



Independent School District #146
Regular School Board Meeting
7:15 PM on July 19, 2021
Barnesville High School
302 3rd Street South
Barnesville, MN 56514

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes

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

Vice Chair Berg called the meeting to order at 7:00 PM

1. Call to Order

Vice-Chair Berg called the meeting to order at 7:00 PM

2. Roll Call

Board Members present: Greg Berg, Marla Field, Ryan Lindbom, Leslie Shirek, Jacob Thompson and Superintendent Jon Ellerbusch

Board Members absent: Dion Bredman and Dave Herbranson

Guests present: Todd Henrickson, Bryan Strand, Erin Ellingson, Michael Stein, Joel Voxland, Jesse Atteberry, Jodi Samuelson and Brooke Fradet

3. Pledge of Allegiance

4. Approval of Agenda

Vote to approve the agenda as presented/amended. This motion, made by Jacob Thompson and seconded by Leslie Shirek, Passed.

Dion Bredman: Absent, David Herbranson: Absent, Greg Berg: Yea, Marla Field: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 5, Nay: 0, Absent: 2

5. Approval of Minutes

Vote to approve the minutes of the regular school board meeting on May 17, 2021 as presented/amended. This motion, made by Marla Field and seconded by Ryan Lindbom, Passed.

Dion Bredman: Absent, David Herbranson: Absent, Greg Berg: Yea, Marla Field: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 5, Nay: 0, Absent: 2

6. Claims, Accounts and Financial

Vote to approve claims, wires and all other financial reports as presented. This motion, made by Ryan Lindbom and seconded by Jacob Thompson, Passed.

Dion Bredman: Absent, David Herbranson: Absent, Greg Berg: Yea, Marla Field: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Yea: 5, Nay: 0, Absent: 2

7. Appreciation, Recognition and Presentations

7.A. Town Bus Pick-up and Drop Off

Debbie Jerger presented to the Board a few changes to the routes for in-town pickup to help with bus overcrowding. This will be looked at again at the July Board meeting.

8. Public Comments about Learning Plan for SY2021-22

9. Recognition of Citizens for Input Purposes

10. Reports/News- Reports were presented by Mr. Henrickson, Mr. Strand and Superintendent Ellerbusch.

10.A. High School Principal's Report

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

10.C. Superintendent's Report

10.D. Board Committee Reports

11. Removal of Consent Items for Discussion

12. Approval of Consent Items

12.A. Personnel

Motion to approve consent items 12 A.1-A.17, and 12 B.1-B.9, 12.C, 12.D 12. E, 12.F and 12.G as listed. This motion, made by Leslie Shirek and seconded by Marla Field, Passed.

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

12.A.1) Ashley Kramp's Resignation as Paraprofessional and Lunch Aide

12.A.2) FMLA Leave Request from McKinzie Solum

12.A.3) Madi Abarr as 2021 Summer Recreation Youth 14 Under Softball Coach

12.A.4) Kiana Amundson as 2021 Summer Recreation Youth Softball Coach

12.A.5) Lexi Bolgrean as 2021 Summer Recreation Youth Softball Coach

12.A.6) Jaida Bontjes as 2021 Summer Recreation Youth Softball Coach

12.A.7) Lexi Bontjes as 2021 Summer Recreation Youth Softball Coach

12.A.8) Grace Halverson as 2021 Summer Recreation Youth Softball Coach

12.A.9) Macie Pauna as 2021 Summer Recreation Youth Softball Coach

12.A.10) Isabella Snobl as 2021 Summer Recreation Youth Softball Coach

12.A.11) Anna Stanford as 2021 Summer Recreation Youth Softball Coach

12.A.12) Lilly Trowbridge as 2021 Summer Recreation Youth Softball Coach

12.A.13) Brady Dollison as 2021 Summer Recreation Youth Baseball Coach

12.A.14) Bryce Krueger as 2021 Summer Recreation Youth Baseball Coach

12.A.15) Christian Lien as 2021 Summer Recreation Youth Baseball Coach

12.A.16) Mya Askegard as 2021 Summer Recreation Youth Track Coach

12.A.17) Belle Peterson as 2021 Summer Recreation Youth Track Coach

12.B. Donations

12.B.1) \$4,000 Donation from Gateway Chevrolet for Trap Team Auxiliary Account

12.B.2) \$2,227.08 Donation from Microsoft-Benevity Fund for Softball Auxiliary Account

12.B.3) \$700 Donation from Anonymous at Shrek Musical for Musical Auxiliary Account

12.B.4) \$17,500 Donation from City of Barnesville for Summer Recreation

12.B.5) \$100 Donation from Barnesville Bus Company for Summer Recreation

12.B.6) \$100 Donation from Barnesville Chiropractic for Summer Recreation

12.B.7) \$100 Donation from Barnesville Drug & Hardware for Summer Recreation

12.B.8) \$100 Donation from Barnesville Record Review for Summer Recreation

12.B.9) \$100 Donation from Midwest Bank for Summer Recreation

12.C. Project Application and Project Certification for Payment (Draw 14)

12.D. Membership in Minnesota School Board Association (MSBA)

12.E. Membership in Minnesota Rural Education Association (MREA)

12.F. Membership in Lakes Country Service Cooperative (LCSC)

12.G. Membership in the Minnesota State High School League (MSHSL)

13. New Business

13.A. Budgets for 2021-22

Vote to approve the budgets for 2021-22. This motion, made by Jacob Thompson and seconded by Ryan Lindbom, Passed.

