career in the Barnesville Schools. Proof of class due payment may be required for admittance to events such as the Junior-Senior Prom.

SCHOOL MEAL PRICES:

	Lunch	Breakfast
Students Single Meal	$2.40	1.50
Additional Milk	.35	.35
Adult Meal	3.85	2.25

The following procedures will be implemented to control negative family accounts in the Barnesville Public Schools Food Service Accounts:

Family accounts with a student(s) in grades 7-12 will not be allowed to charge food items from the Ala-carte.

Students in grades K-12 with a negative balance will not be allowed to participate in the breakfast program.

Students in grades K-12 with a negative balance will not be allowed to charge a regular noon lunch, but will be provided an alternative.

The District will continue to mail invoices to families with a negative balance.

Policy 534
Students have use of a meal account. When any meal account has a negative balance in any amount the elementary and/or high school office will send out an instant alert notification to parents. If a student's account has a negative balance of $10 or more students will be individually notified by the school office and given a meal account statement or notice that indicates the amount of the negative balance. If a students negative balance reaches $20 a letter is sent home indicating balance due and methods of how to make payments. Parents mad add money to their children account by mail, sending lunch money designating to which account the funds are to be applied, by personally delivering funds to the office, or by adding money to lunch accounts through PAY schools online.

Negative balances of more than $35 a student or $50 per family if not paid prior to a timeframe as determined by administration discretion (quarterly, semester, or end of the year) will be turned over to the superintendent or superintendent's designee for collection.

BARNESVILLE HIGH SCHOOL DISCIPLINE PROCESS

PHILOSOPHY

GOALS OF DISCIPLINE POLICY

It is the position of the School Board of District #146 that learning can best take place in an environment which is orderly, safe, stimulating and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect between students and school personnel and to encourage self-discipline and responsibility. The goal of discipline is a self-disciplined individual, with mature attitudes and socially-acceptable standards of conduct. Disciplinary policies within the public schools shall be enforced within the general guidelines as set forth below. Discipline, like all aspects in education, is a learning opportunity for the student. Teachers and administrators should have autonomous discretion in handling situations at their level as long as a policy or procedure does not dictate its exact handling.

EXPECTED ROLES

A. **The Role of the Student: The students are expected to behave in such a way that all teachers can teach and all students can learn.** Students must understand that all board appointed educators and staff have authority over them and that it is the students' responsibility to comply with all rules and directives given to them by those in authority.
Students are expected to respect the authority of the position. If a student's behavior becomes so disruptive to the educational environment that it infringes upon the teacher's right to teach and the other students' right to learn, then the student should be removed from the class.

B. **The Role of the Parent: The parent is the most important person in the discipline process.** Educators expect and need parental involvement and support in dealing with student discipline issues. Parents and educators know that disciplining children is a very difficult job and that mistakes can be made. Because parents and educators have the student's best interest at heart, they continue to provide the direction and guidance needed. Parents need to know that teachers and administrators have their children's best interests at heart when disciplinary action becomes necessary. Parental support is necessary to make that disciplinary action effective.

C. **The Role of the Teacher: The teacher is in charge of the classroom.** The teacher is expected to promote an educationally sound environment. Each teacher has the right to establish classroom behavior expectations and may enforce consequences for noncompliance. Teachers are expected to handle routine disciplinary matters in the classrooms using a variety of classroom management techniques, conferring with students on an individual basis, contacting parents, and/or taking appropriate disciplinary actions. If a student's behavior becomes so disruptive to the educational environment that it infringes upon the teacher's right to teach and the other students' right to learn, then the student should be removed from the class.

D. **The Role of the Principal:** The principal should support each teacher's established behavior expectations and confirm that the teacher is in charge of the classroom. If a referral is made it is the principal's responsibility to ensure that due process is provided and that all actions comply with

mandated procedures, board-established policy, as well as state and federal law.

GENERAL DISCIPLINARY PROCESS

As tools within the disciplinary process, Barnesville High School will incorporate and may utilize a variety of corrective measures and approaches. The process and corrective measures used should be appropriate, sequential, and progressive. The initial step of the process should include a conference with the student to identify and correct specific disciplinary behavior(s). If the behaviors are not changed, appropriate logical consequences may be utilized in effort to modify the student behaviors. The general progression of corrective actions includes detention, Saturday detention, in-school suspension, out-of-school suspension, and expulsion. For certain behaviors or situations, other logical actions may be utilized. Examples would include cleaning work assigned for vandalism or acts of reckless behavior, work assigned in regard to physical damage or destruction of property, notes of apology or explanation for inappropriate behavior, or other reasonable tasks as assigned by administration. Any corrective actions may be used at one time and administrative officials may utilize professional discretion in handling disciplinary matters. According to Mn. Statute 121A.582 a teacher, principal, school employee or other agent of the district is exercising the person's 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.

Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities or operation of the school.

DISCIPLINARY DEFINITIONS

I. **Detention**: Detention time will vary throughout the year. The days and times of detention will be posted in the daily bulletin. Failure to report to assigned detention time may result in a Saturday detention assignment/in school suspension/loss of certain privileges within BHS/loss of noon hour privileges/some case may require out of school supsension. Detentions are cumulative. The student will have three days to schedule the one detention, a double detention will be allowed the next four days to fit the 2 detentions in.

II. **Saturday Detention**: Saturday detention is served from 8:00 - 11:00 a.m. on Saturday mornings. Students are required to attend the entire session. Failure to report to Saturday detention will result in In-School or Out-of-School Suspension.

III. **Dismissal**: Dismissal means denial of the current educational program to any pupil. Dismissal may be handled within the school facility or out of the school facility. A student is dismissed from regular school attendance for disciplinary reasons for a period of time of one day or less.

IV. **In-School Suspension**: A student is suspended out of the classroom setting within the confines of the school building under school supervision. Students in ISS will have limited privileges and will complete their school work in a restricted area. Students may be placed in ISS for 1 to 5 days not to exceed 3 concurrent suspensions

or 15 days per disciplinary measure. Students who have been suspended are ineligible for any and all extra-curricular activities and cannot attend school functions during their suspension.

V. **Out-of-School Suspension**: A student is suspended out of the school program from 1 to 10 days, not to exceed 3 concurrent suspensions or 15 days per disciplinary measure. Students who have been suspended are ineligible for any and all extra-curricular activities and cannot attend school functions during their suspension or be allowed on any school property.

VI. **Expulsion**: A student may be expelled from school after having charges presented before the Board of Education following the provisions of the Pupil Fair Dismissal Act of 1974 Expulsion is an action taken by the School Board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond one calendar year. A pupil may be dismissed on any of the following grounds: a. willful violation of any reasonable school board regulation; b. willful conduct that significantly disrupts the rights or others to an education; c. willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

GENERAL DISCIPLINARY BEHAVIORS

Measured by the philosophy and guidelines above, acts which may bring about disciplinary action include, but are not limited to the following examples. Although this policy does not cover every possible action, behavior, or standard of conduct, all other disciplinary matters will be dealt with in similar fashion. Any corrective actions may be used at one time and administrative officials may utilize professional discretion in handling disciplinary matters.

Decisions on issues of suspension are the jurisdiction and responsibility of the high school principal.

CATEGORY A ISSUES-CLASSROOM

DESCRIPTION OF BEHAVIOR	CORRECTIVE ACTION- Minimum/Maximum Recommendations
1. INAPPROPRIATE BEHAVIORS 2. FOOD/DRINK ISSUES 3. TARDINESS 4. OFF-TASK BEHAVIORS 5. INADEQUATE CLASS PREPARATION	1. Redirection of Behaviors 2. Appropriate/Progressive Classroom Consequences 3. Communication with Parents 4. Referral to Office for Excessive Occurrences and Failure to Change Behaviors
6. CHEATING	1. Paper Taken, No Credit on Assignment; Parent Notification 2. No Credit on Assignment; Minimum Drop of 10% on the Quarter Grade; Parent Notification 3. Failure of the course for the Quarter; Parent Notification

CATEGORY B ISSUES-OFFICE REFERRAL

DESCRIPTION OF BEHAVIOR	CORRECTIVE ACTION- Minimum/Maximum Recommendations
1. DISRUPTIVE BEHAVIOR: Any behavior which disrupts the right of others to an education or the right of the teacher to teach.	
2. VERBAL ABUSE: General use of inappropriate or insulting language ;swearing.	1. Removal from Class 2. Student Conference 3. Detention
3. UNSAFE BEHAVIOR: Conduct which endangers self or others.	4. In-School Suspension 5. Out-of-School Suspension
4. WILLFUL DISOBEDIENCE: Refusal to follow published or defined rules and regulations.	
5. FALSIFICATION OF RECORDS AND NOTES	

6. LEAVE SCHOOL GROUNDS: Leaving without permission during school hours and/or failure to check out of school properly.	1. 2 Hour Detention for each hour gone from school 2. 1 day OSS 3. 3 Days of OSS
7 TOBACCO/ALCOHOL: Possession or use of tobacco/alcohol or tobacco like products such as e-cigs and vapor cigarettes.	1. Parental Notification and 3-5 days of OSS 2. Referral to Law Enforcement
8. STUDENT ATTIRE: Manner of dress which possesses a danger, is offensive, or creates disorder.	1. Detention, Clothing Change 2. In-School Suspension, change attire 3. ISS-2 days 4. Parent Conference
9.Inappropriate behavior at school assemblies.	**1. Removal for the remainder of the year at remaining school assemblies.**

CATEGORY C ISSUES-SUSPENDABLE BEHAVIORS

DESCRIPTION OF BEHAVIOR	CORRECTIVE ACTION- Minimum/Maximum Recommendations
1. FIGHTING: Fighting is an exchange in which one or both parties have contributed to the situation by verbal or physical action.	1. Parental Notification, 3 days Out-Of-School suspension.
2. INSUBORDINATION: Acts or actions which convey a disrespect for authority, openly defy rules, directly contradict expected actions or procedures, and/or use of inappropriate language directed at a staff member.	1. Student Conference, Parental Notification, Dismissal or In-School Suspension 2. Out-Of-School Suspension
3. WILLFUL DAMAGE OF SCHOOL PROPERTY	1. Parental Notification, Restitution or Repair of Damage, Dismissal or Suspension. Depending on severity
4. HARASSMENT: (Inclusive of Sexual, Religious and Racial Harassment) Acts That injure, degrade, or disgrace others.	1. Student Conference-Referral to Human Rights Officer; Notification Of Parents 2. Action According to District Harassment Policy
5. SKIPPED/MISSED DETENTION: Any absence from assigned detention which is not authorized or approved.	1. Detention Doubles 2. Assigned Saturday Detention 3. Dismissal or Suspension

CATEGORY D ISSUES-LEGAL ISSUES

DESCRIPTION OF BEHAVIOR	CORRECTIVE ACTION- Minimum/Maximum Recommendations
1. ASSAULT: Assault is committing an act with intent to cause bodily or psychological harm. 2. FIRES-FALSE FIRE ALARMS: Setting of fires or pulling alarms. May also include interference in the orderly conduct of school fire drills. 3. THEFT: Stealing things belonging to others or the school. 4. TRESPASSING: Individuals sent out of school who return without proper clearance. 5. WEAPONS VIOLATION: Possession or use of any dangerous weapon. **Does include replica weapons.**	1. Notify Legal Authorities and Parents with Suspension from School 2. Referral to School Board for Expulsion
6. DRUGS: Possession, use or sale	1. 5 Days OSS, Referral to Law Enforcement 2. Referral to School Board for expulsion
7. TERRORISTIC THREAT: Bomb threat to Law Enforcement	1. Suspension to expulsion, referral

HIGH SCHOOL DETENTION PROCEDURE

PURPOSE

The detention policy has been drafted to clarify issues governing the policy of detention assignment and the actual service of detention. Detention, much as the entire discipline policy in general, is not intended to serve as a form of punishment but rather as a mechanism to encourage the exercise of good judgment and common sense on the part of students in future learning situations.

LOGISTICS

All students assigned to detention are governed by the following logistical concerns.

A. Detention will be held Monday/Tuesday/Wednesday/Thursday afternoons from 3:22 until 4:12. Detention will also be conducted on Friday mornings from 7:30 until 8:20. Students will not be permitted to leave detention prior to the scheduled time. Students may be detained in detention for a period not to exceed 10 additional minutes for inappropriate behavior during the detention period.

B. Parents/Guardians will be responsible for transportation home for those students who do not live within walking distance of the school. Parents/Guardians will be notified of the assignment of detention and the reason(s) for the assignment. Students may be allowed to serve detention the day it is assigned if the student so chooses. Detention, for all other situations, will be served on the following school day (to allow for transportation accommodations).

C. Failure to report for detention as directed will result in assignment of Saturday detention or two additional detention periods (for a total of three detention periods) at the discretion of the high school administration.

D. Students who report late to detention will not receive credit for that particular day and will be counted as unexcused. Additional detention will be assigned as outlined previously.

E. Inappropriate behaviors will not be tolerated during the detention assignment. Students are not permitted to talk, sleep, eat, drink, wear caps, or leave the detention area during the assigned period. Inappropriate behaviors may result in extended detention time or denial of credit for the detention period served. Denial of credit will result in an unexcused absence with additional consequences assigned.

F. Students are required to bring bonafide classroom work to the detention area. Students who fail to bring work may be assigned additional consequences.

G. A one-detention-day postponement may be considered upon parental request and based on justifiable reasons. Medical/dental appointments or other pre-planned situations may be considered justifiable. Student work schedules are generally not considered justifiable excuses given the one-day delay in detention service and transportation accommodations outlined above.

H. Students scheduled for detention will not be permitted to forego the scheduled detention for the purpose of participating in any extra-curricular or other school-sponsored activity scheduled the same time and date as detention. Students who do not attend a scheduled detention will be barred from further practice or participation in

any extra-curricular/school-sponsored activity until the original detention, plus the additional assignment, has been served.

TRANSPORTATION DISCIPLINE POLICY

PHILOSOPHY

The school district recognizes that students are expected to follow general standards of behavior on the buses which would be comparable to the expectations held in the school buildings. The general school behavior guidelines and expectations, as appropriate to the bus setting, are supported on the school district's transportation system. The bus driver is recognized as the authority directly responsible for student discipline on the bus route or while students are loading or unloading at the bus stops.

A. The Barnesville Public Schools offer transportation to students of the district in an effort to assist with the educational process and facilitate orderly movement of students to and from the educational settings. The transportation of students is offered as a service to the residents of the school district.
B. The provision of school transportation by the district does not endorse the transportation of students as a right held by the student. Transportation of students is a privilege and service offered by the district which may be revoked for appropriate and legitimate reasons.
C. Because transportation of students is a privilege, rather than a right, it is the responsibility of the parents and/or guardians of the students transported to endorse, support, encourage, and uphold the general provisions for student safety and discipline as outlined in the district transportation policy.
D. Bus safety information and training will be conducted during the first three weeks of the school year.

GENERAL TRANSPORTATION GUIDELINES

A. Bus Schedules will be filed in the Office of the Superintendent and Principal prior to the beginning date of school. It will be the duty of the bus manager to establish bus routes and notify parents and guardians of the locations and time of the bus stops. Students not at the prescribed bus stops at the scheduled time will be left behind.
B. The bus driver will be in control of student discipline on the bus route or while students are loading or unloading at the bus stops.
C. Students will not be allowed to stand up and/or change seats while the bus is in motion. Students must remain in seats at all times while the bus is in motion.
D. Management of food and beverage issues on the school transportation is the responsibility of the bus manager. The guidelines developed by the bus manager will be endorsed and enforced by the school district officials.

EXPECTATIONS AND ROLES IN TRANSPORTATION

A. Role of the Student: Students must understand that all board appointed educators, including the bus driver, have authority over them and that it is the students' responsibility to comply with all rules and directives given to them by those in authority. Students are expected to respect the authority of the position.

B. Role of the Parent: The parent is the most important person in the discipline process. Educational support staff expect and need parental involvement and support in dealing with student discipline problems. Parental support is necessary to make disciplinary action effective.

C. Role of the Bus Driver: The driver is in charge of the bus. The driver is expected to practice appropriate behavior management techniques which will encourage positive student behavioral expectations. The bus driver has the right to establish his or her own bus behavioral expectations and may want to enforce logical consequences for noncompliance.

D. Role of School Administrators: The administration should support the established behavioral expectations and confirm that the bus driver is in charge of the bus. Administrators will support disciplinary action while ensuring that due process is provided and that all actions comply with mandated procedures, board-established policy, state law, and federal law.

DISCIPLINARY ISSUES

Students are expected to exhibit behavior on buses which reflects good judgment and common sense. Appropriate behavior promotes respect for self and others. Inappropriate behavior is that which displays a lack of good judgment and common sense.

Category I Offenses:

These types of behavior are typically classified as disruptive behaviors which may interfere with the safe and efficient operation of the bus. Examples of this category of behaviors include, but are not limited to, unsafe behavior, interference or obstruction, swearing, willful disobedience, disruptive behavior, loud noises, insulting or abusive language, tardiness, etc. Students will not be allowed to stand up and/or change seats while the bus is in motion.

1) Bus drivers are expected to record instances of and give a verbal warning to students in regard to this behavior. Drivers are expected to utilize logical consequences for instances of behavior including assigning specific seats for students on the bus.
2) Upon the third, and each ensuing, incident of this behavior during the school year, the bus driver will file a report with school administration for further disciplinary action.
3) Appropriate, and increasing, consequences will be assigned by school administrators for each referral from bus drivers including assigned bus seats, removal of riding privileges as outlined below, detention, in-school suspension, or out-of-school suspension.

Category II Offenses

These types of behavior are classified as gross disruptive behaviors which create an oppressive, hostile, or dangerous environment. Examples of this category of behaviors include, but are not limited to, assault, fighting, harassment, theft, willful damage to property, defiance of authority, etc.

1) Incidents of Category II Offenses will be referred to the bus manager and school administrators immediately upon the return of the bus to the garage.
2) Category II Offenses may result in suspension from bus transportation according to the following schedule (although any and all actions may be taken at a given time if deemed appropriate):
    - suspension from transportation for one day,
    - suspension from transportation for one week,

•suspension from transportation until the next regularly scheduled board meeting at which time it will be recommended that the student be removed for the remainder of the year

3) Category II Offenses may result in concurrent consequences within the school building as well, should it be deemed appropriate by administrators.
4) Incidents of Category II offenses may be referred by school and transportation authorities to law enforcement officials when necessary.
5) Incidents of Category II Offenses will be recorded and records maintained for a period of a single school year. Increased levels of consequence will be enforced for incidents during the current school year only.

Students will not be rejected from the bus while the bus is on the route.

The driver may assign students to specific seats on the bus and take other corrective actions as appropriate to deal with student discipline.

COORDINATING SCHEDULING OF EXTRA-CURRICULAR EVENTS

PHILOSOPHY

The philosophy of Barnesville High School is that all extra-curricular events play an important role in the lives of Barnesville students and their families. The purpose of this policy is to avoid bringing pressure to an individual student as a result of conflicts between activities which may arise. The regulations are designed to provide an equitable basis concerning the scheduling of events for Barnesville students and a step-by-step procedure to solve problems if conflicts in dates/events do arise.

Grade Checks for Eligibility

All students that plan to participate in Category I or Category II school activities must follow the eligibility policy as approved by the Barnesville Board of Education. This policy states, that grades are checked at the high school at the 3-week mark of the quarter and then again for eligibility at the 4-week mark of that quarter. Grades are then checked again at the 6-week point in the quarter and one week later during week 7 to determine student eligibility. If a student is currently enrolled as a PSEO student, On-Line College at high school or at home or is a Home-Schooled student and participates in activities at Barnesville High School then these students with special enrollment status must also follow the grading, grade-check, and eligibility policy as noted. Students that fit into these special and aforementioned enrollment categories will submit their grades printed from on-line or from an official website and then present the grades to the building principal at the both the 3-week and 6-week intervals in each quarter and once again at the end of the quarter. Should any of the students enrolled in the aforementioned categories

present grades to the principal that are failing in weeks 3 or 6 then, they must re-submit grades during weeks 4 and 7 to verify and confirm eligibility as a student in good-standing and able to participate in Category I and Category II activities.

SCHEDULING OF EVENTS:

A. The activities director will schedule events in the spring of the year as completely as possible for the ensuing school year.
B. Events scheduled after that date will have to clear the master schedule which is to be kept in the office. OFFICIAL DISTRICT, REGION, and STATE ADDITIONS or corrections should take precedence over non-conference and locally scheduled events.
C. The activities director is to receive in writing proposed dates for events that are scheduled after the initial schedule is drawn up.
D. The original schedule will take priority over all late-scheduled events. Therefore, if an event is scheduled after the spring closing date, it should be known that the student members of the organization which originally scheduled the date are responsible to that organization for those dates.
E. When it becomes necessary to reschedule a sport or music event which has been post-poned due to weather conditions, the coach or director must check the existing school calendar before rescheduling the event. If there is possible conflict, the change must be approved by the athletic director and music department chairman.

PROCEDURES FOR CONFLICTS IN THE SCHEDULE:

A. Where conflicts seem to be unavoidable, the following regulations will prevail. Every attempt should be made to ensure that the student need not be asked to make a choice and that the student not be penalized due to the outcome.
    1. All performances (games, meets, events, contests) will take priority over a practice or rehearsal. A concert will take priority over a JV or B-squad game or meet.
        A JV or B-squad game or meet will take priority over a practice or rehearsal.
        B. When a conflict appears, the following procedures should be followed:
            (i). Notify the activities director as to possible conflict.
            (ii). The activities director and coaches concerned will meet to see if the adopted rules can handle the alleged problem.
            (iii) If the adopted rules do not apply to when an agreement on the interpretation cannot be reached, then the activities director will call a meeting with the two coaches and/or directors to resolve the conflict. The principal will be called in as a fifth party only if needed.

SCHEDULING EXTENDED TOURS OR TRIPS

It is the responsibility of the coach or director to schedule these events as early as possible. It appears as though the 2 to 21/2 weeks following completion of the winter tournaments are normally a period of time where the sports activities are not into their spring schedule of games or meets. If tours can be scheduled for that time of year, this would perhaps eliminate many problems. Knowing that this will not always be possible, the following regulations shall apply:

A. It is the responsibility of the coach or director to look for open dates in the schedule. If open dates do exist or the activity director can find an area in the schedule where it least affects the total school program, the tour/trip may be scheduled in that time period.

B. Problems or conflicts must be identified early. The coach or director must search out potential problems before the sports season begins. Those students with potential conflicts, should meet with the coach and activities director at that time to discuss the problem. The student will need to make a decision at that time(before the season begins) as to whether they will accompany the group on the trip or remain home for the sports event.

C. It is the responsibility of the coach and director to clear the extended trip with the activities director, and building principal. They, as a committee of three, shall determine priorities if need be after examining the existing schedule.

D. It will be the duty of the activities director, to see that the entire faculty is notified well in advance as to the dates of the approved trip and to provide a list of students involved.

E. Students are not to be penalized, demoted, or degraded in any way due to missing practice, rehearsals, or scheduled events once the extended trip has been approved.

F. If a student chooses to drop a major activity entirely, because of a conflict but after the start of a season, that student shall not be allowed to take part in that particular event.

BARNESVILLE HIGH SCHOOL DANCE POLICY

1. ALL dances are to be CHEMICAL FREE and should be advertised as such.
2. Dances conducted by the school will designate the particular grade levels to be invited. It is recommended that Junior High School dances be designated for 7th, 8th and 9th graders only, while Senior High School dances be open to students in the 9th, 10th, 11th and 12th grades. Departures from these grade levels may be granted but the reason for the departure must be addressed in writing with the dance application forms.
3. Barnesville students and their guests are allowed into class parties or dances. All guests must follow BHS dance rules or will be asked to leave. All guests of BHS students must be registered in the Principal's Office. If the dance is scheduled for a Saturday evening, guests must be registered by the deadline given by the high school office.
4. Doors will be locked one hour after the start of a Senior HS dance and 30 minutes after the start of a Junior HS dance. No one is permitted to enter after that time. Exceptions to the late entry provision must be made by prior arrangement with the faculty advisor.

5. Once a person arrives he/she may not leave and re-enter for any reason.
6. Recommended times for all school-sponsored dances (with the exceptions of the Junior-Senior Prom and Homecoming) will be from 8:00 PM-12:00 PM for Senior High dances and from 7:00 PM-11:00 PM for Junior High dances. Departures from these times may be granted but the reason for the departure must be addressed in writing with the dance application forms. The organizations sponsoring the Junior-Senior Prom or Homecoming dances are to work out appropriate timeframes with administrative approval.
7. Because of the nature of the event, 9th grade students will not be permitted to attend Prom. 10th grade students may attend the Junior-Senior Prom only as a guest of a junior or senior. Any other guests may not be over the age of 20. (For Prom or any dance.)
8. Students suspected of any chemical (alcohol and/or drug) usage will be detained by the faculty advisor, acting as the designated administrator, until a parent/guardian and/or the authorities arrive. Any student so detained will be considered suspended from school until the student is re-admitted to school by means of a parent/guardian conference. Parent/guardian should call the school on the first school day after the incident and request a conference with the principal for re-admission. Any student who fails to cooperate with the faculty advisor by refusing to be detained until the parent/guardian and/or authorities arrive will be suspended for a minimum of three days and a maximum of five. Legal authorities will be called immediately when a student refuses to be detained.
9. The faculty advisor will make prior arrangements with the Barnesville Police to insure that the law enforcement officials will make periodic stops at the event.
10. Any unusual clean-up required (decorations, concessions, etc.) will be the responsibility of the group and the advisor.
11. The sponsoring group must do the following at least one week in advance of the event:
    a. The faculty advisor must meet with or have an understanding with the principal of the responsibilities as the designated administrator.
    b. Receive permission to hold the dance from the principal's office and reserve the facilities in the superintendent's office. A facility reservation form must be completed as well as the request form.
    c. Arrange for at least 1 teacher (in addition to the advisor) to help chaperone.
    d. Arrange for 2 parent/guardian chaperones (attempt to have 1 male and 1 female to provide for adequate restroom monitoring).
    e. Return all forms for the event at least 3 days in advance.

BARNESVILLE PUBLIC SCHOOL DISTRICT-WIDE POLICIES

DRUG FREE/WEAPON FREE POLICY

November, 1994

Effective August 1,1991, a Weapon Free provision was added to Minnesota Statute 152.021-152.023 and 609.66 which address Drug Free Zones in schools, parks, and public housing zones. It shall be the policy of Independent School District No. 146, Barnesville Public School, to subscribe to Minnesota State law regarding its Drug Free/Weapon Free Policy. This law has provisions that address persons caught possessing, using, or selling drugs or anyone caught possessing, using or recklessly handling a dangerous weapon, may be subject to increased penalties. The Drug Free/Weapon Free Zone is defined as being within the confines of and distances within one city block or 300 feet of any Minnesota school, park, public housing project, or school bus carrying students. Drugs are defined as any illegal substances as identified by law. Weapons are defined as any firearm or dangerous weapon that can be used to inflict a wound and/or harm to another person or to inflict damage to property. Juveniles who are convicted of violating the Drug Free/Weapon Free Zone and who are at least fourteen years old can be treated as an adult and sentenced in an adult court. Students who violate the above may be immediately suspended out of school, may be referred to law endorsement officials, and may be submitted to the school board for expulsion.

Students who bring firearms to school or school property are required to be expelled from school for a period of not less than one year under the Gun-Free Schools Act of March 31, 1994. The local education agency's chief administrating officer may modify the expulsion requirement on a case-by-case basis.

It will also be illegal to bring replica weapons onto campus. This would include anything that would resemble a weapon from a squirt gun made to look like a real gun, a rubber knife, etc. Failing to follow these rules will result in action taken by administration, could face detention, suspension or expulsion depending on severity of the offense.

HEAD LICE

If school personnel suspect a child of head lice, the child's head will be checked by school staff or the
Public Health Nurse. If head lice are found, the child's parents will be notified and the child will be
sent home. Other children in the classroom will be checked at the discretion of the classroom teacher.
When a case of head lice is found, a notice will be sent home to the parents of the students in that
specific grade, encouraging them to check for lice in their children's hair. More information can be
found at the Minnesota Department of Health's website:
http://www.health.state.mn.us/divs/idepc/diseases/headlice/factsheet.html

Barnesville High School
Student Handbook
2020-2021

MEDICATION ADMINISTRATION POLICY

(Adopted Spring, 1999)

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency medication to students.

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENTS

A. No prescriptions medication or medicine that may be purchased without a prescription will be administered during the school day by designated school personnel unless prescribed by a licensed prescriber and an authorization is signed by the student's parent/guardian.

B. An "Administrating Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.

C. Prescription medication must come to school in a container appropriately labeled for the student by the pharmacy.

D. Nonprescription medications must come in the original container. This must be accompanied with a licensed prescriber's written order and signature when being administered by the school district.

E. Prescription medications are not to be carried by the student unless there is a written agreement between the school district and the parent. Medications will be left with the appropriate school district personnel, except as noted in a written agreement between the school district and the parent or as specified in an IEP (individual education plan) or IHP (individual health plan).

F. The school must be notified immediately by the parent or student over 18 in writing of any change in the student's medication or if the medication is no longer required. A new container label with new pharmacy instructions shall be required within two days of the change.

G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization (if appropriately contracted by the school district under Minn. Stat. § 123.35, subd.17(2) or (3)). The school district administration shall submit these procedures and any additional guidelines and procedures

necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

J. Not covered by this policy:
   1. Special health treatments such as catheterizing, tracheotomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine.
   2. Emergency medical procedures, including emergency administration of drugs and medicine are not subject to this policy.
   3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
   4. This policy does not apply to drugs or medicines used at school in connection with services for which a minor may give effective consent.
   5. The provisions of this policy do not apply to medications:
      a) That are used off school grounds;
      b) That are used in connection with athletics or extracurricular activities; or
      c) That are used in connection with activities that occur before or after the regular school day.

K. "Parent" for students over 18 is the student.

IV. ASTHMA INHALERS

Minnesota state statute 121A.22, subdivision 2 states that prescriptive asthma or reactive airway disease medications may be self-administered by a pupil with an asthma inhaler if the district has received a written authorization from the pupil's parent permitting the pupil to self-administer the medication and the inhaler is properly labeled for that student. The nursing services provider must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's health record a plan to implement safe possession and use of the the asthma inhaler.

BOARD OF EDUCATION DISTRICT #146 POLICY ON RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE

Contact

Title IX officer and human rights person is Kyle Gylland 354-2228 ext 311 or kgylland@barnesville.k12.mn.us

GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 146 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

Sexual Harassment

Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of sexual nature when:

(i) Submission to that conduct or communications made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
(ii) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
(iii) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

(a) Unwelcome verbal harassment or abuse;
(b) Unwelcome pressure for sexual activity;
(c) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
(IV) Unwelcome sexual behavior or works, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
(v) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
(vi) Unwelcome behavior or works directed at an individual because of gender.

Racial Harassment

Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
(i) Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
(ii) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
(iii) Other wise adversely affects an individual's employment or academic opportunities.

Religious Harassment

Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

(i) Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
(ii) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performances; or
(iii) Otherwise adversely affects an individual's employment or academic opportunities.

Sexual Violence

Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the intentional touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breasts, as well as the clothing covering these areas.
Sexual violence may include, but is not limited to:
(i) Any intentional touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

(ii) Coercing, forcing or attempting to coerce or force the intentional touching of anyone's intimate parts;
(iii) Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
(IV) Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Racial Violence

Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to race.

Religious Violence

Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

Assault

Definition: Assault is:
(i) An act done with intent to cause fear in another of immediate bodily harm or death;
(ii) The intentional infliction of or attempt to inflict bodily harm upon another; or
(iii) The threat to do bodily harm to another with present ability to carry out the threat.

REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct with may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. 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 harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but 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. Failure to forward any harassment or violence report or complaint 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.

B. In the District. The School Board hereby designates Kyle Gylland as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the superintendent.
The school district shall conspicuously post the name of the Human Rights Officer including mailing address and telephone number.

C. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades, or work assignments.

D. Use of formal reporting forms is not mandatory.

E. 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.

INVESTIGATION

By authority of the school district, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation may be conducted by school district officials or by a third party designated by the school district. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

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.

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 religious, racial or sexual harassment or violence.

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 an 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 or whether they appear to be violations of this policy.

SCHOOL DISTRICT ACTION

A. Upon 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.

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 religious, racial or sexual harassment or violence 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 harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

STUDENT GRIEVANCE PROCEDURE

Student Grievance Procedure & Information Provided for Students and Parents of Barnesville Public Schools, District #146.

Non-Discrimination
Title VII and Title IV, Civil Rights Act of 1964 and Age Discrimination in Employment Act of 1967
Title IX of the Education Amendments of 1972
Section 503 and 504 of the Rehabilitation Act of 1973
Section 402 of the Vietnam Veterans Readjustment Act of 1974
Title 11 of the American with Disability Act of 1990 ADA section 35.130

The Board of Education as required by law under the names, titles, and sections above assures that no person shall on the basis of race, color, age, religion, sex, handicap, or national origin, be excluded from participation in, denied benefits of, or otherwise be subjected to any degree discrimination in activities and programs und the control of the Board of Education. The Board of Education appoints the Superintendent as its Equal Opportunity Officer for the titles and sections listed above. The Superintendent is responsible that a program is in place for the school district to establish necessary procedures for effective, uniform, unbiased, and judicious enforcement of equal opportunity standards. The Superintendent or designee shall make available to all participants and other interested persons information regarding the provisions of the above named titles and sections and their application to the school district.

STUDENT PROCEDURE

1. Definition: A "grievance" shall mean a complaint which has been filed by a student or by a student's parent on the student's behalf dealing specifically with various civil rights and nondiscrimination laws listed in the above statements. This specific grievance procedure does not apply to other situations for which other appeals and adjudication procedures are provided by State laws or in which the School Board does not have the authority in which to legally act. Normal lines of communication, though a normal chain of command such student to teacher-to counselor- to administrator, etc shall be used, when feasible in seeking answers and / or clarification regarding student concern. This should be attempted before the grievance procedure is initiated. First discussions with building principals do no necessary require the complaint to be presented in writing as an initial step.

2. Purpose: The student grievance procedure has as its most salient purpose to identify at the earliest level possible equitable solutions to a complaint or a claim. If the complaint is justifiable all proceedings shall be kept to the strictest levels of confidentiality at each phase of this grievance procedure.

3. Timeframe: The number of days as indicated in the procedures outlined shall be regarded as the maximum and every effort should be made by all parties to accelerate the process. Time limits, if applicable, can be extended if agreed upon mutually by the complainant and district administration.

4. Level One: Students with a complaint shall present it first to their respective building principal- high school or elementary. At this juncture the District Equal Opportunity Officer is to be notified. If the concern / complaint can not be resolved at this meeting, the student may then present a formal claim in writing. This documentation should include all supporting statements and any other evidence and present this information to the his / her building principal. Upon receipt of this information, the school district will have 5 days to state its decision regarding the complaint. The district's decision shall be in writing that includes supporting reasons related to the final decision.

5. Level Two: If the complainant determines it necessary to carry this complaint forward and beyond the Level One procedures, he/she may within ten school days submit his / her complaint to the Superintendent. The Superintendent of Schools shall evaluate the evidence and produce his / her own decision within ten days of receiving the complaint.

6. Level Three: If the complainant still maintains a concern he / she may submit in writing within tens of the Superintendent's decision the complaint with the School Board and upon receiving the complaint it shall be placed on the next school board agenda for consideration. A final determination shall be made thirty calendar days after the conclusion of this school board meeting.

7. Withdrawal: Without prejudice or record a complaint may be withdrawn at any level of the grievance procedure.

8. Hearings/ Decisions: At each level in the process the complainant shall be given full and complete opportunity to be heard and present information. Decisions reached in Levels 2, 3, and 4 shall be in writing with the lone exception to this requirement being that of Level 1 resolution.

9. Recrimination / Reprisals: None shall be taken by or against any party of interest in the grievance procedure by reasons associated with participating in this process.

10. Record Keeping: All proceedings external to that of the School Board will be destroyed. Should any complainant wish to have his / her own complaint added to or placed in their file/school records they may do so by requesting this action in writing.

Barnesville Public Schools ISD # 146

Band/Choir Accessibility

Any person with a disability, who qualifies under Section 504 of the Rehabilitation Act, will not be excluded from band or choir at Barnesville Public School due to band and choir rooms that are inaccessible to persons with disabilities. The band and choir classes and activities will be relocated to the gymnasium that is accessible on the main floor of the school building in order to accommodate a qualifying student with a disability. The contact information for the person to make these arrangements is as follows:

Name:
Title:
Address:
Phone Number:

Please send in or bring in the information and explain what the issue would be and we will do everything in our power to make sure the student has the same rights which any other student would have. We can move either band or choir to the New Gym or the Old Gym depending on availability, or if neither is available use the library for either or both of these groups.

RIGHTS TO ALTERNATIVE COMPLAINT PROCEDURES

The 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.

HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under MN law. If so, the duties of mandatory reporting under MN Stat. 626.556 may be applicable. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

Bullying Policy 514

Adopted: _____ *MSBA/MASA Model Policy 514*

Orig. 2003

Revised: _____ *Rev. 2014*

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school

premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student

performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, 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 bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official

designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable

efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, 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. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who

commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this

policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
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 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
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 529 (Staff Notification of Violent Behavior by Students)
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)

DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
B. This policy shall appear in student handbook.
C. The school district will develop a method of discussing this policy with students and employees.
D. This policy shall be reviewed at least annually for compliance with state and federal law.

EXCHANGE STUDENT POLICY

November, 1995

1. A specific acceptance policy limiting the number of exchange programs with which the district will engage is adopted. Because of its previous record of success and interaction with the AFS, World Learning, Inc., and AYUSA, the Barnesville School District recognizes these three programs as endorsed international student exchange organization. For other exchange programs, the following guidelines must be satisfied to qualify as an endorsed student exchange organization:
   A. The organization must have a local/area coordinator with whom the students may interact on a regular and/or immediate basis;
   B. The organization must contact the high school office and receive approval of placement before contracting with the host family;
   C. The organization must demonstrate a commitment to provide a pattern or program of diversity in its selection and placement of exchange students into cooperating communities;
   D. The organization must demonstrate a commitment, through its practices and policies, to follow legal and other generally accepted guidelines in placement of international exchange students
   E. The organization must have the endorsement of the appropriate Minnesota state agency or department.
2. High School administration will approve placement agreements under the following conditions:
   A. As a general guideline, but not a specific limitation, the administration will consider the recommendation that the number of individual exchange students accepted be kept at approximately 1% of the student body;
   B. The acceptance of exchange students will reflect a culturally diverse population and will attempt to encourage placement of students from a variety of cultural backgrounds;
   C. Contact with the district through the high school office must occur before placement with a host family occurs.
3. AFS, because of staff sponsor and organization within the school, would reserve priority student placement through August 1st of each academic year. After August 1st, students would be placed on "first-come" formal contact basis.
4. Foreign Exchange Students will receive an Honorary Diploma from Barnesville High School.

BARNESVILLE HIGH SCHOOL ALCOHOL AND DRUG USE POLICIES AND TOBACCO.

PHILOSOPHY AND PURPOSE

The Barnesville Public Schools recognize that illegal chemical use is not only wrong and harmful; it is a serious problem which adversely affects the educational process. We recognize that responsible leadership is a critical component of an appropriate and effective response to this problem. The district is, therefore, committed to the development and implementation of programs and policies which contribute to the well being of students and adults through prevention, intervention, aftercare and staff development. The major components of our approach to chemical abuse are defined as:

Prevention - An education process that promotes the development of healthy self attitude and provides students with information and interactions needed to make responsible decisions regarding chemical use.

Intervention - An established process in which caring persons confront an individual with data regarding his/her chemically-related behaviors in an effort to help that individual seek appropriate corrective measures.

Aftercare - An organized support system for recovering chemically dependent individuals.

Staff Development - A process through which employees acquire the knowledge and skills required to constructively respond to the problems of chemical abuse.

MOOD-ALTERING CHEMICALS/TOBACCO

A. Reference Bylaw 205

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia, (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: 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, (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

Prevention:

A. Use of health series adopted by the district and supplemented with prevention materials and designed staff members.
B. Provide "concerned persons" and drug information groups at the junior high and senior high levels.
C. Provide educational prevention programming for junior and senior high students.

Intervention:

A. Referral of student using or possessing alcohol or illicit drugs outside of school hours: First Offense
   1. Student is referred to Student Assistance Coordinator for consultation.
      a. If student is not in activities, six drug information sessions are recommended, but not required.
      b. Students in extra-curricular activities will be required to participate fully (and complete) six drug information sessions to fully restore eligibility to the activities. If the time required to complete the sessions extends beyond the normal MSHSL violation penalty period, the student may return to activity pending continued attendance at the information sessions. Violation of the attendance provision would result in denial of participation privileges.
   2. MSHSL penalties for violation are assigned, if applicable.
B. Referral of student using or possessing alcohol or illicit drugs outside of school hours: Second and Subsequent Offenses
   1. Student is referred to Student Assistance Coordinator for consultation.
      a. If student is not in activities, six drug information sessions are strongly recommended.
      b. Students in extra-curricular activities will be required to participate fully (and complete) six drug information sessions to fully restore eligibility to the activities. If the time required to complete the sessions extends beyond the normal MSHSL violation penalty period, the student may return to activity pending continued attendance at the information sessions. Violation of the attendance provision would result in denial of participation privileges.
   2. MSHSL penalties for violation are assigned, if applicable.
   3. Parental contact is made to determine need or means of evaluating situation along with explanation regarding the drug information sessions and opportunities for school personnel to assist with the issue. External assistance resources may be recommended.
C. Students using or in possession of alcohol/illicit drugs in the school setting or at school related events: First Offense
   1. Administrator calls parent and police as deemed necessary.
   2. Student is given minimum 3 days of out-of-school suspension: Student must attend six drug information group sessions or two days of in-school suspension. If the student misses any drug information group sessions a day of in-school suspension goes into effect.

3. Student is immediately suspended - from the day of the offense - from all extra curricular activities according to MSHSL and Barnesville High School rules.
4. Administrator or Chemical Counselor makes contacts with parent/guardian and student.
   a. Staff member checks to see if parent or student has any questions regarding the circumstances which led to the action taken.
   b. Staff member clarifies consequences of repeated offense
   c. Staff member reviews school resources available to student and family.

D. Students using or in possession of alcohol/illicit drugs in the school setting or at school related events: Repeated Offense (within the same academic year).
1. Administrator calls parents and police as deemed necessary.
2. Parent/Guardian - Student is given a minimum of 5 days of Out-Of-School Suspension and the student must attend six drug information group sessions and complete an evaluation with a chemical abuse counselor as deemed appropriate by school resource people or 5 days Out-Of-School Suspension.
3. Appropriate staff member conducts re-entry conferences as described above.

E. Student under Influence
1. Individual reports student suspected of being under the influence to an administrator immediately.
2. Administrator follows the procedures for the student in possession except that the police are called if parent/guardian cannot be reached or if the student is disorderly. When parent/guardian is reached, the parent/guardian is given a choice: do they wish to come and get the student, or, do they want the police to take the student to the police station?
   All procedures for minor possession are then followed - see preceding section, "Students in Possession of Alcohol/Illicit Drugs".