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

13.B. Student Activity Accounts

Motion to approve the student activity accounts as listed. This motion, made by Ryan Lindbom and seconded by Leslie Shirek, Passed.

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

13.C. Termination of Inactive Student Activity Accounts

Vote to approve NOT terminating the following student activity accounts due to inactivity: Elementary Field Trip, Sixth Grade, Class of 2023, Class of 2024, Class of

2025, Class of 2026, Cheerleaders, Forensics, AFS and Art. This motion, made by Jacob Thompson and seconded by Marla Field, Passed.

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

13.D. Designation of the Identified Official with Authority for Education Identity Access Management

Vote to approve Dr. Jon Ellerbusch, Superintendent as the District's Identified Official with Authority for Education Identity Access Management for SY2021-22. This motion, made by Leslie Shirek and seconded by Ryan Lindbom, Passed.

Dion Bredman: Absent, David Herbranson: Absent, Greg Berg: Yea, Marla Field: Yea, Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea
Resolution passes.

13.E. Cabinets in 15 Existing Elementary Classrooms

Vote to approve proposal from Christianson's for new cabinets in 15 existing elementary classrooms. This motion, made by Leslie Shirek and seconded by Marla Field, Passed.

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

13.F. Flooring Existing Elementary Classrooms

Vote to approve proposal from Hiller Commercial Floors for new flooring in existing elementary classrooms a total of 17 as well as adding outlets to each classroom for at least 5 per room or more. This motion, made by Leslie Shirek and seconded by Marla Field, Passed.

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

13.G. Asbestos Abatement in High School

Vote to approve proposal from VCI Environmental, Inc. for asbestos abatement in the High School. This motion, made by Jacob Thompson and seconded by Ryan Lindbom, Passed.

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

14. Addendum

14.A. 2021-2023 Contract for Technology Coordinator

Vote to approve the 2021-2023 contract for the Technology Coordinator. This motion, made by Jacob Thompson and seconded by Ryan Lindbom, Passed.

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

14.B. C.J. Peters as Elementary Physical Education Teacher

Vote to approve C.J. Peters as Elementary Physical Education Teacher at MA-Step 5.
This motion, made by Jacob Thompson and seconded by Marla Field, Passed.
Dion Bredman: Absent, David Herbranson: Absent, Greg Berg: Yea, Marla Field: Yea,
Ryan Lindbom: Yea, Leslie Shirek: Yea, Jacob Thompson: Yea

15. Discussion/Information

15.A. Bids for LP and Sanitation

15.B. Student Handbooks for SY2021-22 (First Read)

15.C. Superintendent Evaluation

15.D. Construction Project

16. Dates to Remember

16.A. Regular School Board Meeting

16.A.1) Monday, July 19, 2021, 7:00 PM, Barnesville High School

17. Adjournment

Vote to adjourn the meeting at 9:13 PM. This motion, made by Leslie Shirek and seconded by Ryan Lindbom, Passed.

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

TREASURER'S REPORT

| | | <u>2020-21</u> | <u>2019-20</u> |
|------------------------|-----------|-------------------------------|-------------------------------|
| Book Balar | 6/1/2021 | \$1,907,377.37 | \$1,524,935.28 |
| Receipts | | | |
| | 6/2/2021 | 44.15 | |
| | 6/3/2021 | 463,780.20 | |
| | 6/7/2021 | 155,240.72 | |
| | 6/8/2021 | 675.25 | |
| | 6/10/2021 | 3,855.00 | |
| | 6/11/2021 | 460,250.00 | |
| | 6/14/2021 | 3,421.00 | |
| | 6/16/2021 | 4,650.20 | |
| | 6/17/2021 | 96.50 | |
| | 6/18/2021 | 193.00 | |
| | 6/22/2021 | 3,751.92 | |
| | 6/23/2021 | 325,000.00 | |
| | 6/24/2021 | 714,902.71 | |
| | 6/25/2021 | 20,556.50 | |
| | 6/28/2021 | 625.00 | |
| | 6/29/2021 | 217.14 | |
| | 6/30/2021 | 2,491.00 | |
| Net in transit | | 312.80 | |
| | | <u>\$2,160,063.09</u> | <u>\$2,474,833.36</u> |
| | | <u>\$4,067,440.46</u> | <u>\$3,999,768.64</u> |
| Disbursements | | <u>\$1,647,356.01</u> | <u>\$1,873,328.31</u> |
| Book Balance | 6/30/2021 | \$2,420,084.45 | \$2,126,440.33 |
| Student Activities | | \$199,094.66 | \$152,825.73 |
| MSDLAF Investment | | \$1,272,574.47 | \$1,614,809.59 |
| Bond 2019A Investments | | \$12,334,637.99 | \$25,445,861.84 |
| Midwest Money Market | | <u>\$927,840.67</u> | <u>\$625,028.77</u> |
| Actual Balance | | <u><u>\$17,154,232.24</u></u> | <u><u>\$29,964,966.26</u></u> |