F. Reasonable Suspicion that Student Is Under the Influence
1. Individual reports the problem to an administrator immediately.
2. Administrator and reporting staff member visit with student and counselor (if possible) as soon as possible.
3. If the student is not under the influence, the administrator and/or his/her designee, calls the parent/guardian regarding the nature and outcome of the conference with the student. School official calls with the student present.
4. If the student is under the influence, follow the procedure outlined previously.
5. If the nature of the problem cannot be determined, bring in parent/guardian - immediately if possible - but within 48 hours for a conference with the administrator, the reporting staff member, the counselor and the student. In that conference:
   a. Review the circumstances (behavior) which precipitated the conference.
   b. Request data from parent and student to determine the nature of the problem, i.e., the reasons for the behavior.
   c. Review relevant school, community, medical and counseling services available.

G. Behavioral Evidence for Alcohol/Drug Abuse Problem
1. Staff will be alert to alcohol/drug related behaviors.

2. If these behaviors are present, staff will confront the student regarding his/her concerned for the observed behavior.
3. If the behaviors persist, the staff will notify the alcohol/drug counselor who will in turn:
   a. Collect data from other teachers, coaches, advisors, administrators and support staff.
   b. Arrange a conference with referral teacher and others deemed necessary for that conference to assess the data gathered.
   c. Above conference may result in any of the following: a conference with the student and parent, an outreach worker referral, testing, inpatient evaluation, community agency referral or other mutually agreed upon options.

Aftercare

A. While the student is in inpatient treatment, the counselor will define the student's educational program and coordinate that program through conference with the student, parents, and classroom teachers and contact with the treatment center.
B. When the student returns from inpatient treatment:
   1. The school chemical counselor will arrange an educational staffing (with classroom teachers, parent/guardian and student) to report on the status of the academic program.
C. If a student is involved in an outpatient treatment program, and attending school, the above process will be followed to the extent deemed necessary by the student, parent/guardian, counselor and teacher.

Staff Development:

A. The Barnesville District will provide and coordinate on-going training in the areas of chemical use and dependency. Appropriate time will be set aside for key personnel (counselors, administrator, group facilitators, etc.) at the elementary and junior and senior high levels, so they secure skills in:
   1. Implementation of the prevention curriculum
   2. Intervention procedures
   3. Group leadership and facilitation
B. There will be periodic inservice programs at the building, district, and community levels for all staff.

PROCEDURES RESOLVING CITIZEN COMPLAINTS POLICY

PURPOSE:

The following procedures shall be instituted in order to allow an orderly and appropriate flow of communication between citizens and school district employees to provide a systematic and expedient resolution of concerns regarding school issues; and to provide for a full disclosure of complaints, criticisms, suggestions and the ultimate resolution of such to both the employee and the complainant. All conflicts between citizens and employees shall be resolved in a manner best serving the needs of the constituents participating in the program

with respect for the professional expertise of the employee and with regard for the rights of parents and citizens to express concerns regarding school programs.

PROCEDURES:

SUBD.1. Initial communication will be made with the employee so that the complaint and the employee may attempt to resolve the issue at this level.

SUBD. 2 If complaint is not resolved, the complainant shall be advised by the employee that he has the right to go to the employees immediate supervisor. Either person may seek the advice of the appropriate supervisor. The supervisor will make a log entry.

SUBD. 3 If the complaint is still not resolved, it must be submitted in writing to the supervisor. The supervisor shall then examine the situation and respond in writing to the complainant and the employee as to the findings and take whatever action, if any, appears necessary. This step shall be documented in the supervisors log.

SUBD. 4 The complainant or employee may appeal the decision of the supervisor to the Superintendent of Schools. He/she may reaffirm, or reverse the recommendation of request an alternative solution. This action shall be noted in the superintendent's log.

SUBD. 5 The complainant or employee may appeal the decision of the Superintendent of Schools to the Board of Education. The decision of the Board is final.

SUBD. 6 Any employee discipline resulting from a parental complaint shall be done according to the Employee Discipline Policy.

PROCEDURE FOR REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION

STATEMENT OF INTENT

The Barnesville School District believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in District 146 may express concerns about the content of instructional materials in the district's educational program.
Whenever a concern is expressed, the district will respond in accordance with the procedures described herein.

The intent of this procedure is to provide parents, guardians, and adult students the opportunity to review instructional materials, address concerns, and propose alternative instruction for the individual student. The intent is not to interfere with the rights of others to receive the instruction in question nor does it relieve the student from meeting state and district requirements or essential learner outcomes.

PROCEDURE

When a parent, guardian, or adult student (hereafter referred to as "person") indicates a concern regarding the content of instructional materials, this procedure will be followed:

A. Request for review of material

1. Each request for review of material will be directed to the building principal.
2. The principal will:
   a. treat each concerned person's request with confidentiality;
   b. try to resolve the questions of the concerned person(s) during the initial contact;
   c. provide and explain the Minnesota state statute and the school district's policy and procedure;
   d. inform the concerned person(s) that the student is not required to be exposed to the questioned material but will be required to meet the essential learner outcome;
   e. inform the classroom instructor(s) and the affected department, if appropriate, of the materials in question.

B. Opportunity to review materials

1. School responsibility
   a. All adopted curricular and instructional materials (including adopted learner outcomes, print material and film/video with descriptive narrative) will be available for review:
      (i) By appointment with the principal;
      (ii) In the principal's office (or other reasonably private location);

(iii) For check-out through the principal's office personnel for one week.

b. Outside speakers, spontaneous classroom discussion, and current events materials are not considered part of the planned content of instruction. These curriculum areas, therefore, are exempt from the requirement for prior review.

2. Parent, guardian or adult student responsibility
   a. Review materials during designated times.
   b. If a concern is identified, the person(s) will complete the "Statement of Concern Regarding Instructional Content" form specifically detailing the portion of instructional content to which objection is made.

C. Alternative instruction

1. School responsibility
   a. Upon receipt of a statement of concern, school personnel may propose one alternative form of instruction in place of the material in question.
   b. The building principal will facilitate a meeting among the concerned parties and, if appropriate, present the school proposal for alternative instruction as described in the "Alternative Instruction Contract" form.
   2. Parent, guardian or adult student responsibility
      a. The person(s) will respond to the school proposal for alternative instruction.
      b. If the school proposal is rejected, the person(s) will develop an alternative plan at no cost to the district.
      c. The proposed plan must address the district learner outcomes.

D. Assessment procedures

1. School responsibility
   a. School personnel will determine an appropriate assessment.
   b. The school district and its instructors will not impose academic or social penalties as a result of alternative assessment.
2. Student responsibility
   a. The student will complete the appropriate assessment in accordance with the agreed upon alternative instructional contract.
   b. When the contract is completed and the specified outcome met, the student will be granted completion credit or a grade for the work.

HAZING PROHIBITION

October, 1997

PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing.
C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
D. This policy applies to behavior that occurs on or off school property and during and after school hours.
E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
    1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
    2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
    3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
    4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

C. Upon completion of the investigation, 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. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates

in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

Wellness/Nutrition Guidelines

NUTRIONAL GUIDELINES

a. **Rewards for students and classrooms -** Schools will limit foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan).

b. **Snacks** – We encourage healthy choices as classroom snacks. These would include nutrient dense foods, such as whole grains, fresh fruits, vegetables and dairy products. Preference is to be given to foods that do not list sugar as the first ingredient and do not have more than 35% of its calories from fat (excluding foods with high nutritional value such as nuts, seeds and cheese).

c. **Sack lunches or home packed lunches -** When sending a home-packed lunch or snack to school, the district encourages parents to pack healthy foods and refrain from including foods and beverages without nutritional value.

d. **Celebrations** – We will limit celebrations that involve food during the school day. Each party should include no more than one food that does not meet nutrition standards for food and beverages sold individually.

e. **Fundraising –** We will encourage the use of non-food items or foods with high nutrition value, such as fresh fruit or nuts, as fund-raising choices. Fundraising orders taken and deliveries made will not be done during school lunch hours.

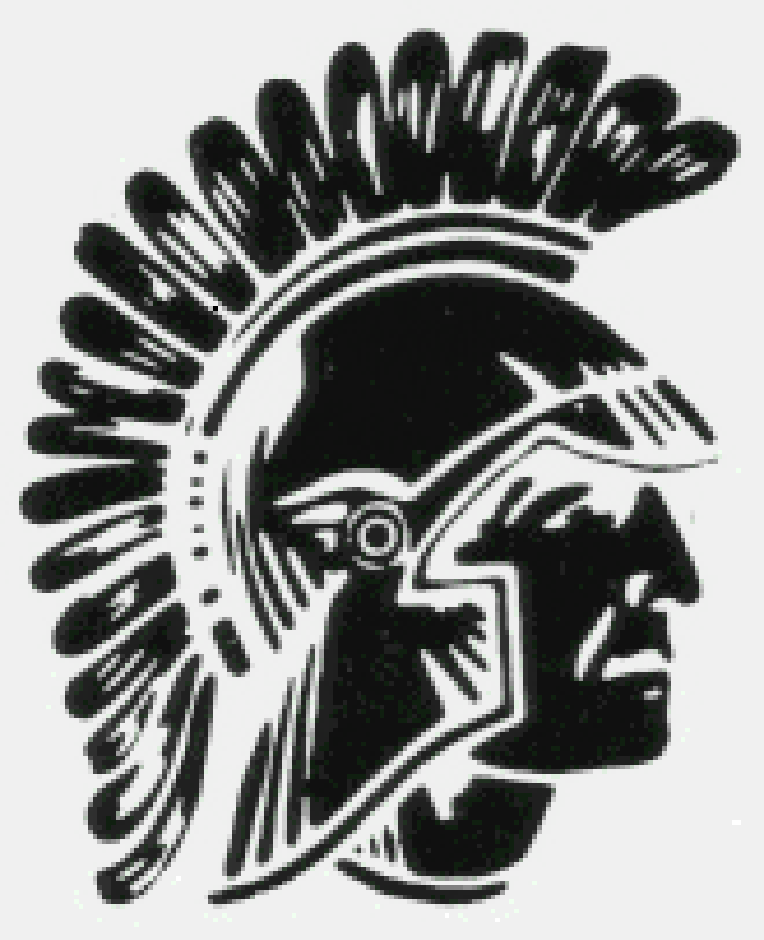
f. **School-sponsored events –** The district will work toward increasing the healthy or more nutrient-dense food selections that are available.

g. **Beverages –** Only milk (preferably low-fat), flavored milk, water and beverages containing fruit juices (preferably 100%) with no added artificial or natural sweeteners may be sold or provided on school grounds both immediately prior to and throughout the instructional day.

h. **Advertising/Marketing messages –** The district will encourage and support lifelong healthy eating by students and engage in nutrition promotion that is offered as part of the health and physical education curriculum designed to provide students with the knowledge and skills necessary to understand advertising and marketing messages.

For more information please refer to our school district wellness policy.

ACTIVITIES HANDBOOK



STUDENTS, PARENTS, & SPECTATORS

BARNESVILLE HIGH SCHOOL

(REVISED July 18, 2016)

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SCHOOL BOARD PHILOSOPHY

The Board of Education of Independent School District Number 146 welcomes each individual into the educational program as he or she is, provides a stimulating learning environment, and offers opportunities designed to promote behavioral changes that affect continuing adjustment to life.

Practical application of this philosophy requires the school district to provide each individual the opportunity to develop mentally, physically, emotionally, and morally. Furthermore, the Board of Education provides the plans, tools, and facilities to implement this philosophy.

SCHOOL DISTRICT MISSION STATEMENT

Barnesville Public Schools, in partnership with families and the community, strives to develop responsible students by promoting academics, arts, and athletics, offering challenging programs in an innovative environment.

DISTRICT GOALS

1. Develop lifelong learners in an atmosphere of mutual respect and trust.

2. Improve educational achievement by establishing clear standards, measuring performance, assisting educators and increasing opportunities for lifelong learning in an ever-changing society.

3. Promote school spirit and enthusiasm so that all students, staff, and residents of the District feel connected and proud.

INDEPENDENT SCHOOL DISTRICT 146

BOARD OF EDUCATION

Dion Bredman	JAY REHDER	Jake Thompson
Greg Berg	Dave Herbranson	Marla Field
Ryan Lindbom		

ADMINISTRATION

SCOTT LOESLIE	SUPERINTENDENT
TODD HENRICKSON	K-6 PRINCIPAL ACTIVITIES DIRECTOR
BRYAN STRAND	7 - 12 PRINCIPAL

SECRETARIES / OFFICE STAFF

BROOKE FRADET	ADMINISTRATIVE SECRETARY
CINDY ULLRICH	ELEMENTARY SECRETARY
MARLENE FLENNER	ELEMENTARY SECRETARY
SHELLY KRUEGER	HIGH SCHOOL SECRETARY
MELISSA SOSSA	HIGH SCHOOL SECRETARY
CHRIS ELLEFSON	COMMUNITY ED
Jodi Samuelson	FINANCE OFFICER

SCHOOL OFFICES

ELEMENTARY SCHOOL OFFICE
PO BOX 189
BARNESVILLE MN 56514

HIGH SCHOOL OFFICE
PO BOX 189
BARNESVILLE MN 56514

(218) 354-2300 (218) 354-2228
(218) 354-7797 Fax (218) 354-2305 Fax

DISTRICT OFFICE

PO BOX 189
BARNESVILLE MN 56514
(218) 354-2217
(218) 354-7260 Fax

BARNESVILLE HIGH SCHOOL - ACTIVITIES STAFF

ACTIVITY	POSITION	NAME
Band	Director	Erick Knudson
Choir	Director	Jennifer Gylland
FALL ACTIVITIES		
Musical	Director	Jennifer Gylland / Alissa Nibbe
Football	Head Coach	Bryan Strand
	Assistant	Phil Trowbridge
	JV	Nathan Strand
	9th	Nick Paur
	8th	Matt Askegaard
	7th	Scott Amundson
	JH Floater	Tracy Hinsz, Stacy Martz
Volleyball	Head Coach	Megan Askegaard
	JV	McKinzie Tangen
	B-Team	Rachel Solum
	9th	Maggie Stickney
	8th	Ali Stetz
	7th	Janet Rasmussen
WINTER ACTIVITIES		
Wrestling	Head Coach	Scott Snobl
	Assistant	Ryan Kemp
	JH	Ryan Kempf / Paul Anderson
Girls Basketball	Head Coach	Ryan Bomstad
	Assistant	Aaron Schindler
	9th	Brandi Holleman
	8th	George Haj
	7th	TBA
Boys Basketball	Head Coach	Todd Henrickson
	Assistant	Tracy Hinsz
	9th	Chad Suter

	8th	Jon Hodge
	7th	**TBD**
Cheer Teams	Head Coach	Randi Trowbridge
One Act Play	Director	Alissa Nibbe
Speech	Head Coach	Cary Zepper

SPRING ACTIVITIES

Visual Arts	Director	Heidi Smith
Girls Golf	Head Coach	George Haj
	JH Golf	TBA
Boys Golf	Head Coach	Matt Askegaard
Softball	Head Coach	Aaron Schindler
	Assistant	Brandi Holleman
	Junior High	Alison Willers
Baseball	Head Coach	TBA
	Assistant	Stacy Martz
	Junior High	Nathan Strand
Girls Track	Head Coach	Mike Schaub
	Assistant	Britta Teeples
Boys Track	Head Coach	Scott Amundson
	Assistant	Chad Suter

COMPETITIVE SECTION ASSIGNMENTS

VOLLEYBALL	8AA
FOOTBALL	8AA
GIRLS BASKETALL	8AA
BOYS BASKETBALL	8AA
WRESTLING	6A
DANCE	4A
BOYS TRACK	8A
GIRLS TRACK	8A
BOYS GOLF	8AA
GIRLS GOLF	8AA
BASEBALL	8AA
SOFTBALL	8AA
MUSIC	6A
SPEECH	8A

ONE-ACT PLAY	6A
VISUAL ARTS	6A

CONFERENCE ASSIGNEMENTS

HEART O' LAKES CONFERENCE

VOLLEYBALL, BASKETBALL, WRESTLING, TRACK, BASEBALL, SOFTBALL & GOLF

MIDWEST DISTRICT

FOOTBALL

A PRIVILEGE:

Participation in Interscholastic Activities

Progressive educators have long acknowledged that a student's participation in interscholastic athletics is a privilege. A student earns the right to represent his or her school in such a program, just as any individual earns the privilege to represent a credible organization.

Interscholastic programs are voluntary. No student is obligated to take part in any interscholastic activity. Participation is not required for graduation or for college entrance. Those who participate must give extra effort and put in additional time. In this respect, preparation for and participation in interscholastic athletics differs from intramurals.

Because high school interscholastics are voluntary and because those participating represent the student body, mandatory standards of conduct are set. These standards

are of the highest level, particularly in the areas of academic requirements, school-citizenship, and sportsmanship. The dignity of the school program is reflected through interscholastic athletics. Participants must conduct themselves in a manner that is above question.

Because representing a school in athletics is a privilege, the school possesses the authority to revoke the privilege when a student does not conduct himself or herself in an acceptable manner. The responsibility for proper conduct exists not only in the competitive arena, but also at school and in public. As a member of a school team, the student brings attention not only to himself or herself, but also to the student body and the school itself. School authorities reserve the right to revoke the privilege of participation for students who do not follow the rules of the Minnesota State High School League, the rules of Barnesville High School, and the rules established by the activity coaches.

LETTER TO PARENTS

We are very happy your son/daughter has chosen to take part in one of our athletic programs. We feel our squads have a lot to offer your child and that your child will become a better person for having taken part in our programs.

As part of our programs, we feel your child has a responsibility to be the very best representative he/she can possibly be to our school and community.

Athletics are a part of our total educational system. We on the athletic staff believe that this part of the system can play a leading role in your son/daughter's education. We feel that all students should grow mentally, morally, and physically.

Mentally, we encourage your sons and daughters to do the very best in the classroom as they possibly can. Our coaches will stress their students are always to keep up in the schoolwork or risk losing the privilege of taking part in athletics. They will work closely

with the regular teachers toward this goal of academics first, athletics second. Our student handbook and activity guidelines are written with this goal in mind.

Morally, we encourage your sons to be gentlemen, and your daughters to be ladies at all times. We and the MSHSL do not permit smoking, drinking, or other forms of intemperate living. Neither do we condone or accept behavior, which is illegal, immoral, or inappropriate. We encourage students to be honest, responsible, and accountable for their actions. All of these issues help to develop students of character and integrity.

Physically, we will try to teach them a new confidence and encourage them to be the best they can be. It is our belief regular sleeping hours, good personal hygiene practices, and proper nutrition are important to a growing youth and to their fullest level of performance. We sincerely hope you will help in this training. When they meet and compete each day with their teammates on a physical or competitive basis, they soon acquire the confidence and courage needed to do their best.

When problems or concerns come up concerning your child in a particular activity, we would like you to follow the ***procedures for Dealing with Conflicts***. Our coaches are concerned about your sons and daughters, and are doing the best they are capable of doing with your child's interests in mind.

If after meeting with the coach or coaches you feel you want to pursue the matter to a higher level, your next step would be the Athletic Director, followed by the Principal, Superintendent, and lastly, the School Board.

Barnesville High School Student Expectations

The chance to participate in athletics is available to all students in Barnesville High School. This privilege and honor carries with it a responsibility to the community, school, faculty, and student body the students represent.

So that the standards and ideals of Barnesville High School will be upheld and enforced uniformly, the following rules have been established and must be familiar to all coaches and students in the activities programs at Barnesville High School.

1. The Minnesota State High School League Rules shall be enforced.

2. Students will be encouraged to dress and groom in a manner that reflects appropriately on the school, community, and themselves.

3. Students shall accept the decisions of the officials made during activities. Questions should be brought up in the proper manner by either the coach or appointed captains.

4. Students shall not use profanity in practice, games, or any activities in which the students represent the school.

5. Students shall respect the property of others. Any Barnesville student stealing or damaging property in Barnesville or on road trips including any stops made while traveling is in violation of the Student Code of Responsibilities. The coaches must make it a point to check all locker rooms used and to supervise at all stops.

6. Students are financially responsible for equipment checked out to them during their seasons.

7. Students may be allowed to practice while under suspension for violations of rules at the discretion of the coaches and A.D. A student ***cannot*** practice or take part or attend a contest or practice if he/she is suspended from school for any reason.

8. All students are expected to work to their capabilities academically. Any teacher has the right and responsibility to keep a student from attending a contest during school time if they feel the trip will hurt the student in the classroom.

9. ACTIVITY FEES...A participation fee is charged for the following activities:
   a. 7th and 8th Graders $35.00 per activity
   b. 9th – 12th Graders $55.00 per activity
      i. Change of Pace $20.00
      ii. Jazz Band $20.00
      iii. Knowledge Bowl $20.00
      iv. Musical $20.00

   c. The guidelines are as follows:

i. Student Max:
   1. Junior High (7th & 8th) $70.00
   2. Varsity (9th – 12th) $110.00

ii. The fee will be collected by the supervisor/coach for each activity or can be paid in the high school office.
iii. The fee must be paid before the first contest in the activity or the student will not be allowed to take part or to practice after that time until the fee is paid.
iv. The student will receive a receipt and the record of payment will be kept in the high school office.

10. ACTIVITY PRICES:
   a. Athletic Events
      i. Adult $6.00
      ii. Senior Citizen (65) $4.00
      iii. Student $4.00
   b. No Charge for music concerts
   c. Season Pass
      i. Adult $55.00
      ii. Student $35.00
      iii. Senior Citizen (65) $30.00

11. Locker room-valuable/upkeep/etc....while taking part in school activities, you are expected to help with the upkeep of our locker room and facilities you use. This means when you are done for the day, you will pick up your things and see that they are put away in the proper place. You are responsible for your valuables and are not to leave money, watches, shoes, or other items out. You are issued locks, and should keep all of your valuables locked up. You are also expected to keep other schools' facilities clean and in order while on road trips.

12. Bus behavior...while riding to and from events, you are to behave on the bus. The supervisor has the right and responsibility to see that the students are reasonably quiet and do not interfere with the driver's concentration or ability to provide a safe bus.

13. Students are expected to take the school provided transportation to and from the activities unless their parents make personal contact with the supervisor in charge. The only persons they may ride with are PARENTS.

A violation of this rule will make that student ineligible for participation in the next contest, and may result in suspension from the team if it continues to be a problem.

14. Participation:
    a. Coaches in Grades 7-8 are to place participation of all students above all other considerations in their contests. It is fun to win, but at these levels, it is the philosophy of the Board of Education that each child's chance to play is more important than winning. If a coach knows that a child will not play because of any reason, then that child should not dress in game uniform.
        i. At tournaments for these levels, the coaches should use their discretion as to who plays and how much. If the decision to win is important for the tournament, then the coaches should discuss this with the team members so they are aware of this in advance.

    b. Grades 9 - 12...students in activities at these levels are part of the 9th Grade, B-Team, Junior Varsity, and/or Varsity Programs. The players at these levels have worked hard in their training and will have a much more competitive level of participation. Students ***are not*** guaranteed playing time. Every effort will be made by the coach to ***keep*** players at these levels so they remain a part of the team. The students must realize they are contributing to the team by their continued hard work in practice and, in many ways, that is as important to the team as playing time itself.

These guidelines are minimum rules and expectations required of all students for participation in activities. Additional rules may be added by the coaches of the activities, assuming those rules are not unreasonable in nature. Appeals of such rules may be made to the Activities Director and High School Principal who will render a decision.

GENERAL ACTIVITY POLICIES

Barnesville High School offers a wide variety of co-curricular and extra-curricular activities. The opportunity to participate in

interscholastic and other school-sponsored activities is available to all students in Barnesville High School. Programs and activities are offered in academic, fine arts, performing arts, athletic events, and competitions. These activities include athletics, band and choir contests, and speech, as well as other events. The privilege and honor of activity participation carries with it a responsibility to properly represent the community, school, faculty, and student body of Barnesville.

Barnesville High School participates in the Minnesota State High School League, the Minnesota Academic Excellence Foundation, the National Forensic League, the National Future Farmers of America program, and a variety of other activities. The High School follows the guidelines and policies set forth in each of these organizations. To obtain a copy of the MSHSL activity guidelines and polices, see your coach, supervisor, or the high school office for information.

CONDUCT RULES OF BARNESVILLE HIGH SCHOOL STUDENTS

I. STUDENT CODE OF RESPONSIBILITIES:

A. Students participating in school-sponsored activities are expected to abide by the Code of Responsibilities set forth by the Minnesota State High School League and the Barnesville Public Schools. The code includes the following commitments:

i. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
ii. I will be fully responsible for my own actions and the consequences of my actions.
iii. I will respect the property of others.
iv. I will respect and obey the rules of my school and the laws of my community, state, and country.
v. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

B. A student who is under penalty of exclusion, expulsion, or suspension or whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for participation for a period of time as determined by the principal. The guidelines adopted by Barnesville High School recommend periods of ineligibility as follows (although all are subject to the determination of the building principal):

***** First violation: Suspension for two games/event
* Second violation: Suspension for four games/events
* Third violation: Removal from team or activity

II. APPLICATION OF THE RULES:

A. The rules will apply to all students at Barnesville Schools will be the MSHSL regulations and all of the locally adopted rules that exceed the rules of the MSHSL. These regulations will apply uniformly to all MSHSL activities and extra-curricular performances of any type offered at Barnesville School for grades 7-12.

B. All students being considered for ***Homecoming or Snowball*** Candidates must be a student in good standing. This includes academics, behavior, MSHSL eligibility, and attendance. The candidate must remain in good standing for all ***Homecoming and Snowball*** activities. Any candidate who does not remain eligible will not be allowed to participate in any royal court appearances or ***activities scheduled for the week.***

III. GUIDELINES:

It is imperative that we raise the level of expectations among our student extra-curricular participants. Students must realize that their first concern shall be their performance in the classroom. Our extra-curricular program is supplemental to the classroom and must be looked at as an earned privilege, not a guaranteed right. To uphold the standards and ideals of Barnesville activities, the following rules and academic expectations have been established.

A. **Third and Sixth week provisions:**

i. Any student who receives a failing (F) or incomplete (I) grade at the time regular progress reports are issued, will be subject to a seven calendar day warning or grace period.
   A. The warning/grace period runs from the end of the school day on Wednesday to the end of the school day on Wednesday following the grade submission.

ii. During this time, the student remains eligible for activities but must raise the grade to passing status by 3:15 p.m. of the 7th day.

iii. Teachers shall inform the principal of all students receiving a failing grade (s) or incomplete for the

reporting period. The principal shall inform the student and the parents of the dates of the warning/grace period. It is the student's responsibility to raise the grade(s) from failing status to passing status.

iv. Should the teacher declare the grade to be passing at the end of the 7th day, the teacher will sign a form, which the student will present to the principal verifying that the grade has been cleared - Eligibility will continue.

v. Should the grade remain failing, **the student will miss the next scheduled contest and remain ineligible until a passing grade has been verified**.

vi. During this time, the student cannot be dismissed during the school day for a co-curricular or extra-curricular activity if he/she will be missing the class he/she is failing or incomplete.

B. **End of Quarter/Semester Provisions:**

i. Students who receive a failing grade at the end of any academic quarter will be declared ineligible. This period of ineligibility will begin the next school day following the date grade reports are due in the office.

ii. During the time of ineligibility, the student may be allowed to practice or scrimmage but will not be allowed to participate in a contest or activity.

iii. Final grades for 4th Quarter will be used for eligibility status for fall activities.

iv. In dealing with the MCA Scores, teachers may have the ability to add the score into their fourth quarter grades. This could deal with Science, Math, Reading or Writing. The teachers will have the ability to figure out just what percentage of the fourth quarter grade the test score should count for. In doing this it will be necessary to have the fourth quarter grade represented by a "GP" or Grade Pending, this will have no bearing on the students eligibility as the principal and athletic director will see this an know why the grade pending is on the report card. The grade pending will be changed by the classroom teacher as soon as the grades are available to the school district.

C. Policy for students who fail multiple classes

i. A student who receives multiple "F's" would serve the appropriate penalty; two "F's" – double the penalty, three "F's" - triple the penalty, etc.

D. PSEO, On-Line College, Home-Schooled Students, Etc.

i. All students that plan to participate in Category I or Category II school activities must follow the eligibility policy as approved by the Barnesville Board of Education. If a student is currently enrolled as a PSEO student, On-Line College at high school or at home or is a Home-Schooled student and participates in activities at Barnesville High School then these students with special enrollment status must also follow the grading, grade-check, and eligibility policy as noted. Students that fit into these special and aforementioned enrollment categories will submit their grades printed from on-line or from an official website and then present the grades to the building principal at the both the 3-week and 6-week intervals in each quarter and once again at the end of the quarter. Should any of the students enrolled in the aforementioned categories present grades to the principal that are failing in weeks 3 or 6 then, they must re-submit grades during weeks 4 and 7 to verify and confirm eligibility as a student in good-standing and able to participate in Category I and Category II activities.

E. **Minimum Penalty: Failing One Class**

i. Football, Golf, and Track
   A. Varsity 1 game, match, or meet
   B. Junior High 1 game, match, or meet

ii. Volleyball**, Baseball, and Softball**
   A. Varsity 2 matches
   B. Junior High 2 matches

iii. Basketball
   A. Varsity 3 games
   B. Junior High 2 games

iv. Wrestling
   A. Varsity 3 matches
   B. Junior High 3 matches

v. Category II Activities 1st public performance following a grading period

vi. Band/Choir (Co-Curricular) 1st MSHSL sponsored competition or contest and/or the first "extra" performance

vii. Number of contests/games is based on a percentage of entire games played over the course of a season.

viii. It is our goal to keep this policy as comprehensive as possible and we are continually working towards solutions to meet this end.

F. Individual Category II activities that are included in the Academic Eligibility policy are listed below. Students who are academically ineligible according to policy will not be allowed to participate in the activities listed.

FFA

MFE/ALD	Fall Rally	FFA Invitational
Poultry	Forestry	Soils
National Convention	Ag Activity at UMC	Little International
National FFA Week	FFA Day at the Capitol	Dairy Foods
Wildlife	Horse	Talent Contest
General Livestock	Small Animal CDE	Farm Management
Job Interview	Meats	Salesmanship

State Agri-Science Fair Spring Awards Floriculture, Nursery, Landscape Dairy Crops Contest Ski Trip

Crops Ag Mechanics Parliamentary Procedure

State FFA Convention Secretary, Treasurer, Newsletter, and Scrapbook Contests

Band and Choir

Jazz Band Trips West Acres Jazz Band Change of Pace Performances

Solo Ensemble Contest Large Group Contest Music Department Trip

Fall Festival Honor Choirs

Miscellaneous

Field Trips	Knowledge Bowl	One Act Play
Speech Meets	River Watch	Musical

G. All students who are to attend an extra-curricular activity during the school hours must be performing to a level of satisfactory work in every class, maintain good attendance, and are punctual for class.

H. Unless prior arrangements are made with the activities director or school principal, a student in an extra-curricular activity must be in regular attendance at school on the day of a contest and a school day following

a contest. Failure to follow the attendance guideline may result in forfeiting participation in the next contest.

i. In order to practice, a student shall be in school, attending regularly scheduled classes on the day of practice, unless prior approval is made with the activities director or high school principal. Students with an unexcused absence from a class will not be allowed to practice.

ii. Appointments scheduled during the school day will require written professional documentation from those providing the service.

BARNESVILLE HIGH SCHOOL ACTIVITY RULE VIOLATIONS

CATEGORY I ACTIVITIES

I. PHILOSOPHY: Realizing the importance of helping students when confronted with chemical use, harassment, or violence issues, Barnesville High School has implemented a positive, supportive program to encourage students to make wise choices and good decisions regarding substance use. This program is intended to encourage students to seek appropriate assistance and to provide an educational format to review issues of concern.

II. APPLICATION: In all Category I Activities (as designated by the MSHSL), which includes all athletic programs as well as speech and debate, the MSHSL guidelines will form the base of consequences and disciplinary action. The Barnesville program is amended as follows:

a. First violation: The student shall lose eligibility for the MSHSL time (presently 2 weeks or 2 events whichever is greater) plus two additional weeks for a total of four weeks. The ineligibility period may be reduced to the MSHSL consequence by satisfactorily completing the information classes for first-time offenders provided by the school.

b. Second violation: The student shall lose eligibility for the MSHSL time (presently 3 weeks or 6 events whichever is greater) plus three additional weeks for a total of six weeks.

c. Third violations: The student shall lose eligibility for the MSHSL time (presently 4 weeks or 12 events whichever is greater) plus four additional weeks for a total of eight weeks.

d. Subsequent violations: Student shall lose eligibility for a period of 18 weeks or one complete semester of activities.
e. Self-reporting: Should a student report him/herself to the principal for a violation of the rules listed above, special consideration will be given. If the student's report is the first notification of the violation that is received by a school official and if there is an accompanying admission of guilt by the student, the penalties listed above will be reduced to the MSHSL penalty. The goal of this stipulation is to encourage a student with a chemical issue to come forward and to seek help. The student must also agree to six hours of informational classes approved by the school counselors.
f. All classes must be completed before any reduction in consequences will be allowed.

CATEGORY II ACTIVITIES

I. PHILOSOPHY: Performance is a vital part of the work completed in the Category II activities. Most work is done with the goal of performance in mind.

a. MUSIC: Performance shall be a required part of membership in all music groups for which credit is given toward graduation at Barnesville High School.
   i. Excused absences from performances –
      1. To receive full credit - students will be required to submit a research paper on an appropriate topic and length to be determined by the director provided the report is satisfactorily submitted and reviewed.
   ii. Unexcused absences from performances –
      1. To receive partial credit - students will be required to submit a research paper on an appropriate topic and length to be determined by the director provided the report is satisfactorily submitted and reviewed.
   iii. Students are made aware of grade expectations and performance obligations when joining a music group in the beginning of the year.

b. OTHER CATEGORY II ACTIVITIES: All other school-sponsored activities, such as Knowledge Bowl, FCCLA, school musicals, one-act play, FFA, Scheduled Dances (Prom/Snowball/Homecoming), homecoming court, snow- ball court, any other activities the school would see fit to include, etc., which may or may not be specifically sponsored by the MSHSL, are considered by Barnesville High

School to be Category II activities. The governing rules for these activities, beyond those listed herein, are established within the specific programs.

II. APPLICATION:

a. First violation: A student in a Category II activity will lose eligibility for two contests or events and four (4) weeks of public performances (pep band). This consequence will be reduced to one contest or events and two weeks of public performances (pep band) if the student satisfactorily completes the information classes provided by the school. A student will miss the next scheduled dance (Prom/Snowball/Homecoming), if the penalty has not been served in another activity. In relation to homecoming or snowball court it will fall under the 2 contest rule.

b. Second violation: A student in a Category II activity will lose eligibility for three contests or events and 6 weeks of public performances (pep band). A student will miss the next two scheduled dances (Prom/Snowball/Homecoming), if the penalty has not been served in another activity. In relation to homecoming or snowball court it will fall under the 3 contest rule.

c. Third and subsequent violations: A student in a Category II activity will lose eligibility for 4 contests or events and 8 weeks of public performances (pep band). A student will not be allowed to attend scheduled dances (Prom/Snowball/Homecoming) for one calendar year from the time the violation has been reported to the school. In relation to homecoming or snow- ball court it will fall under the 4 contest rule.

d. Self-reporting: Should a student report him/herself to the principal for a violation of the rules listed above, special consideration will be given. If the student's report is the first notification of the violation that is received by a school official and if there is an accompanying admission of guilt by the student, the penalties listed above will be reduced by one event and two weeks of public performance at each level. The goal of this stipulation is to encourage a student with a chemical violation to come forward and seek help. The student must also agree to six hours of personal time devoted to a chemical/alcohol counseling program approved by the school counselors.

e. These violations will be accumulative for grades 9-12, but done on a yearly basis for grades 7-8. Penalties will carry over from one year to the next.

f. All classes must be completed before any reduction in consequences will be allowed.

LETTER AWARDS

The objective of an award should be recognition of an achievement that has been accomplished through effort and sacrifice. One who receives an award is being recognized as superior in some area of athletics.

1. An athlete earning a letter for the first time will receive a chenille letter and a pin for that particular activity.
2. All subsequent awards will be in the form of yearly bars, one for each additional time lettered.

Lettering Requirements by Sport:

1. Lettering requirements for each sport shall be up to the discretion of each individual head coach. These requirements must be clearly stated at the start of each athletic season.
2. **Students who are in violation of MSHSL Rules will forfeit all letters, team awards, and conference awards in the activity in which the penalty was served.**

DEALING WITH CONFLICT

PROCEDURE FOR HANDLING ACTIVITY COMPLAINTS

In order to allow an expression of differences that often occur in athletics/activities, a procedure has been developed for establishing a line of communication between school, parent/guardian, students, and coaches. This procedure should follow an orderly process.

1. No conflict between a parent, student, official, or coach should be addressed during or immediately following a contest or production. The contest site, practice field, lobby, or locker rooms are not appropriate places to handle conflict. Coaches or Activity Supervisors are not to meet or deal with conflict at these times or places. Most conflicts are better resolved with an appropriate cooling down period.

2. If the above procedures are not followed, the following steps will take place:
    i. 1st Violation of Procedure - The coach will suggest a meeting at a later date and a letter will be sent to the parent outlining our procedure for handling athletic/activity complaints.
    ii. 2nd Violation of Procedure - Removal from the next contest.
    iii. 3rd Violation of Procedure - Removal from all remaining contests.

3. If you are upset please call or arrange a meeting the following workday.

4. The following steps should be taken in order for conflict to be resolved:

STEP 1

- A meeting between the student and the coach/coaching staff should be called. Players at the Junior High Level have the option of having a parent present.

STEP 2

- If the conflict is not resolved, a meeting between the student, the parent, and the coaching staff should be called. This meeting can be initiated by the student, the parent, or the coaching staff.

STEP 3

- If any of the three parties (student, parent, or coaching staff) still feel the conflict is not resolved, a meeting between the student, parent, coaching staff, and Athletic Director may be called by any party.
- Notes of the meeting will be kept by the Athletic Director. If the Athletic Director is the coach involved, an Administrator will act as the mediator.

STEP 4

- The Athletic Director will send out a list of findings and recommendations to those involved no later than one week after the meeting. A copy of all communications will be given to the High School Principal and Superintendent.

If a School Board Member receives a complaint regarding a coach, that complaint will be immediately forwarded to the Athletic Director and Superintendent.

GROUP CONFLICT

No parent group shall meet at BHS to discuss team problems without representatives from BHS which will include the A.D. or coach. At group meetings, individuals must speak for and represent themselves, not other individuals or groups.

Code of Ethics
Minnesota State High School Coaches Association

AS A PROFESSIONAL EDUCATOR I WILL:

1. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual athlete.
3. Encourage the highest standards of conduct and scholastic achievement among all athletes.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior, and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletics and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

PARENT RESPONSIBILITIES

Parents are expected to encourage their sons and daughters to perform to the best of their ability both athletically and academically. They should be a source of support for the athlete and the program in which they are participating.

Parents are role models for athletes and representatives of BHS. As such, they are expected to exemplify good attitudes by treating all players, coaches, fans, officials, and other parents with respect and dignity. Parents MUST insist that athletes abide by rules established by the school, the coach, and the Minnesota State High School League.

Parents should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar or denigrating remarks are never appropriate. Parents should allow their athletes to enjoy the benefits of competition, remembering that not everyone can be the star, be on the first team, or have equal playing time.

Parents should keep winning and losing in proper perspective. Athletic programs are primarily designed for students to learn and have fun. Athletes who do their best are to be commended even if their best isn't good enough to win.

FAN RESPONSIBILITIES

BHS fans represent the school, whether home or away. They are expected to support their team in a positive way and treat all participants and fans with respect and dignity.

Attending a high school game is different than attending a professional contest. Your behavior should reflect that difference. Your admission price doesn't allow you to abuse players, officials, or coaches. You are responsible for your behavior.

STUDENT RESPONSIBILITIES

Students are expected to follow the rules of the Minnesota State High School League, the rules of Barnesville High School, and the rules of the coach and team.

Students are expected to perform to the best of their ability both athletically and academically. They should be a source of positive support for their teammates.

Students are role models for other students of BHS. As such, they are expected to exemplify good attitudes by treating other players, coaches, fans, officials, and parents with respect and dignity.

Students should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar or denigrating remarks are never appropriate.

Students should enjoy the benefits of competition, remembering not everyone can be the star, be on the first team, or have equal playing time.

Keep winning and losing in proper perspective. Athletic programs are primarily designed for students to learn and have fun. Athletes who do their best are to be commended even if their best isn't good enough to win.

Spectator Guidelines at Events

The following additions are consequences for disorderly or unruly adult spectator/fan behavior at student events held in association with Barnesville School District. Unruly or disorderly student fan behavior will be handled through normal school discipline due process and referral to law enforcement. The assigned event site supervisor will make all determinations of unruly or un-sportsmanlike behavior, after first issuing a warning to the individual.

Should an adult spectator's behavior violate current policy regarding coaches, contest officials, or advisors during or after events, or constitute participating in unsportsmanlike behavior from the stands, then that behavior will be deemed in violation of Barnesville School District Policy and the violator will then be subject to the following:

First Offense:
The person in question will be suspended from attending the next three home events for that sport or activity, with the consequence to follow into the same sport's next season if need be. This consequence may be reduced to the next two events if the coach or advisor involved receives a formal, written apology from the offending fan before the third event takes place, and a copy of the incident report and apology is transmitted to the School Board to remain on file.

Second Offense:
A person involved in a second offense over the course of the season will be suspended from all extra-curricular events for the remainder of the calendar year.

Third Offense:
A third offense will ban the offender from all home student events, indefinitely.

There is no appeal process to the Board of Education for policy violation.

Note: Laws regarding trespass on school grounds, trespass at school activities, and disorderly conduct at public events will be referred to and enforced by local law enforcement.

TRAVEL – SCHOOL ACTIVITIES

I. Purpose

a. The purpose of this policy is to assure adequate supervision is provided when Barnesville students participate in activities outside the District.

II. General Statement of Policy

a. Activity participation often requires travel outside the District for competition, performances, and other academic or co-curricular opportunities. Ensuring the safety of students is a priority of the District. Established behavior and participation requirements combined with adequate supervision will diminish inappropriate and risky behaviors.

III. Procedures

a. Standard MSHSL and local participation requirements are in the Barnesville Student Handbook.
b. Instructors and co-curricular coaches/directors will communicate additional participant requirements and expectations to participants and parents/guardians.
c. Consequences for inappropriate behavior shall be communicated to participants and parents/guardians. MSHSL and local consequences are explained in the Barnesville Student Handbook.
d. Day trips using the school car, school van, or mini-bus require only supervision by the instructor, activity coach/director, or authorized adult.
e. Day trips using a District school bus or charter bus require a driver other than the instructor or co-curricular coach/director. The instructor, co-curricular coach/director, or authorized adult must ride the bus.
f. Overnight trips require adult supervision by a person of the same gender as the participants.

i. In the event a same gender chaperone cannot be found, administrative discretion will be implemented.

g. Overnight trips using a District school bus or charter bus require a driver other than the instructor or co-curricular coach/director and additional chaperones proportionate to the number of students.

h. The building principal has authority to approve written requests for variance from procedures.

Barnesville School District Website
www.barnesville.k12.mn.us

ACCESS TO ACTIVITY SCHEDULES

All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None

ATKINSON ELEMENTARY

PARENT / STUDENT HANDBOOK

2020-21

(Revised July 20, 2020)

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SCHOOL BOARD PHILOSOPHY

The Board of Education of Independent School District Number 146 believes that each individual should be accepted into the educational program as he/she is; that each student shall be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustment to life.

In the practical application of this philosophy, opportunities shall be provided each individual mentally, physically, emotionally, and morally. It is further the philosophy of the Board of Education to provide the plant, tools, and facilities to implement this policy.

SCHOOL DISTRICT MISSION STATEMENT

The mission of Barnesville Public Schools, in partnership with the family and community in its quest to develop responsible students, is to promote academics, arts, and athletics by providing challenging programs in an innovative environment.

DISTRICT GOALS

Our goals are to develop lifelong learners in an atmosphere of mutual respect and trust by:

1. Improving educational achievement by establishing clear standards, measuring performance, assisting educators and increasing opportunities for lifelong learning in an ever-changing society.

2. Promoting school spirit and enthusiasm so that all students, staff, and residents of the District feel connected and proud.

INDEPENDENT SCHOOL DISTRICT 146

BOARD OF EDUCATION

LESLIE SHIREK JACOB THOMPSON GREG BERG MARLA FIELD
DION BREDMAN (Chair) RYAN LINDBOM DAVE HERBRANSON

ADMINISTRATION

DR. JON ELLERBUSCH	SUPERINTENDENT
TODD HENRICKSON	K-6 PRINCIPAL ACTIVITIES DIRECTOR
BRYAN STRAND	7 - 12 PRINCIPAL

SECRETARIES / OFFICE STAFF

BROOKE FRADET	ADMINISTRATIVE SECRETARY
CINDY ULLRICH	ELEMENTARY SECRETARY
TBD	ELEMENTARY SECRETARY
SHELLY KRUEGER	HIGH SCHOOL SECRETARY
MELISSA SOSSA	HIGH SCHOOL SECRETARY
CHRIS ELLEFSON	COMMUNITY ED
JODI SAMUELSON	FINANCE OFFICER
SARA LIEN	PAYROLL / HR ASSISTANT

SCHOOL OFFICES

ELEMENTARY SCHOOL OFFICE
PO BOX 189
BARNESVILLE MN 56514
(218) 354-2300
(218) 354-7797 Fax

HIGH SCHOOL OFFICE
PO BOX 189
BARNESVILLE MN 56514
(218) 354-2228
(218) 354-2305 Fax

DISTRICT OFFICE
PO BOX 189
BARNESVILLE MN 56514
(218) 354-2217
(218) 354-7260 Fax

This handbook and its contents were approved by the School Board at its meeting on **July 16, 2018.** This handbook may be changed or amended during the school year. Changes will be posted in the office of the principal and on the school's website. If you have any questions about a provision, contact the principal.

Elementary Staff Directory

Kindergarten

Shari Grabow 415
Megan Martin 417
Christine Messer 416
Alison Willers 428

Grade 1

Chastity Justesen 419
Laura Jorud 427
Karie Martinson 420
Tori Olson 432

Grade 2

Lisa Forsgren 439
Carrie Jenkins 424
Sandy Meyer 436
Peggy Parker 435

Grade 3

Ryan Bomstad 434
George Haj 433
Michelle Tonsfeldt 418

Grade 4

Laura Anderson 431
Lisa Gilbertson 430
Tracy Hinsz 429

Grade 5

Scott Amundson 421
Megan Askegaard 422
Brandi Holleman 423

Grade 6

McKinzie Tangen .....353 - High School
Aaron Schindler .....307 - High School
Nicole Nelson .....318 - High School

Speech Clinician

Michelle Field 441
Lindsay Behrens 405

Special Education

Sarah Poepping 408
Michelle Wander 414
Susan Yeske ..... 358 – H.S. / 426 - Elem
Taylor Anderson (OT) 426

Music

Abigail Jirik 443

5th & 6th Grade Band

Erick Knudson .....334 - High School

Physical Education

Stuart Brandt 412

SAP Coordinator
Lori Henrickson 438
Library Aide
Lynn Thorkildson 411
Title I Paraprofessionals
Joanne Herbranson 651
Kristin Hovde 667
Breanna Anderson 658
Janet Rasmussen 654
Ashley Schilling 655
Chrissa Wolters 672
Title I Lead / Gifted & Talented Teacher
Patricia Erlandson 442
Special Ed Aides
Trisha Krause 656
Michelle Zajac 663
Kari Wilson ..... TBD
Mary Spillum 673
Ruth Kava 674
Technology Coordinator
Casey Ehlert 338
Technology Aide
Cary Zepper 413
iPad Coordinator / Teacher on Special Assignment
Holly Inniger 354
Cooks
Sharon Braton 410
Jane Carr 410
Deborah Goegren 410
Ruth Johnson 410
Sharon Poach 410
Custodian
Don Szweduik 340
Duane Duval 407
Scott Odden 407
Laurie Haapala 407
Grounds / Maintenance
Jeff Cihak 340
Secretary
Cindy Ullrich 405
TBD 409
Health Aid/Special Ed Paraprofessional
Trisha O'Leary 409

PART I - INFORMATION

ELEMENTARY SCHOOL OFFICE

The elementary school office can be accessed by entering the main doors (#1) on the west side of the building. The office staff includes the principal and secretary. The office hours are 7:30 a.m. until 4:00 p.m. during most regular working days. The principal's office may be reached by telephone at 354-2300. If we are not available to take your call, please leave a message on our voicemail.

ENROLLMENT REQUIREMENTS

1. **Immunization:** Various Minnesota laws set forth immunization requirements for children and adults enrolled in institutional settings. Legal exemptions are permissible for those who have medical contraindications to vaccine(s) or if they or a parent has conscientiously held beliefs that oppose immunization.
    a. Records for infants and children who have not completed a primary series of vaccines must be signed by a physician or public clinic staff.
    b. Documentation of measles vaccine given before 12 months of age is not acceptable for children in child care or schools.
    c. A Doctor's signature is required for proof of the Chicken Pox Disease.
    d. Minnesota Statute § 121A.15 requires all children enrolling in an elementary or secondary school to show evidence of immunization as follows:

Age/Grade Groupings	Vaccine Type and Number of Doses
Kindergarten < 7 years	5 DTP, 4 polio, **2 MMR, 2 Chicken Pox**
7 years through grade 6	>3 DTP/Td, > 3 polio, 1 MMR
Grades 7 through 12	>3 DTP/Td(1 dose>11 years), >3 polio,2 MMR
Kindergarten	> 3 hepatitis B
K and grade 7	> 3 hepatitis B

2. **Transfer / New Student:** Any new student or student transferring to Barnesville Public Schools *will not* be permitted to register without official copies of the student's records/transcript and immunization records from the last school attended.

SCHOOL PROPERTY

1. **Care of School Property:** The careful use of property and respect for the furniture and the building is indicative of responsible citizenship. The appearance of the building and grounds reflects on the entire community, the students and staff. It is expected that students will demonstrate appropriate care for school property.
2. **Hallway Lockers and desks**: Although students are assigned lockers and desks, they remain the property of Atkinson Elementary School and are subject to periodic search. At no time does the district relinquish its exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Students are discouraged from keeping valuable possessions in the lockers or desks.

3. **Textbooks:** Textbooks for classes in the elementary school are provided to students at no charge. Students will be required to pay replacement cost related to lost or damaged books.

INSTRUCTIONAL MATERIALS

The following is a list of supplies that each grade recommends for the start of the school year. A supply list is available at the Fargo and Moorhead Walmart, Target, and K-Mart Stores and Office Max in Moorhead.

Music – Kleenex (1)
PE - Non-marking tennis shoes.
Kindergarten – **Labeled with Name:** Bath or beach towel (no rugs or foam mats please), Backpack, (2) 2-pocket Vinyl folders, Headphones (no earbuds), (1) shoebox size plastic tote with lid
Unlabeled: 4 count black dry erase markers, (3) Packages of 24 count Crayola Crayons, (2) 10 count Crayola Classic Color Markers, (1 large pack) Elmer's Glue sticks, (1) large box of #2 yellow pencils, (3) small Elmer's Glue Bottles, (2) boxes of Kleenex, (1) box of colored pencils, (1) 1½" Binder, (1) Box Ziploc Bags – Quart or Gallon, Clorox Wipes.
First Grade – (2) Crayola Crayons (24 ct pack only, (3) 2-pocket folders, (2) Crayola Washable Markers (classic colors), (2) Elmer's white glue bottle, (18) glue sticks, (24) Ticonderoga #2 yellow pencils, (2) spiral notebooks, scissors, (2) Large erasers, 5x8 pencil/crayon box (no pouches please), 8-color watercolor paint set, (2) Black Expo Marker, colored pencils, highlighters, (1) headphones, (1) Clorox wipes.
Second Grade – (36) #2 Pencils – no decorative pencils please, (3) highlighters, (3) large erasers, scissors, 5 x 8 plastic pencil/crayon box(no pouches please), (2 boxes)24 count Crayola Crayons, 1 box BROAD tip classic colored markers, 1 box FINE tip classic colored markers, (1 box) colored pencils, (1) 24 color Crayola or Prang paint set, (6) glue sticks, (2) wide spaced spiral notebooks, (2) 2-pocket folders, (1) glue bottle, (2) disinfecting wipes, (2 boxes) facial tissues, (1)2-pack of fine tip sharpie, (2) individual Expo markers(any color), headphones, stylus.
Third Grade - 24 count Crayola crayons (two boxes), markers, colored pencils, 5x8 pencil box, 24 pkg watercolor paint, (1) Kleenex, (8) glue sticks, (40) #2 Pencils – no decorative pencils please, (2) large erasers, (24) pencil top erasers, highlighter, (1 pk) expo markers, headphones, (2) wide-lined notebooks, (4) 2-pocket folders with 3-hole punch, (1) Clorox/Lysol disinfecting wipes, (2) Fine point black sharpie, (1) school smart composition notebook.
Fourth Grade – headphones for iPads, 12" ruler, crayons, scissors, (3) wide-lined spiral note books, white glue, (4) glue sticks, (5) 2-pocket folders, wide tip markers, (24) #2 pencils, pencil box/pouch (5"x8" no larger), colored pencils, watercolor paints, Clorox/Lysol disinfecting wipes.
Fifth Grade – crayons, scissors, wide-lined spiral note books (4), 2-pocket folders (4), highlighter (1), Kleenex (1), white glue (1), glue sticks, markers, (2) Black Sharpies, pens, pencils, colored pencils, (1) Clorox/Lysol disinfecting wipes, ear buds or headphones, pencil box or pouch.
Sixth Grade - scissors, markers, colored pencils, pencils, Kleenex (1), earbuds, wide lined spiral notebooks (5), red pens, ruler (1), highlighter (1), 2 pocket folders (5), 1 pack of printer paper, Clorox/Lysol disinfecting wipes, white glue (1), 4 pack of dry erase markers, pencil box or pouch.

ALL BACKPACKS/BAGS MUST BE SMALL ENOUGH TO FIT IN A LOCKER.

FEES
Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including but not limited to:

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

RELEASE TIME FOR RELIGIOUS CLASSES
Information regarding release time for religious instructions will be sent home to the parents during the first part of the school year. A note will then have to be signed by the parents requesting that their child be allowed to attend religious instruction during the week.

PLEDGE OF ALLEGIANCE
Students will recite the Pledge of Allegiance to the flag of the United States of America. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

LOST AND FOUND
Each year mittens, sweaters, caps, boots, and coats are turned into the Lost and Found and are never claimed. We urge that all pieces of clothing be marked with the child's name. Lost articles may be picked up at the two designated locations. Remind your child to report any lost article promptly. The school secretary will hold items of higher value. At the end of the school year, all items not claimed will be donated to the Dakota Boy's Ranch.

FIRST DAY OF SCHOOL
Tuesday, September **1st**, will be the first day of school for all children. Students should meet in the following areas as assigned to them:

- Kindergarten — Rooms 18, 19, 25, 27
- Grade 1 — Rooms 17, 21, 22, 23
- Grade 2 — Rooms 6, 8, 9, 10
- Grade 3 — Rooms 14, 15, 16
- Grade 4 — Rooms 11, 12, 13
- Grade 5 — Rooms 3, 4, 5
- Grade 6 — High School – South East Wing

SCHOOL HOURS

1. The School Breakfast Program begins at ***8:15 am***.
2. The school day begins each morning at 8:30 a.m. Bells will sound at 8:15 and 8:25 to allow students time to prepare for class. Dismissal time is 3:10 p.m. There is ***no supervision*** on the school playground before or after school hours**.** The school office is open until 4:00 p.m.
3. Students in the building after 3:30 must be in an area that is under the supervision of a teacher or coach. Students not in an after school program or supervised activity, must leave the building by 3:30. Failure to comply with this provision may result in disciplinary action.

BEFORE AND AFTER SCHOOL PROGRAM (No Current Program in Place)

SCHOOL BREAKFAST AND LUNCH PROGRAM

We encourage all children who do not go home for lunch to take part in our hot lunch program. Breakfast and lunch prices are as follows:

	Breakfast	**Lunch**
Full school year - student	$223.60	$421.40
1 meal – includes 1 milk	$1.30	$2.45
*Kindergarten	Free	$2.45
1 adult meal – includes 1 milk	$2.35	$4.05
1 reduced meal-includes 1 milk	Free	Free

1. Meal payments will be made through the automated Lunch Cashier System which will be accessed by the student's personal identification number. One carton of milk will be furnished free of charge to all students eating hot lunch. Students who bring their lunch and want milk at noon can purchase it in the cafeteria through the Cashier System for the amount of **$.35 per carton**.
2. Students who also wish to take part in the mid-morning or mid-afternoon milk break will be required to pay the amount **of $23.00 for a half year or $46.00 for the full year**. There is no charge for the kindergarten milk break due to action taken by our State Legislature.
3. The following procedures will be implemented to control negative family accounts in the Barnesville Public Schools Food Service Accounts:
    a. Students in grades K-12 with a negative balance will not be allowed to participate in the breakfast program.
    b. Students in grades K-12 with a negative balance will not be allowed to charge a regular noon lunch, but will be provided an alternative.
    c. The District will continue to mail invoices to families with a negative balance.
    d. **Policy 534** – Students have use of a meal account. When any meal account has a negative balance in any amount, the elementary office will send out an instant alert notification to parents. If a student's account has a negative balance of $10 or more students will be individually notified by the school office and given a meal account statement or notice that indictes the amount of the negative balance. If a student's negative balance reaches $20, a letter is sent home indicating balance due and

methods of how to make payments. Parents may add money to their children's account by mail, sending lunch money designating to which account the funds are to be applied, by personally delivering funds to the office, or by adding money to lunch accounts through PAY schools online.

Negative balances of more than $35 a student or $50 per family if not paid prior to a time frame as determined by administrations discretion (quarterly, semester, or end of the year) will be turned over to the superintendent or superintendent's designee for collection.

4. **Lunch periods for the children are as follows:**

Grade K.....11:00 a.m. to 11:30 a.m.
Grade 1.....11:10 a.m. to 11:40 a.m.
Grade 2.....11:20 a.m. to 11:50 a.m.
Grade 3.....11:35 a.m. to 12:05 p.m.
Grade 4.....11:45 a.m. to 12:15 p.m.
Grade 5.....11:55 a.m. to 12:25 p.m.

LEAVING THE SCHOOL GROUNDS

Children, after arriving at the school, are not to leave the school grounds unless the teacher or office has received a note from home granting permission to the child to leave the school premises. Phone calls may be substituted for the note.

BUS STUDENTS IN GRADES K, 1, 2 & 3

Bus students in grades K, 1, 2 & 3 must have a note from the parent if they are not to ride home on the bus after school. Without this note, the child will be sent on the bus. A phone call to the office may be substituted for the note.

HOME BAKED TREATS SERVED IN SCHOOL

Due to Minnesota Department of Health regulations, ***Treats prepared in individual homes are not allowed***. Commercially prepared, packaged or individually wrapped food items such as cookies, or other packaged baker items, (i.e. Twinkies), candies, or individually portioned ice cream novelties are allowed.

SENDING MONEY TO SCHOOL

When sending money to school with small children (for lunches, etc.), put it in an envelope marked with the child's name, grade, teacher, amount, and purpose for which the money is sent.

SCHOOL VISITORS

All visitors must report to Door #1 during the school day.

PICK UP / DROP OFF STUDENTS

The parking lot ***is not*** to be used for pick up or drop off before 8:30 am and after 3:00 pm. See map on page 34.

SAFETY PATROL
Student safety patrol members are on duty at key crossings. The safety patrol's chief duty is to help school children to cross streets safely. **As parents, your attitude toward the school patrol will do much to add to its effectiveness**.

DISMISSAL DURING THE SCHOOL DAY
When picking up children during school hours, parents are required to sign children out in the office and notify the secretary or principal. Always notify the teacher in advance, by note, of an early pick-up.

CLOSING OF SCHOOL DUE TO WEATHER CONDITIONS
School will be closed by the Superintendent of Schools when, in his/her judgment, weather or road conditions are such that it would be unsafe for students to attend or remain in school. Dismissal times will be posted on all local TV and radio stations.

GYM SHOES
Playing games in the gym stocking footed can be dangerous. Children are asked to have non-marking tennis shoes available for gym periods.

EXCUSES FROM PHYSICAL EDUCATION/RECESS
If a child is well enough to attend school, they should be allowed to go outdoors or participate in physical education class. We are, therefore, requiring your child to participate unless a note from the physician states it would be detrimental for him/her to do so.

REPORTING TO PARENTS
A progress report is sent to parents four times each year for students in grades one through six and three times each year for students in Kindergarten. It reports your child's individual growth and development in all school activities. His/her growth in health, social adjustment, work habits and attitudes is considered, as well as his/her progress in reading, writing, arithmetic and other subjects.

1. Parent-Teacher Conferences are held in the fall for all pupils and in the spring as needed. This conference gives parents and teachers a chance to discuss the child's growth plan cooperatively to meet his/her needs. Parents are encouraged to ask for additional conferences at any time. Conferences usually result in a better understanding and an improved relationship between home and school.

ELEMENTARY ACTIVITY TICKET
Children will be able to purchase an Elementary Season Ticket that will admit them to all home athletic events. These tickets can be purchased in the office after the beginning of school. The prices are as follows:

1. **Athletic Events:**
    a. Adult - $6.00 / Student - $4.00 / Senior Citizens (65) - Free
2. **Season Pass:**
    a. Adult - $55.00 / Student - $35.00 / Senior Citizen (65) – Free
3. **Music Concerts – No Charge.**

CHILDREN VISITING SCHOOL
Children visiting our school may spend up to a half-day with us. They should also be approximately the same age as the child they are visiting. The elementary principal **must** be called one day prior to sending the visitor to school.

ANIMALS IN SCHOOL
Due to the unpredictable behavior of animals in strange situations, the school does not allow any animals on school grounds.

PROMOTION AND RETENTION
All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the elementary school office.

STUDENT PICTURES & VIDEOS
In various settings throughout the school year, teachers, paraprofessionals and other staff involved in your child's education may periodically take pictures/videos of him/her. The pictures/videos may be used for one or more of the following:

1. Classroom or Hallway Displays.
2. A record of student activities or accomplishments.
3. The local or regional newspapers (picture may be taken by newspaper staff).

If you **do not** want your child photographed or videotaped, please contact the elementary office at the beginning of each school year.

TRANSPORTATION POLICY

1. Philosophy:
   a. The Barnesville Public Schools offer transportation to students of the district in an effort to assist with the educational process and facilitate orderly movement of students to and from the educational settings. The transportation of students is offered as a service to the residents of the school district.
   b. The provision of school transportation by the district does not endorse the transportation of students as a right held by the student. Transportation of students is a privilege and service offered by the district which may be revoked for appropriate and legitimate reasons.
   c. Because transportation of students is a privilege rather than a right, it is the responsibility of the parents and/or guardians of the students transported to endorse, support, encourage, and uphold the general provisions for student safety and discipline as outlined in the district transportation policy.

2. General Transportation Guidelines
   a. Bus schedules will be filed in the office of the Superintendent and Principal prior to the beginning date of school. It will be the duty of the bus manager to establish bus routes and notify parents and guardians of the locations and time of the bus stops. Students not at the prescribed bus stops at the scheduled time will be left behind.

b. The bus driver will be in control of student discipline on the bus route or while students are loading or unloading at the bus stops.

c. Students will not be allowed to stand up and/or change seats while the bus is in motion. Students must remain in seats at all times while the bus is in motion.

d. Management of food and beverage issues on the school transportation is the responsibility of the bus manager. The guidelines developed by the bus management will be endorsed and enforced by the school district officials.

e. **Bus Discipline Policy**: The school district recognizes that students are expected to follow general standards of behavior on the buses which would be comparable to the expectations held in the school buildings. The general school behavior guidelines and expectations, as appropriate to the bus setting, are supported by the school district's transportation system.

The bus driver is recognized as the authority directly responsible for student discipline on the bus route or while students are loading or unloading at the bus stops. Students are expected to exhibit behavior on buses which reflects good judgment and common sense. Appropriate behavior promotes respect for self and others. Inappropriate behavior is that which displays a lack of good judgment and common sense.

3. **Category I Offenses**: These types of behavior are typically classified as disruptive behaviors which may interfere with the safe and efficient operation of the bus. Examples of this category of behaviors include, but are not limited to, unsafe behavior, interference or obstruction, swearing, willful disobedience, disruptive behavior, loud noises, insulting or abusive language, tardiness, etc. Students will not be allowed to stand up and/or change seats.
    a. Bus drivers are expected to record instances of and give a verbal warning to students in regard to this behavior. Drivers are expected to utilize logical consequences for instances of behavior, including assigning specific seats for students on the bus.
    b. Upon the third, and each ensuing incident of this behavior during the school year, the bus driver will file a report with school administration for further disciplinary action.
    c. Appropriate and increasing consequences will be assigned by school administrators for each referral from bus drivers, including assigned bus seats, removal of riding privileges as outlined below, detention, in-school suspension, or out-of-school suspension.
4. **Category II Offenses**: These types of behavior are classified as gross disruptive behaviors, which create an oppressive, hostile, or dangerous environment. Examples of this category of behaviors include, but are not limited to, assault, fighting, harassment, theft, willful damage to property, defiance of authority, etc.
    a. Incidents of Category II Offenses will be referred to the bus manager and school administrators immediately upon the return of the bus to the garage.
    b. Category II Offenses may result in suspension from bus transportation according to the following schedule (although any and all actions may be taken at a given time if deemed appropriate):
        i. Suspension from transportation for one day.
        ii. Suspension from transportation for one week.

iii. Suspension from transportation until the next regularly scheduled board meeting, at which time it will be recommended that the student be removed for the remainder of the year.

c. Category II Offenses may result in concurrent consequences within the school building as well, should it be deemed appropriate by administrators.
d. Incidents of Category II Offenses will be recorded and records maintained for a period of a single school year. Increased levels of consequence will be enforced for incidents during the current school year only.

The driver may assign students to specific seats on the bus and take other corrective actions, as appropriate, to deal with student discipline.

STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

Policy #529 is available in the District Office. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior in order to serve the student and protect students and staff members.

TITLE IX

The Barnesville Public Schools district Title IX officer is Mr. Kyle Gylland. His office is located in the high school, and his phone number is 218-354-2228 ext. 311. Address is 302 3rd Street, Barnesville MN 56514. The alternate American Disabilities Act (ADA), 504 Compliance officer and Title IX coordinator is: Dr. Jon Ellerbusch, Superintendent, Barnesville Public Schools, 302 3rd Street, Barnesville MN 56514, and his phone number is 218-354-2217 ext. 363.

All Vocational opportunities at Barnesville Public Schools will be offered regardless of race, color, national origin, sex or disability. A brief summary of the vocational course offerings are as follows: Basic Foods, Global Foods, Wise Choices, Human Development and Parenting, Agriculture Mechanics, Minnesota Wildlife, Animal Science, Welding, Ag Power, Vocational Job Placement, Entrepreneurship, Business law, Marketing, Accounting I and Accounting II.

A complete course description for the above courses can be found in our school course offerings book that the students get every year in the spring when we do scheduling and also placed on our school web site under the parent's link and labeled school course offerings.

Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g. Regulations: 34 CFR part 99

FERPA provides that a local education agency (LEA) that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10)
- Seek to amend education records (34 CFR § 99.20 and 99.22)
- Consent to the disclosure of personally identifiable information from education records except as specified by law (CFR 34 § 99.30 and 99.31)

These rights transfer to the student when she / he turns 18 years of age or enters a post secondary educational institution at any age as an "eligible student."

LEA's must annually notify parents and eligible students of their rights under FERPA 34 CFR § 99.7. The annual notification must include the following:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent;
- The right of parents to file a complaint with the Family Compliance Office in the Department

DATA PRIVACY - PUPIL RECORDS

Every district must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. Parents, guardians and eligible students are permitted to inspect and review educational records related to the student, which are collected, maintained, or used by the district without unnecessary delay.

The only time a parent can be denied access is when a divorce or separation agreement or court order has a clause denying said right. Also, upon request, a list of the types and locations of educational records collected, maintained, or used by the school district will be given. If there is incorrect, inaccurate or misleading information in a student's records, the parent, guardian or student has the right to challenge the content of the records and make a written request to the principal to have the material corrected or removed. The district will decide within a reasonable period of time, whether to change the record in accordance with the request. If the district decides not to make changes, it will tell you, and advise you that you have the right to a hearing.

The school district may charge a fee for copies of records which they make for you if the fee does not prevent you from inspecting and reviewing the records. The district may not charge a fee to find the records for you. Records of sixth grade students will be transferred to the junior high school after the close of this school year. When transferring to another district, be sure to let the school know as soon as possible. We will send records to the receiving school as soon as we receive a records request.

Directory information will be released to authorized agencies unless you have registered an objection. Such information may include the following:

- Name
- Address
- Phone number
- Date and place of birth
- Dates of attendance
- The most recent previous education agency attended by the student and other similar information.

NUTRIONAL GUIDELINES

1. **Rewards for students and classrooms -** Schools will limit foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan).

2. **Snacks** – We encourage healthy choices as classroom snacks. These would include nutrient dense foods, such as whole grains, fresh fruits, vegetables and dairy products. Preference is to be given to foods that do not list sugar as the first ingredient and do not have more than 35% of its calories from fat (excluding foods with high nutritional value such as nuts, seeds and cheese).
3. **Sack lunches or home packed lunches -** When sending a home-packed lunch or snack to school, the district encourages parents to pack healthy foods and refrain from including foods and beverages without nutritional value.
4. **Celebrations** – We will limit celebrations that involve food during the school day. Each party should include no more than one food that does not meet nutrition standards for food and beverages sold individually.
5. **Fundraising –** We will encourage the use of non-food items or foods with high nutrition value, such as fresh fruit or nuts, as fund-raising choices. Fundraising orders taken and deliveries made will not be done during school lunch hours.
6. **School-sponsored events –** The district will work toward increasing the healthy or more nutrient-dense food selections that are available.
7. **Beverages –** Only milk (preferably low-fat), flavored milk, water and beverages containing fruit juices (preferably 100%) with no added artificial or natural sweeteners may be sold or provided on school grounds both immediately prior to and throughout the instructional day.
8. **Advertising/Marketing messages –** The district will encourage and support lifelong healthy eating by students and engage in nutrition promotion that is offered as part of the health and physical education curriculum designed to provide students with the knowledge and skills necessary to understand advertising and marketing messages.

For more information please refer to our school district wellness policy.

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, contact the elementary school office.

NOTICE OF MN STUDENT SURVEY 2010 AND PROCTECTION RIGHTS AMENDMENT

In the spring of 2010, the Minnesota Department of Education in partnership with the Minnesota Departments of Health, Public Safety, and Human Services will be administering the Minnesota Student Survey. The MSS goes to all Minnesota 6th, 9th and 12th grade students and is administered every three years. The questions are designed around various patterns of youth behaviors related to personal health, school safety, drug use, and violence in schools.

As part of the Protection of Pupil Rights Amendment all education agencies must provide parents and students notification of the MSS administration in their school district. As part of this notification, parents must be allowed to review the survey and be given the opportunity to elect not to allow their child to participate in the survey. MSBA

PARENTS RIGHT TO KNOW

School districts are required to notify parents of All children in All Title I schools in the beginning of the each school year, that parents have the right to request and receive timely information on the professional qualifications of the student's classroom teachers. This requirement applies to all parents of the children in the school- whether or not the students receive Title I services both targeted or schoolwide. Section 111 (h) (6) (A)

When the parent of a child requests information on their child's classroom teachers professional qualifications, districts must respond in a timely manner, to the requested information, at a minimum, report the following: a.) whether or not the teacher has met Minnesota licensing requirements for the grade level and academic core they teach; b.) whether or not the teacher is teaching under a variance status; c.) the education level and subject area of the teachers college degree major and any graduate degree or certificate held; d.) whether the child is provided services by paraprofessionals, and if so, their qualifications.

> Schools that receive Title I funds shall provide to each parent: a.) Information on the level of achievement of the parent's child on the state academic assessment. b.) Timely notice that parents child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

All information provided to parents shall be in a uniform and understandable format and to the extent practical provided in a language that parents can understand.

NOTICE OF DISABILITY / NON-DISCRIMINATION POLICY

A. Purpose: This policy is to provide a fair employment setting and opportunities for all persons and in doing so comply with state and federal law.
B. Statement: Barnesville Public Schools shall not discriminate against qualified individuals with disabilities because of disabilities in regard to an individual's job application, hiring, advancement, discharge, compensation, training, and / or other terms and conditions of employment.
    a. District shall not engage in contractual or other type arrangements that subject qualified applicants or employees with disabilities to discrimination.
    b. District shall not exclude nor deny equal jobs or benefits to qualified individuals because of a known disability.
    c. District will make reasonable accommodations for a known physical or mental limiting factor of an otherwise qualified individual with a disability who is either an applicant or an employee unless the accommodation would impose a hardship on the operation of the business of the school district.
    d. Any applicant or current employee wishing to discuss a need for a reasonable accommodation, application of this policy, or matters related to disability discrimination should contact the Superintendent of Schools or the following contacts:

Title IX Coordinator: Mr. Kyle Gylland
504 Coordinator: Mr. Bryan Strand
Human Rights: Dr. Jon Ellerbusch
Barnesville Public Schools

302 3rd St. SE PO Box 189
Barnesville MN 56514
218-354-2217 or 218-354-2228

Legal References:
29 U.S.C. 794 et seq. 504 Rehabilitation Act 1973
42 U.S.C. 126 12112 Americans with Disabilities Act
MSBA / MASA Policy 521 Student Disability Non-Discrimination

PARENT TEACHER ASSOCIATION

Parents/Guardians are encouraged to become actively involved in the PTA at their child's school. This organization provides opportunities for parents/guardians and school staff to work together for the betterment of the school and its students. PTA meetings are held regularly throughout the school year. Call the school office for meeting schedules.

BIRTHDAY PARTIES

Our policy prohibits birthday party invitations from being distributed at school. Other students experience hurt feelings when not receiving an invitation. In addition, based on the limited seating capacity on our buses, parents must contact the bus company for prior approval if they want birthday party participants to ride the bus.

CLASSROOM INTERRUPTIONS

Students may not be interrupted during the school hours by outside calls and messages except in the case of an emergency. If it is necessary to reach your child, dial 354-2300 ext. 405. The office will relay your message. It is suggested that parents wishing to contact a classroom teacher be prepared to leave a message requesting the teacher to contact them. Except during preparation time, teachers are not available to come to the telephone during the school day.

PART II – ACADEMICS

DISTRICT GRADING SCALE

The Barnesville Board of Education has approved a uniform grading policy to be used in Grades 3 – 12:

- 100 – 94 A
- 93 – 90 A-
- 89 – 87 B+
- 86 – 84 B
- 83 – 80 B-
- 79 – 77 C+
- 76 – 74 C
- 73 – 70 C-
- 69 – 67 D+
- 66 – 64 D
- 63 – 60 D-
- 59 & Below F

LATE WORK POLICY
Students who turn in late work will be subject to the following:

- 1 day late – Grade reduced 10%
- 2 days late – Grade reduced another 10%
- 3 days late – Grade reduce another 10%
- 4th day – No Credit

Students who miss school due to illness or other will have the same number of days missed to make up their work. Example: Student is home sick for 2 days. That student will have 2 days to get all makeup work in.

FIELD TRIPS
Class trips are valuable because they provide concrete learning experiences, provide opportunity for training in courtesy, safety and good citizenship and help stimulate children's interest in the community. When your child's class is planning a trip, you will be notified. Upon notification, you will be asked to give your permission for your son/daughter to go with the group and to pay any fees that may be associated with the trip itself.

SECTION 504 EDUCATION STATEMENT OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY
Barnesville Public Schools, ISD #146 will provide a free and appropriate public education to each student with a disability. It is the intent of the District to ensure that students who are disabled with the definition of Section 504 of the Rehabilitation Act of 1973 are identified, assessed, and provided appropriate educational services.

In accord with this statement, a student with a disability is one who (a) has physical or mental impairment that substantially limits one or more major life activity(s), (b) has a record of such impairment, or (c) is regarded as having such impairment. Students may be disabled under Section 504 even though they do not require services consistent or pursuant with the Individuals with Disabilities Education Act (IDEA).

At the direction of the 504 Compliance Officer or building principals each school site will coordinate its efforts to comply with the regulations of Section 504.

SECTION 504 STUDENT AND PARENTAL RIGHTS

- Participation of your child in school district programs and activities, including extracurricular programs to the maximum extent appropriate, free from discrimination based upon the student's disability and at the same level as students without disabilities.
- Free educational services to the extent they are provided students without disabilities.
- Information about your child and your child's educational programs and activities in a language the parent can understand.
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right periodically request a re-evaluation of your child.
- Inspect and review your child's educational records including the right to copy those records for a reasonable fee. The parent may ask the school district to amend your child's educational records if you feel the information in the records is inaccurate. In

the event the school district refuses to amend said records upon request, you have a right to file a student grievance on your child's behalf.

SECTION 504 Sample Accommodation Plan (abbreviated)

- Describe the nature of the concern.
- Describe the basis for the determination of disability. Identify corresponding documentation.
- Describe how the disability affects a major life activity or student learning.
- Present level of performance applicable to this student: academics, behaviorally/emotionally, socially, medical / physical, or other.
- Describe the reasonable accommodations that will provide commensurate opportunity in any related area: environmental/accessibility, instructional, behaviorally/socially, discipline or assessments.
- Names and titles of 504 Accommodations Planning Team Members.
- Plan Administrator / Coordinator
- Review / Reassessment Date

PART III – RULES & DISCIPLINE

CONDUCT

Good judgment and common sense provide the guidelines for acceptable behavior at Atkinson Elementary School. This is true for in-school behavior as well as at activities or events which are sponsored as part of the school's program. The behaviors exhibited at any public function reflect not only on the individuals involved but upon our entire school district. Remember, students are the ambassadors of the Barnesville Public Schools.

GENERAL CLASSROOM GUIDELINES

There are many areas of policy and conduct in which specific classroom instructors have discretion in order to provide an orderly classroom and educational environment. Students are expected to follow the guidelines developed and communicated by the classroom instructor and other school personnel. Refusal to abide by these classroom requirements may constitute insubordination and be dealt with under the provisions of the school disciplinary policy.

ATTENDANCE POLICY

STUDENT ATTENDANCE

1. PURPOSE
    a. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive not punitive.
    b. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent/guardian, teachers, and administrators. This policy will assist students in attending class regularly.

2. GENERAL STATEMENT OF POLICY
    a. Responsibilities:
        i. Student's Responsibility:
            1. It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.
        ii. Parents or Guardian's Responsibility:
            1. It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
        iii. Teacher's Responsibility:
            1. It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is the teacher's responsibility to provide any student who has been absent with any missed assignment upon request.
        iv. Administrator's Responsibility:
            1. It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
            2. In accordance with the Minnesota Compulsory Instruction Law. Minn. Stat. 120A.22, the students of the school district are **REQUIRED** to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed studies ordinarily required to graduate from high school, has withdrawn, or has a valid excuse for absence.
    b. Elementary K-6
        i. On the day your child is going to be absent, the parent/guardian is required to call the office before 9:00 am. When a child will be absent from school due to an extended trip, please contact the teacher well in advance.
        ii. Student absences will be recorded in the following manner:
            1. 1 1/2 hours absent, any part of the school day - student is considered absent for 1/4 of the school day.
            2. 3 hours absent, any part of the school day - student is considered absent for 1/2 of the school day.

3. 4 1/2 hours absent, any part of the school day - student is considered absent for 3/4 of the school day.

iii. In the event that a student misses due to a medical appointment, written documentation must be submitted to the school office.
iv. Students arriving between 8:30 - 8:35 will be considered tardy.
v. If a student has twelve or more absences in a semester, that student may be required to make up work in an after school or Saturday school setting.
vi. A letter shall notify a parent/guardian when the child has exceeded 10 days in a semester.
vii. After notification, the parent/guardian may within three working days request a conference with the school principal regarding the wish of the parent or guardian to have a hearing involving two administrators and one faculty member. The hearing will provide an opportunity for the parent/guardian to present their position. The opinion will be sent by mail to the parent/guardian.
viii. The Administration shall have the authority to alter the policy if there are unusual circumstances.

3. Absences or tardies for the following reasons will be considered to be **excused absences**:
    1. Medical or medically related to appointments to include doctors, dentists, chiropractors, etc.
    2. Professional appointments to include psychologists, county workers, other professional therapists, etc.
    3. Illnesses with appropriate notification from the parent or guardian. Medical verification may be required.
    4. Personal family emergencies.
    5. Family vacations: **Family vacations are strongly encouraged during the regular school vacation periods. The school must be notified prior to any vacation.**
    6. Legal proceedings.
4. Absences or tardies for the following reasons will be considered to be **unexcused absences:**
    1. Hair appointments.
    2. Shopping.
    3. Babysitting.
    4. Working at home.
    5. Oversleeping.
    6. Student did not feel like going to school.
    7. Not knowing school schedule.
    8. Entertainment.
    9. "Running Late"
    10. Other related reasons.

STUDENT DRESS

School Dress Code: The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Dress code is the responsibility of the students and their parents. Personal appearance and dress should meet reasonable safety, health and decency standards so as not to cause a disturbance in the educational process. Although a formal dress code is not a part of the school guidelines, the following standards of appropriate dress are expected.

1. Articles of clothing, hats, shirts, jackets, etc. that promote drugs, alcohol, tobacco, and /or are obscene, suggestive, or indecent will not be permitted. Short shorts, short skirts, skimpy tank tops and tops that expose the midriff are not allowed.
2. Tennis shoes must be worn for physical education class, whether class is inside or outside. They must also be worn for all outside recess activities.
3. Skirts and shorts must meet the fingertip test with arms at full extension.
4. Tops may expose the shoulders; however, a one inch thick strap will be required on all tops. No spaghetti straps allowed.
5. Any apparel or footwear (Heelies) that could damage school property, are not allowed at any time during the school day or during after school activities.
6. Belts must be the appropriate length and secured in belt loops.
7. Clothing must fit appropriately at the waist.
8. Any clothing or attire that interferes with or disrupts the normal educational environment is not appropriate for the school setting.
9. Students are not permitted to wear headgear (caps, bandanas, hoods, etc.) in the building, once they have entered the building, during the normal school hours.
10. Students are not permitted to wear gloves around the building, or anything else on their hands that one may be able to hid or conceal something.
11. Students will be directed to change, remove, or cover the inappropriate clothing and not wear the clothing in the school environment again. Failure to comply may result in the appropriate disciplinary action.

CELL PHONES, PDAs, ETC.

Students may not bring any electronic devices to school (cell phone, MP3, PDA, laptops, etc) for the purpose of playing games. Should these devices become visible or audible during class they will be taken from the student. For the first offense, the device will be taken and given back to the student at the end of the school day. For the second offense, the student's parent/guardian will have to come to the office to pick up the device. These devices are also subject to search by school administration should reasonable cause be determined.

Students may not bring in a **cell phone, iPad, iPod, or PDA** for the purpose of taping a class or classroom teacher with the intent to put the teacher or another student on the internet or any other public displays where embarrassment or ridicule is inevitable. Such action will result in immediate suspension. (MASSP RECOMMENDED).

BULLYING POLICY - 514

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies

and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a

computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, 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 bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, 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. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. Of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. Of this policy.

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)

Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
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 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
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 529 (Staff Notification of Violent Behavior by Students)
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)

SEXUAL HARASSMENT AND SEXUAL VIOLENCE
Sexual harassment is a form of sex discrimination which violates the United States Civil Rights Act and the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of Independent School District 146 to maintain a learning and working environment free from sexual harassment and sexual violence. It shall be a violation of this policy for any District 146 employee or student to harass an employee, student, visitor or other person through conduct or communication of a sexual nature. It shall be a violation of this policy for any District 146 employee or student to be sexually violent to an employee, student, visitor, or other person.

District 146 shall establish written procedures for reporting and investigating all complaints of sexual harassment or sexual violence, shall provide for appropriate disciplinary action based on results of the investigation and shall communicate these procedures to District 146 employees and students.

This policy does 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.

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under M.S. 09.341, subd. 10 through 609.345; M.S. 609.321 through .324; or M.S. 626.556, Reporting of Maltreatment of Minors. Nothing in this policy shall prohibit the district from taking action to protect victims pursuant to its legal obligations under these statutes.

DEFINITION
Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
Submission to that conduct or communication is made a term or condition, explicitly or implicitly, or obtaining or retaining employment, or of obtaining an education; or
Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include, but is not limited to: Verbal harassment or abuse; Subtle pressure of sexual activity; Inappropriate patting or pinching; Intentional brushing against an individual's body; Demanding sexual favors accompanied by implied or over threats concerning an individual's employment or educational status; Demanding sexual favors accompanied by implied or overt promises of preferential treatment regarding an individual's employment or educational status; or Any sexually-motivated, unwelcome touching, or Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

FILING A COMPLAINT
Any person who believes he or she has been the victim of sexual harassment or sexual violence by a District 146 student, or employee, or any third person with knowledge or belief of sexual harassment or sexual violence by a District 146 student, or employee, shall immediately report the alleged harassment to the appropriate District 146 official verbally or in writing.

Alleged sexual harassment or sexual violence of a student, employee or visitor shall be reported to the principal, student services coordinator, crisis counselor, sociologist, or a teacher, or may be reported directly to the District Title IX officers.

It is suggested that one officer should be male and one female and both should be designated by the Board of Education. The crisis counselor, sociologist, student services coordinator, or teacher shall immediately report such knowledge to the principal.

Upon receipt of a report of alleged harassment or violence by a student, the principal shall immediately notify the superintendent. A written report shall be forwarded by the principal to the superintendent within 24 hours of receipt of the complaint. Failure of employees to forward any sexual harassment or sexual violence report or complaint to one of the appropriate designated persons and the appropriate social service agency shall result in disciplinary action.

Submission of a complaint or report of sexual harassment or sexual violence shall not affect the present or future employment, grades or work assignment of the person making the complaint or report.

The district shall respect the confidentiality of the complainant and the accused as much as possible, consistent with district legal obligations, necessity to investigate harassment allegations and necessity to take disciplinary action, in accordance with state statutes, district policies, and the master agreement.

INVESTIGATION OF COMPLAINT
Upon receipt of a report or complaint of alleged sexual harassment or sexual violence, the principal or Title IX officer shall immediately authorize an investigation. The investigation may be conducted by district officials or by a third party chosen by the district.

In determining whether the alleged conduct constitutes sexual harassment or sexual violence, the district shall consider: the surrounding circumstances, the nature of the sexual advances, the relationship between the parties involved and the context in which the alleged incidents occurred.

The investigation may consist of: personal interviews with the complainant, personal interviews with the individual(s) against whom the complaint is filed, personal interviews with others who may have knowledge of the alleged incident(s) or circumstances which led to the complaint and any other methods and documents deemed pertinent by the investigator. Any employee interviewed shall have the right to have a selected representative present during the interview.

The district may, at its discretion, take immediate steps to protect the complainant, students, and/or employees pending completion of the investigation.

REPORTING
The investigator shall provide a written report on the status of the investigation to the superintendent within 10 working days of receipt of the complaint.

The principal shall submit a report on alleged harassment or violence by a student to the superintendent once the investigation is completed. The results of the investigation shall be summarized in writing to the complainant by the district, including documentation of any disciplinary action taken as a result of the complaint.

District Action: Upon receipt of a report that the complaint is valid, the district shall take such action as appropriate based on the results of the investigation. The district shall discipline any student or employee who retaliates against any person who reports alleged sexual harassment or sexual violence, or against any person who participates in or assists in the investigation. The district will take action it deems necessary and appropriate to end sexual harassment or sexual violence, and prevent its

recurrence, including warning, contacting the student's parents, suspension or expulsion. Any district action shall be consistent with requirements of state statutes, district policies, and the Master Agreement.

STAFF AND STUDENT KNOWLEDGE OF THIS POLICY
Publications and posters should be distributed and displayed to convey the message that District 146 is serious in its approach to Sexual Harassment/Violence. Each principal and district administrator shall review this policy and regulation with their staff annually. The district shall make information about this policy and regulation available to students and parents annually. Sexual harassment and violence will be a component of the curriculum K-12.

DRUG FREE/WEAPON FREE POLICY
Effective August 1, 1991, a Weapon Free provision was added to Minnesota Statute 152.021, 152.023, and 609.66 which address Drug Free Zones in schools, parks, and in public housing zones. It shall be the policy of ISD #146, Barnesville Public School, to subscribe to Minnesota State Law regarding its Drug Free/Weapon Free Policy. This law has provisions that address persons caught possessing, using, or selling drugs or anyone caught possessing, using, or recklessly handling a dangerous weapon, may be subject to increased penalties. The Drug Free/Weapon Free Zone is defined as being within the confines of and distances within one city block or 300' of any Minnesota school, park, public housing project, or school bus carrying students. Drugs are defined as any illegal substance as identified by law. Weapons are defined as any firearm or dangerous weapon that can be used to inflict a wound and/or harm to another person or to inflict damage to property.

Juveniles who are convicted of violating the Drug Free/Weapon Free Zone and who are at least fourteen years old can be treated as an adult and sentenced in an adult court. Students who violate the above may be immediately suspended out of school, may be referred to law enforcement officials, and may be submitted to the school board for expulsion.

Students who bring firearms to school or school property are required to be expelled from school for a period of not less than one year under the Gun-Free Schools Act of March 31, 1994. The local education agency's chief administrating officer may modify the expulsion requirement of a case-by-case basis for students with disabilities in accordance with the requirement of Part B of the individuals with disabilities act (IDEA) and Section 504 of the Rehabilitation Act. While the minimum sanction of a one year expulsion from the school of attendance is required, it does not preclude enrollment by the students in an alternative education program. Said programs are offered in Fergus Falls, MN and by the Y.E.S. program in Moorhead, MN.

STUDENT GRIEVANCE PROCEDURE
Student Grievance Procedure & Information Provided for Students and Parents of Barnesville Public Schools, District #146.

Non-Discrimination
Title VII and Title IV, Civil Rights Act of 1964 and Age Discrimination in Employment Act of 1967
Title IX of the Education Amendments of 1972
Section 503 and 504 of the Rehabilitation Act of 1973

Section 402 of the Vietnam Veterans Readjustment Act of 1974
Title 11 of the American with Disability Act of 1990 ADA section 35.130

The Board of Education as required by law under the names, titles, and sections above assures that no person shall on the basis of race, color, age, religion, sex, handicap, or national origin, be excluded from participation in, denied benefits of, or otherwise be subjected to any degree discrimination in activities and programs und the control of the Board of Education. The Board of Education appoints the Superintendent as its Equal Opportunity Officer for the titles and sections listed above. The Superintendent is responsible that a program is in place for the school district to establish necessary procedures for effective, uniform, unbiased, and judicious enforcement of equal opportunity standards. The Superintendent or designee shall make available to all participants and other interested persons information regarding the provisions of the above named titles and sections and their application to the school district.

STUDENT PROCEDURE

- Definition: A "grievance" shall mean a complaint which has been filed by a student or by a student's parent on the student's behalf dealing specifically with various civil rights and nondiscrimination laws listed in the above statements. This specific grievance procedure does not apply to other situations for which other appeals and adjudication procedures are provided by State laws or in which the School Board does not have the authority in which to legally act. Normal lines of communication, though a normal chain of command such student to teacher-to counselor- to administrator, etc shall be used, when feasible in seeking answers and / or clarification regarding student concern. This should be attempted before the grievance procedure is initiated. First discussions with building principals do no necessary require the complaint to be presented in writing as an initial step.
- Purpose: The student grievance procedure has as its most salient purpose to identify at the earliest level possible equitable solutions to a complaint or a claim. If the complaint is justifiable all proceedings shall be kept to the strictest levels of confidentiality at each phase of this grievance procedure.
- Timeframe: The number of days as indicated in the procedures outlined shall be regarded as the maximum and every effort should be made by all parties to accelerate the process. Time limits, if applicable, can be extended if agreed upon mutually by the complainant and district administration.
- Level One: Students with a complaint shall present it first to their respective building principal- high school or elementary. At this juncture the District Equal Opportunity Officer is to be notified. If the concern / complaint cannot be resolved at this meeting, the student may then present a formal claim in writing. This documentation should include all supporting statements and any other evidence and present this information to his / her building principal. Upon receipt of this information, the school district will have 5 days to state its decision regarding the complaint. The district's decision shall be in writing that includes supporting reasons related to the final decision.
- Level Two: If the complainant determines it necessary to carry this complaint forward and beyond the Level One procedures, he/she may within ten school days submit his / her complaint to the Superintendent. The Superintendent of Schools shall evaluate the evidence and produce his / her own decision within ten days of receiving the complaint.

- Level Three: If the complainant still maintains a concern he / she may submit in writing within tens of the Superintendent's decision the complaint with the School Board and upon receiving the complaint it shall be placed on the next school board agenda for consideration. A final determination shall be made thirty calendar days after the conclusion of this school board meeting.
- Withdrawal: Without prejudice or record a complaint may be withdrawn at any level of the grievance procedure.
- Hearings/ Decisions: At each level in the process the complainant shall be given full and complete opportunity to be heard and present information. Decisions reached in Levels 2, 3, and 4 shall be in writing with the lone exception to this requirement being that of Level 1 resolution.
- Recrimination / Reprisals: None shall be taken by or against any party of interest in the grievance procedure by reasons associated with participating in this process.
- Record Keeping: All proceedings external to that of the School Board will be destroyed. Should any complainant wish to have his / her own complaint added to or placed in their file/school records they may do so by requesting this action in writing.

PROCEDURES RESOLVING CITIZEN COMPLAINTS POLICY

SECTION I.

The following procedures shall be instituted in order to allow an orderly and appropriate flow of communication between citizens and school district employees to provide a systematic and expedient resolution of concerns regarding school issues; and to provide for a full disclosure of complaints, criticisms, suggestions and the ultimate resolution of such to both the employee and the complainant. All conflicts between citizens and employees shall be resolved in a manner best serving the needs of the constituents participating in the program with respect for the professional expertise of the employee and with regard for the rights of parents and citizens to express concerns regarding school programs.

- SUBD. 1. Initial communication will be made with the employee so that the complainant and the employee may attempt to resolve the issue at this level.
- SUBD. 2. If complaint is not resolved, the complainant shall be advised by the employee that he has the right to go to the employee's immediate supervisor. Either person may seek the advice of the appropriate supervisor. The supervisor will make a log entry.
- SUBD. 3. If the complaint is still not resolved, it must be submitted in writing to the supervisor. The supervisor shall then examine the situation and respond in writing to the complainant and the employee as to the findings, and take whatever action, if any, appears necessary. This step shall be documented in the supervisor's log.
- SUBD. 4. The complainant or employee may appeal the decision of the supervisor to the Superintendent of Schools. He/she may reaffirm, or reverse the recommendation request and alternative solution. This action shall be noted in the Superintendent's log.
- SUBD. 5. The complainant or employee may appeal the decision of the Superintendent to the Board of Education. The decision of the Board is final.
- SUBD. 6. Any employee discipline resulting from a parental complaint shall be done according to the Employee Discipline Policy.

PROCEDURE FOR REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION

STATEMENT OF INTENT

The Barnesville School District believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in District 146 may express concerns about the content of instructional materials in the district's educational program. Whenever a concern is expressed, the district will respond in accordance with the procedures described herein.

The intent of this procedure is to provide parents, guardians, and adult students the opportunity to review instructional materials, address concerns, and propose alternative instruction for the individual student. The intent is not to interfere with the rights of others to receive the instruction in question nor does it relieve the student from meeting state and district requirements or essential learner outcomes.

1. PROCEDURE: When a parent, guardian, or adult student (hereafter referred to as "person") indicates a concern regarding the content of instructional materials, this procedure will be followed:
    a. Request for review of material.
        i. Each request for review of material will be directed to the building principal.
        ii. The principal will:
            1. treat each concerned person's request with confidentiality;
            2. try to resolve the questions of the concerned person(s) during the initial contact;
            3. provide and explain the Minnesota state statute and the school district's policy and procedure;
            4. inform the concerned person(s) that the student is not required to be exposed to the questioned material but will be required to meet the essential learner outcome;
            5. Inform the classroom instructor(s) and the affected department, if appropriate, of the materials in question.
    b. Opportunity to review materials.
        i. School responsibility:
            1. All adopted curricular and instructional materials (including adopted learner outcomes, print material and film/video with descriptive narrative) will be available for review:
                a. by appointment with the principal;
                b. in the principal's office (or other reasonably private location);
                c. and for checkout through the principal's office personnel for one week.
            2. Outside speakers, spontaneous classroom discussion, and current events materials are not considered part of the planned content of instruction. These curriculum areas, therefore, are exempt from the requirement for prior review.
        ii. Parent, guardian or adult student responsibility:
            1. Review materials during designated times.

2. If a concern is identified, the person(s) will complete the "Statement of Concern Regarding Instructional Content" form specifically detailing the portion of instructional content to which objection is made.

c. Alternative instruction
   i. School responsibility:
      1. Upon receipt of a statement of concern, school personnel may propose one alternative form of instruction in place of the material in question.
      2. The building principal will facilitate a meeting among the concerned parties and, if appropriate, present the school proposal for alternative instruction as described in the "Alternative Instruction Contract" form.
   ii. Parent, guardian or adult student responsibility:
      1. The person(s) will respond to the school proposal for alternative instruction.
      2. If the school proposal is rejected, the person(s) will develop an alternative plan at no cost to the district.
      3. The proposed plan must address the district learner outcomes.

d. Assessment procedures
   i. School responsibility:
      1. School personnel will determine an appropriate assessment.
      2. The school district and its instructors will not impose academic or social penalties as a result of alternative assessment.
   ii. Student responsibility:
      1. The student will complete the appropriate assessment in accordance with the agreed upon alternative instructional contract.
      2. When the contract is completed and the specified outcome met, the student will be granted completion credit or a grade for the work.

EMPLOYEE DISCIPLINE POLICY

SECTION 1. The purpose of this article is to provide direction in regard to employee discipline to ensure standards of professional behavior within the district.

SECTION 2. Any disciplinary action will comply with law and regulation, will be fair and equitable and will be consistent with the principle of progressive discipline. At the discretion of the supervisor, any or all of the following steps may be waived due to the nature of the incident.

SECTION 3. The supervisor will discuss with the employee, on an informal basis, any concern which may lead to a disciplinary action and will offer constructive suggestions for correction before any disciplinary action is initiated. This action and results will be noted in the supervisor's log.

SECTION 4. If the concern is not resolved after the informal discussion, then a formal verbal reprimand may be given by the supervisor. This will be noted in the supervisor's log.

SECTION 5. If the concern is not resolved after the formal verbal reprimand, a written reprimand shall be placed on file. A copy of which will be given to the employee and the Board Chair.

SECTION 6. A teacher will be entitled to have a representative of the Association present in the event he/she is being disciplined for any infraction of rules and delinquency in professional performance. If a teacher requests representation, no action will be taken with respect to the matter

until a representative of the Association is present, provided that such representative shall be made available by the Association within forty-eight (48) hours of the time the District proposed to meet with the employee to discuss the disciplinary action.
SECTION 7. If preliminary discipline action fails to correct the problem, then termination of the employee will be proposed and followed as outlined by Minnesota State Law.

SCHOOL DISCIPLINE
Reasonable Force. Allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

DISCIPLINE POLICY - ATKINSON ELEMENTARY SCHOOL

1. PREFACE
2. STUDENT RESPONSIBILITIES
3. PARENT/GUARDIAN RESPONSIBILITIES
4. TEACHER RESPONSIBILITIES
5. BUILDING PRINCIPAL RESPONSIBILITIES
6. ALL OTHER SCHOOL PERSONS RESPONSIBILITIES
7. CORRECTIVE ACTIONS
8. SCHOOL WIDE DISCIPLINE PLAN GUIDELINES

1. PREFACE
   The most appropriate discipline plan does not focus on eliminating misbehavior, but on fostering positive attitudes that promote both self-discipline and responsibility. It is the position of the Atkinson Elementary School that learning can best take place in an environment which is orderly, safe, stimulating and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty and respect among students, school personnel and community members. While the Discipline Policy will relate to activities within the school setting, the eventual responsibility for growth in self-discipline is a cooperative effort of students, school personnel, home and community.
2. STUDENT RESPONSIBILITIES
   Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Every student has the responsibility:
   a. To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the democratic school society.
   b. To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking.
   c. To refrain from disruptive behavior which may interfere with a teacher's right to teach and a student's right to learn.
   d. To bring to class materials required for daily classroom use.
   e. To complete assigned class work on time and according to instructions given by the teacher.

f. To obey all safety regulations in the educational setting.
g. To use appropriate language avoiding cursing, using profanity, or vulgar language.

3. PARENT/GUARDIAN RESPONSIBILITIES
School discipline policies are more effective with support from the home. Every parent/guardian has the responsibility:
   a. To assume the legal responsibility for the behavior of their son/daughter.
   b. To teach the student self-discipline and respect for authority.
   c. To familiarize themselves and their children with the School Discipline Policy.
   d. To see that the student is ready to learn and has the necessary supplies.
   e. To see that the student attends school regularly at the appointed time and to notify the school whenever their child is or will be absent.
   f. To help maintain communication with the school by bringing matters of concern to the attention of the principal, the teacher or other appropriate school personnel.
   g. To provide the school with a current telephone number and address through which the parent/guardian can be reached during the school day.
   h. To cooperate with the school for the benefit of the student and to be available to meet with school officials when requested.

4. **TEACHER RESPONSIBILITIES**
All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct. The teacher has the responsibility:
   a. To encourage students to develop self-discipline and respect for authority.
   b. To treat students with dignity.
   c. To recognize individual differences among students.
   d. To prepare a written plan for discipline that meets his/her needs and confer with the principal regarding the acceptability of the plan. These rules shall be posted in the classroom and given to students.
   e. To ensure the enforcement of school rules as listed in the parent handbook.
   f. To exercise restraint, good taste in their expression and refrain from the use of inappropriate expressions.
   g. To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property and at school functions.
   h. To record and report classroom discipline problems to the building principal.
   i. To confer with support personnel for possible solutions to discipline problems.
   j. To establish behavior/discipline guidelines for all students on field trips.

5. BUILDING PRINCIPAL RESPONSIBILITIES
The building principal is given the responsibility to formulate building rules and regulations necessary to maintain a safe and productive learning environment. The principal has the responsibility:
   a. To establish and implement rules and regulations governing conduct of students which are consistent with the Minnesota Statutes and school board policies.
   b. To be readily available to handle discipline in an emergency or appoint a designee from the certified staff to assume authority in the building principal's absence.
   c. To be responsible for informing students, parents or guardians, and community groups of the current rules and regulations.

d. To assure that all system wide regulations and school rules regarding discipline are applied consistently.
e. To take prompt corrective action for referred violations of discipline regulations.
f. To inform the parent/guardian and involved staff member, when appropriate, of actions taken for referred violations.
g. To report all illegal activities to appropriate authority, as required by law, or as necessary to maintain school discipline and order.

6. ALL OTHER SCHOOL PERSONS WITH RESPONSIBILITY FOR STUDENT CONDUCT

All other classified personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. They have the responsibility:

a. To maintain discipline according to all rules and regulations as outlined in the Parent Handbook.
b. To communicate or confer with teachers or the principal regarding discipline problems.
c. To deal with students in a firm, fair and consistent fashion.

7. **CORRECTIVE ACTIONS**

The staff, under proper circumstances, may use several forms of corrective actions, including the following:

a. **WARNING** - Depending upon the violation and the seriousness of the action, a student may be given a warning that if a violation occurs again, the student's parents or guardians will be notified.
b. **REMOVAL FROM CLASS** - Removal from class is an action taken to prohibit a student from attending class for a period of time not to exceed one hour.
c. **STUDENT REMOVAL** - If a student has been removed from class and displays defiant behavior, parents may be called to come and pick up their child for the remainder of the day. The student will not be allowed back to school until a conference with the parents and principal has occurred.
d. **PARENT CONFERENCE** - If a student violates a rule, the parent or guardian may be notified and a conference may be required.
e. **AFTER-SCHOOL DETENTION** - Teachers have the authority to detain students after school for disciplinary reasons. When a student is detained at school beyond the normal dismissal time, the teacher shall give appropriate consideration to weather and other extenuating circumstances. In determining the length of time a student may be detained under the control of the teacher, the age and grade level of the student shall be considered. The student will be given 24 hours notice as to the time and date of detention. Parents or guardians of these students will be notified as soon as practical. Transportation will be the responsibility of the parent for after-school detention students. Failure to serve the assigned detention will result in additional disciplinary action as appropriate including principal's detention, parent conference, or in-school suspension.
f. **VERBAL OR WRITTEN THREATS** - Any verbal or written threat towards hurting another student, school shootings, gun threats, and general communication of harming another person through the use of violence will be subject to disciplinary action.

i. The first offense will fall under administrative discretion based on severity. A second offense will result in a penalty that will range from a 1 day to 10 day suspension depending on severity.

g. **IN OR OUT-OF-SCHOOL SUSPENSION** - Students may be assigned to an in or out-of-school suspension for disciplinary reasons. The number of days and the length of time will be determined by the principal. Assignments will be obtained from the teachers to enable the student to keep up with his/her class work. Parents or guardians will be notified of all suspensions. Provisions under MN Statute 121A.41 Subd. 10. Suspension will be followed.

h. **EXPULSION** - Expulsion is the action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year.

i. **REASONABLE RESTRAINT** - Pursuant to Minn. Stat. 609.06, reasonable force may be used upon or toward a student by a teacher or other proper school district employee to restrain or correct the student as necessary for protection of the student, other persons or property. The use of physical force to restrain a student shall be "reasonable" considering the age, size, sex and general physical strength of the student.

j. **CORPORAL PUNISHMENT -** of students is prohibited. Corporal punishment is the use of physical force as a consequence of or in order to correct student behavior.

8. **SCHOOL-WIDE DISCIPLINE PLAN GUIDELINES**
On the first day of school each fall, the staff will discuss with their students the discipline plan for their grade level. The students will also be given a copy of the plan to take home to give to their parents/guardians for future reference.

Discipline/Classroom Behavior Plan
Kindergarten – Grade 2

The discipline plan that we will be using in kindergarten through second grade is an individual "fix-it" plan using the flip card system.

Each class will make a list of appropriate behaviors (Above the Line) and a list of inappropriate behaviors (Below the Line). The class will discuss the behavior list so that everyone understands what is expected during school. This plan will also be shared with the other teachers the children work with during the day.

1. As with any discipline plan, our plan takes into account our knowing of the child and what is best for that particular child.
2. Our behavior plan will use a "flip card system," which is used *as needed* on an individual basis. Each child will get a verbal warning for a "below the line" behavior such as talking out of turn, not following directions, etc. (*please see that classroom list of appropriate/inappropriate behaviors*) before having to turn their card, or having the teacher turn it. The next verbal warning after that will result in turning their card from green color to another color. The following verbal warning will result in turning their card to another color and
3. The last warning will be turning their card to red. Each student starts over each day with a green card.

a. Each time a card is turned the classroom teacher will record why the card is turned in a register, such as their grade book, before the school day ends. If a red card is turned – a "fix-it" plan will be sent home that afternoon.
b. Children may receive a "fix-it" plan immediately for more serious offenses such as hitting, swearing, talking back to the teacher, etc.
c. "Fix-it plans that are **not** returned the next school day will be followed with a phone call home. A copy of the "fix it" plan and checklist are attached.
d. Classroom rewards/goals (such as a special party) can be earned when cards are not turned. Rewards/goals will be determined by the individual classroom.
e. Catch Them Being Good Awards and individual notes may be given to the girls and boys to take home as a reward.

Our discipline plan is successful most of the time because the children create the behavior lists and are able to have some ownership in how their class is run. If you have any questions, please let your child's teacher know.

Discipline/Classroom Behavior Plan
Grade 3 – Grade 6

Each class will make a list of appropriate behaviors (Above the Line) and a list of inappropriate behaviors (Below the Line). The class will discuss the behavior list so that everyone understands what is expected during school. These lists will center on our "Code of Conduct" which are:

1. **Commitment –** Be loyal and dedicated to your school and community.
2. **Honesty** – Be truthful in all that you say and do.
3. **Respect** – Be considerate of self, others, their beliefs, and their property.
4. **Responsibility** – Be accountable in words and actions.
5. **Safety –** Be safe in words, actions, and choices.

Merit System:

1. Students will begin each quarter with 15 Points.
2. The students will be given a **verbal warning.**
3. If the behavior continues, the teacher will discuss the situation privately with the student.
4. If improvement does not occur, the student will lose points.
5. If a student loses points, a Behavior Slip will be sent home describing the incident.
6. When a student accumulates 4 Behavior Slips, A Behavior Referral Report will be sent home and a noon detention will be issued.
    a. Any time a student accumulates 4 Behavior Slips thereafter, a 30 minute after-school detention will be issued.
7. Students who have points remaining at the end of any one quarter will be eligible to participate in a class reward.
8. Students will have a chance to "start fresh" and get their 15 points back at the beginning of each quarter.

Behavior Incident	***Points***
**Behavior Slip*	*1*
**Student Behavior Referral Report*	*2*
**School Suspension*	*3*

PART IV – HEALTH & SAFETY

STUDENT MEDICATION – POLICY 516

A. PURPOSE - The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency medication to students.

B. GENERAL STATEMENT OF POLICY - The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with school district procedures.

C. REQUIREMENTS

a. No prescription medication or medicine that may be purchased without a prescription will be administered during the school day by school personnel unless prescribed by a licensed prescriber and an Authorization Form is signed by the student's parent/guardian.

b. An "Administration Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.

c. Prescription medication must come to school in a container appropriately labeled for the student by the pharmacy.

d. Nonprescription medications must come in the original container. This must be accompanied with a licensed prescriber's written order and signature when being administered by the school district.

e. Prescription medications are not to be carried by the student unless there is a written agreement between the school district and the parent. Medications will be left with the appropriate school district personnel, except as noted in a written agreement between the school district and the parent or as specified in an IEP (individual education plan) or IHP (individual health plan).

f. The school must be notified immediately by the parent or student over 18 in writing of any change in the student's medication or if the medication is no longer required. A new container label with new pharmacy instructions shall be required within two days of the change.

g. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

h. The school nurse, or other designated person, shall be responsible for the filing of Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designed person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

i. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a

public or private health organization (if appropriately contracted by the school district under private health organization (if appropriately contracted by the school district under Minn. Stat. 123.35, subd.17(2) or (3). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

D. NOT COVERED BY THIS POLICY:
    a. Special health treatments such as catheterization, tracheotomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine.
    b. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
    c. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
    d. This policy does not apply to drugs or medicines used at school in connection with services for which a minor may give effective consent.
    e. The provisions of this policy do not apply to medications:
        i. that are used off school grounds.
        ii. that are used in connection with athletics or extracurricular activities; or
        iii. that are used in connection with activities that occur before or after the regular school day.
        iv. "Parent" for students over 18 is the student.

VISION SCREENING PROGRAM

This program begins with the preschool child and continues each year in grades K-6. It is also done with new pupils and on teacher recommendation. This consists of the use of the LEA Chart for Pre-School – Grade 1, Color Vision for Kindergarten, and HVOT for Grades 2-6.

HEARING SCREENING PROGRAM

This program also begins with the preschool child and continues each year in grades K-6. The pure-tone audiometer is used to determine whether or not the child has a hearing defect. Good vision and hearing are directly related to a child's achievement in the classroom.

POLICY CONCERNING ACCIDENTS AND ILLNESS

If your child has had an accident in school and needs immediate medical attention, the school will attempt to notify you and then take him/her to the nearest physician. There have been, and will continue to be, instances where parents were unable to be contacted. The school will continue to use the same procedure unless we are notified otherwise. This means that if your child needs urgent medical attention and you cannot be reached by telephone, the school will take him/her to the nearest physician.

1. <u>THE SCHOOL DOES NOT HAVE AN ACCIDENT INSURANCE PROGRAM TO COVER ACCIDENTS THAT MAY HAPPEN IN SCHOOL.</u>
2. All accidents must be reported to the principal's office immediately. Students who are ill during the day should report to the principal's office.
3. With your cooperation, illness at school can be kept at a minimum. Many diseases start with symptoms similar to those of a common cold. If your child is not feeling well, we

request you keep him/her home. Certain symptoms in children may suggest the presence of a communicable disease. Excluding an ill child may decrease the spread of the disease to others. Recommended exclusion varies by the disease or infectious agent and will be decided on a case by case basis. Children with symptoms listed below should be excluded until symptoms improve or a Physician has determined the child can return.

a. **Illness:** Unable to participate in routine activities or needs more care than can be provided by the school staff.
b. **Fever:** A fever of 100^0 F or higher. Measure the temperature before giving medications to reduce fever. Child needs to be fever free for 24 hours without the use of fever reducing medications before returning to school. If your child's fever spikes at any time during the school day the parent/guardian or emergency contact will be contacted and will be responsible for coming to get the child.
c. **Vomiting/Diarrhea:** Exclusion until 24 hours after the vomiting and diarrhea has subsided. If your child vomits or has at least 2 episodes of diarrhea while attending school the parent/guardian or emergency contact will be contacted and will be responsible for coming to get the child.
d. **Rash with a fever:** A rash with a fever that has been undiagnosed.

(Recommendations taken from the Minnesota Department of Health)

ASTHMA INHALERS

Minnesota state statute 121A.22, subdivision 2 states that prescriptive asthma or reactive airway disease medications may be self-administered by a pupil with an asthma inhaler if the district has received a written authorization from the pupil's parent permitting the pupil to self-administer the medication and the inhaler is properly labeled for that student. The nursing services provider must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's health record a plan to implement safe possession and use of the asthma inhaler.

HEAD LICE

If school personnel suspect a child of head lice, the child's head will be checked by school staff or the Public Health Nurse. If head lice are found, the child's parents will be notified and the child will be sent home. Other children in the classroom will be checked at the discretion of the classroom teacher. When a case of head lice is found, a notice will be sent home to the parents of the students in that specific grade, encouraging them to check for lice in their children's hair. More information can be found at the Minnesota Department of Health's website:
http://www.health.state.mn.us/divs/idepc/diseases/headlice/factsheet.html

GENERAL PESTICIDE NOTICE FOR PARENTS/GUARDIANS

A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make a schedule available to parents and guardians for review or copying at each school site. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule, please contact the District Office or Buildings and Grounds Supervisor Don Sweduik at 354-2217.

Parents Right to Know Chapter 389, H.F. #3800

Notice of pesticide use must be provided no later than September 15 of each school year. This notice must be sent or provided for all parents, which informs them of the estimated schedule of all pesticide/chemical applications, both inside and outside, by applying these products. District # 146 makes every effort to make pesticide/chemical applications during the summer season or during the end of a school day in which school would not be in session on the following day. Normal applications of all products will follow label instruction and directions for use.

ASBESTOS NOTICE AND INFORMATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act (ALHERA) each primary and secondary school in the nation is now required to complete a stringent inspection of asbestos and to develop a plan of management for all asbestos containing building materials. Barnesville Public Schools has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law to this regard. As a matter of approved policy, the school district will continue to maintain a healthy and safe environment for community's youth and for district employees.

In keeping with this legislation, all school district owned or leased buildings, including support buildings, were inspected by accredited and certified inspectors. Based on this inspection the school prepared and the state approved comprehensive plan to manage the safe and responsible handling of the asbestos located within its buildings.

Federal law requires a periodic walk-through, commonly termed surveillance, every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after an approved management plan has been implemented. The management plan for each school, high school and elementary, is available for public inspection and by contacting Don Sweduik at 354-2217.

INDOOR AIR QUALITY PARENT NOTIFICATION

Barnesville Public Schools has in place a program to monitor and improve indoor air quality at our school. The district advocates a healthy school environment conducive to learning for all students, and productively for teachers and support staff. The IAQ Management Plan implemented follows the guidelines provided by the Minnesota Department of Education and the "Tools for Schools" support document developed by the United States Environmental Protection Agency.

Periodic and annual walk-through of the school buildings will be performed by the Indoor Air Quality Coordinator, Don Sweduik. The purpose of the walk-through is to evaluate school facilities for obvious water intrusion, structural problems, ventilation, overall cleanliness, and to monitor the IAQ program in general.

The District's response to parental inquiries will be timely and direct. Questions are always welcome and should be directed to Don Sweduik at 354-2217. ISD 3146 accepts the responsibility for monitoring the IAQ and will / has conducted teacher surveys, non-certified support staff surveys, walk-throughs, building maintenance surveys, ventilation checks.

Barnesville Public Schools is proud to be providing leadership role in supporting a safe, comfortable, and productive environment for students and staff so that we can accomplish and achieve our primary mission- to educate students. Our school district will continue to follow EPA guidance to improve IAQ by preventing as many concerns as possible.

MINNESOTA CARE PROVISION 2008

Does your child have health insurance? If not, Minnesota Health Care Programs have free or reduced cost health insurance for children and families who qualify. Minnesota Care has a monthly premium based on household income and Medical Assistance has no monthly premium. Household income requirements and applications may be found on the Internet at www.dhs.state.mn.us/healthcare or call 1- 877-KIDS-NOW or the following County Social Service agencies Clay @ 218-299-5200 or 1-800-757-3880, Ottertail @ 218-998-8230, or Wilkin @ 218-643-7161. Household income limits are valid until June 30, 2010.

Barnesville E-Learning Day

In the 2017 legislative session, legislators passed a law allowing Minnesota Public Schools to hold E-Learning days on inclement weather days. This means students will receive learning activities and assignments provided by their classroom teachers that students would complete at home or wherever they go on a snow day. Students would receive instruction in each of their classes on an E-Learning day. Therefore, even though the weather may prevent staff and students from being together in the school building, students can have a school day, and the school calendar does not have to be changed to make up the day. The staff at Barnesville School believe students will have a meaningful, relevant learning day with continuity of education that is better for student achievement than a make-up day at the end of the school year.

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

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

Why statewide testing?

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

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

Why does participation matter?

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

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

Academic Standards and Assessments

What are academic standards?

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

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

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

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities.	• Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Posted May 2018

Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

Students and families can find out more on our Statewide Testing page (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).

DEPARTMENT OF EDUCATION

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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

Date_____(This form is **only** applicable for the 20____to 20____school year.)

Student's Legal First Name_____ Student's Legal Middle Initial_____

Student's Legal Last Name_____ Student's Date of Birth_____

Student's District/School_____ Grade_____

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

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

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science

_____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

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

I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

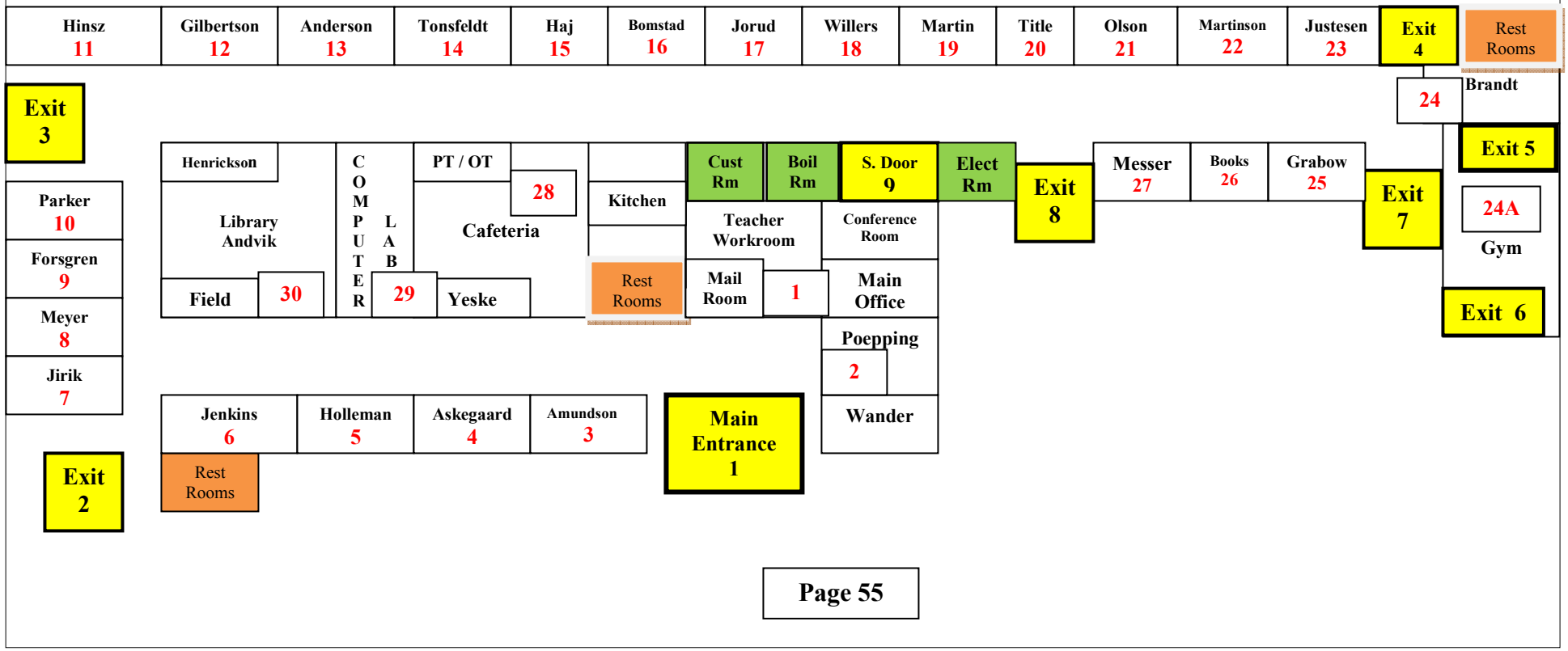
Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

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

Posted May 2018

ATKINSON ELEMENTARY SCHOOL MAP 2020-21



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13. Discussion/Information
    A. First Reading of Policies 504

410 FAMILY AND MEDICAL LEAVE POLICY

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

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:

1. a military medical treatment facility as an outpatient; or

2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;

2. to attend military events and related activities of a covered military member;

3. to address issues related to childcare and school activities of a covered military member's child;

4. to address financial and legal arrangements for a covered military member;

5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;

6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;

7. to attend post-deployment activities related to a covered military member;

8. to address parental care needs; and

9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or

2. continuing treatment by a health care provider.

I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

   a. birth of the employee's child and to care for such child;

   b. placement of an adopted or foster child with the employee;

   c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;

   d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or

   e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.

2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.

4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.

5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:

   a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

   b. in the case of a covered veteran who was a member of the Armed

Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

(1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or

(2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

(4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or

reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who

does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

    The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.

3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.

4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.

5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.

7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education

assistants.

B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.

2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.

3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.

B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's

race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or

3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

   a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;

   b. has a record of such an impairment; or

   c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with:

   a. their parent or parents or the minor's legal guardian; or

   b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or

other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, 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. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker 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 building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District. The school board hereby designates _____ as the school

district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.[1]

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. The school district will respect the privacy of the complainant(s), 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 comply with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

[1] In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall 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 target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. 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.

VI. SCHOOL DISTRICT ACTION

A. Upon completion of an investigation that determines a violation of this policy has occurred, 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. Disciplinary consequences will be

sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. 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.

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References:
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:
MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal

of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
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 528 (Student Parental, Family, and Marital Status Nondiscrimination)

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.

B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:

1. is not likely to occur and could not have been prevented by exercise of due care; and

2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.

B. "Child" means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

E. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;

2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;

3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;

4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;

5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;

6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 6, Clause (5);

7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or

8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and

depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

H. "Report" means any communication received by the local welfare agency, police

department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.

I. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.

J. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

K. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

L. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.

B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.

C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.

H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or

investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.

C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility,

pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall appear in school personnel handbooks.

B. The school district will develop a method of discussing this policy with school personnel.

C. This policy shall be reviewed at least annually for compliance with state law.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)

Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.

B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

A. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.

B. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

C. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.

E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical,

mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.

I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.

B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.

D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.

E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall appear in school personnel handbooks where appropriate.

B. The school district will develop a method of discussing this policy with employees where appropriate.

C. This policy shall be reviewed at least annually for compliance with state law.

Legal References:
Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References:
MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

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 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. The position of the school district is 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, 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 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 (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's 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' 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;

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

The general policy of the school district is 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; and/or

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 any of 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.

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 Individualized Education Program (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 preassessment team pursuant to Minn. Stat. § 121A.26;

2. Establishment of teacher reporting procedures to the chemical abuse preassessment 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 that 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 student'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 ten (10) days after the sixth (6^{th}) consecutive day of suspension or the tenth (10^{th}) 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 student 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 for 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 re-enrollment 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 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 suspension, 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

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance 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. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the 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:*_____ *MSBA/MASA Model Policy 514*
Orig. 2003
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514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, 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 bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, 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. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur

during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate

and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor

who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)

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 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
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 529 (Staff Notification of Violent Behavior by Students)
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:*_____ *MSBA/MASA Model Policy 522*
Orig. 1995
Revised: *8/19/2019* *Rev. 2003*

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 _____ ***[name, office address and telephone number, and work e-mail address]*** 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 may 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 _____ ***[name, office address and telephone number, and work e-mail address]*** 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.

[Note: In some school districts, the Title IX coordinator and human rights officer may be the same. If so, a school district need only insert "its Title IX coordinator" in the blank without designating a name, office address and telephone number, and work e-mail address, which are provided elsewhere in the policy. If they are different, or if more than one human rights officer is designated, this information should be inserted and kept up to date. Also, in some school districts, the superintendent may be the designated human rights officer. If so, an alternative individual should be designated by the school board for complaints involving 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)

*Adopted:*_____ *MSBA/MASA Model Policy 524*
Orig. 1996
Revised: *8/19/2019* *Rev. 2019*

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of

employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;

b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

d. information or materials that could cause damage or danger of disruption to the educational process;

e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information

about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. ***[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]***

a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

   (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

   (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

   In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or

another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," and "Reddit," and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 1

For a school district which does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under state law, Minn. Stat. § 125B.15.

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]

ALTERNATIVE NO. 2

Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.

A. All school district computers with Internet access and available for student use

will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

ALTERNATIVE NO. 3

School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.

A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;

2. Child pornography; or

3. Harmful to minors.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual

contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials

in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

A. All users shall be notified of the school district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.

2. Disclaimers limiting the school district's liability relative to:

a. Information stored on school district diskettes, hard drives, or servers.

b. Information retrieved through school district computers, networks, or online resources.

c. Personal property used to access school district computers, networks, or online resources.

d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.

7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide

parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.

2. A description of parent/guardian responsibilities.

3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.

4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.

5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References:
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)

R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

806 CRISIS MANAGEMENT POLICY

[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, "school districts," shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

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

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

   All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

   [Note: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]

   a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in

the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]

b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. § 299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035.]

c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

3. School Emergency Response Teams

a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant

building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.

5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

   [Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.

8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minn. Stat. § 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first

responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early

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

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.

2. Designate specific rooms as private counseling areas.

3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.

4. Prohibit media from interviewing or questioning students or staff.

5. Provide follow-up services to students and staff who receive counseling.

6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.

2. Fiscal recovery.

3. Academic recovery.

4. Social/emotional recovery.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

A. Fire

B. Hazardous Materials

C. Severe Weather: Tornado/Severe Thunderstorm/Flooding

D. Medical Emergency

E. Fight/Disturbance

F. Assault

G. Intruder

H. Weapons

I. Shooting

J. Hostage

K. Bomb Threat

L. Chemical or Biological Threat

M. Checklist for Telephone Threats

N. Demonstration

O. Suicide

P. Lock-down Procedures

Q. Shelter-In-Place Procedures

R. Evacuation/Relocation

S. Media Procedures

T. Post-Crisis Procedures

U. School Emergency Response Team

V. Emergency Phone Numbers

W. Highly Contagious Serious Illness or Pandemic Flu

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

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

[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitors

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

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

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[Note: The Every Student Succeeds Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10 mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

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

Cross References:
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschool safetyguide.pdf

14. Dates to Remember
    A. Regular School Board Meeting
        1) Monday, August 17, 2020, 7:00 PM, Barnesville High School
    B. MSEA Negotiations
        1) Thursday, July 23, 2020, 3:00 PM, Barnesville High School
    C. Buildings and Grounds Committee Meeting
        1) Tuesday, July 21, 2020, 9:00 AM, Barnesville High School
        2) Tuesday, July 28, 2020, 9:00 AM, Barnesville High School
        3) Tuesday, August 4, 2020, 9:00 AM, Barnesville High School
        4) Tuesday, August 11, 2020, 9:00 AM, Barnesville High School
15. Adjournment

All in favor: Bredman, Field, Herbranson, Thompson, Shirek, Lindbom, Berg
Those opposed: None