| FUND | BEGINNING BALANCE | RECEIPTS | DISBURSEMENTS | BALANCE | BALANCE |
|-----------------------|------------------------|-----------------------|-----------------------|------------------------|------------------------|
| General | \$3,270,775.90 | \$2,464,218.14 | \$2,151,007.94 | \$3,583,986.10 * | \$3,489,699.75 ^ |
| Student Activities | \$191,435.44 | \$15,492.64 | \$7,833.42 | \$199,094.66 | \$152,825.73 |
| Food Service | \$227,939.18 | \$60,964.55 | \$54,687.50 | \$234,216.23 | \$147,551.52 |
| Community Service | \$528.63 | \$64,640.10 | \$51,127.63 | \$14,041.10 | \$52,680.32 |
| Building Construction | \$13,372,256.20 | \$2,199.10 | \$1,039,817.31 | \$12,334,637.99 | \$25,384,440.37 |
| Debt Service | \$185,084.10 | \$603,172.06 | \$0.00 | \$788,256.16 | \$737,768.57 |
| Total | <u>\$17,248,019.45</u> | <u>\$3,210,686.59</u> | <u>\$3,304,473.80</u> | <u>\$17,154,232.24</u> | <u>\$29,964,966.26</u> |

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

* Balance includes \$26,980,698 of restricted/committed fund, including \$24,641,643 for the current building project.

Minnesota School District Liquid Asset Fund Plus
June 2021

| | |
|--|----------------|
| Max Account | \$1,201,998.03 |
| Liquid Account | \$33,096.32 |
| Liquid Account Deposit in Transit | \$37,480.12 |
| Total Minnesota School District Liquid Asset Fund Plus | \$1,272,574.47 |

Bond Proceeds Investment Summary

06/01/2021 - 06/30/2021

Barnesville ISD 146 - 2019A

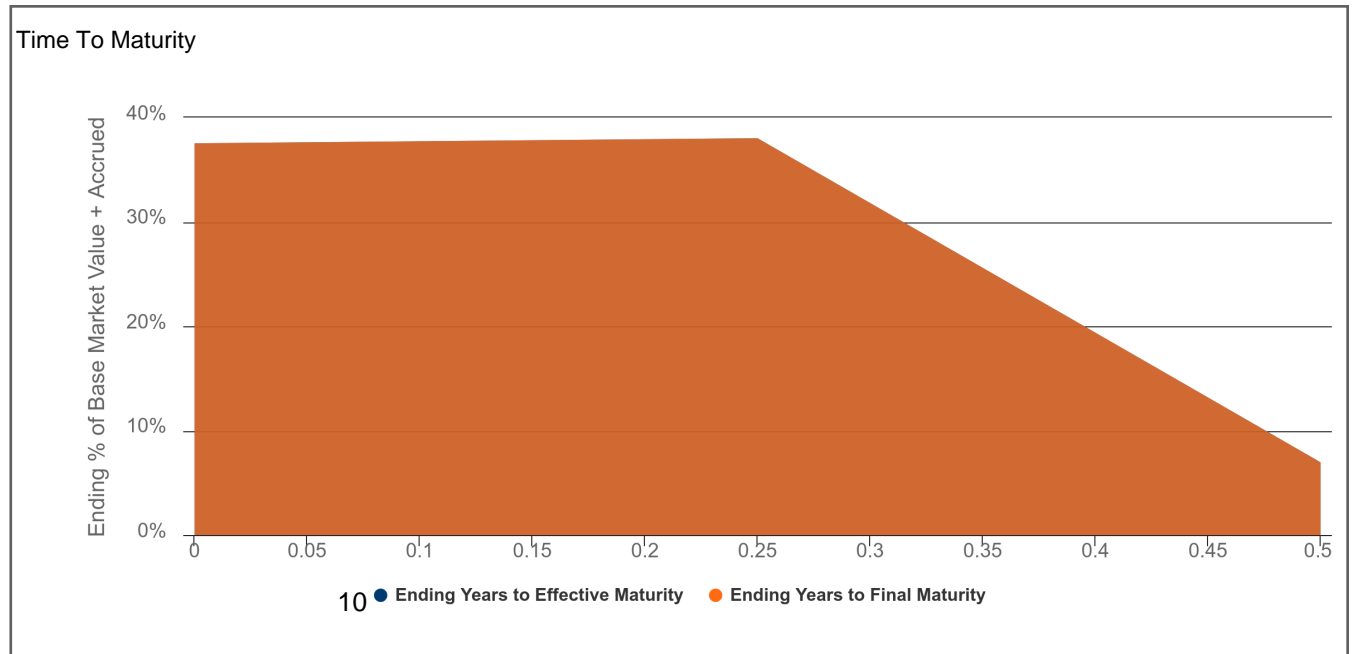
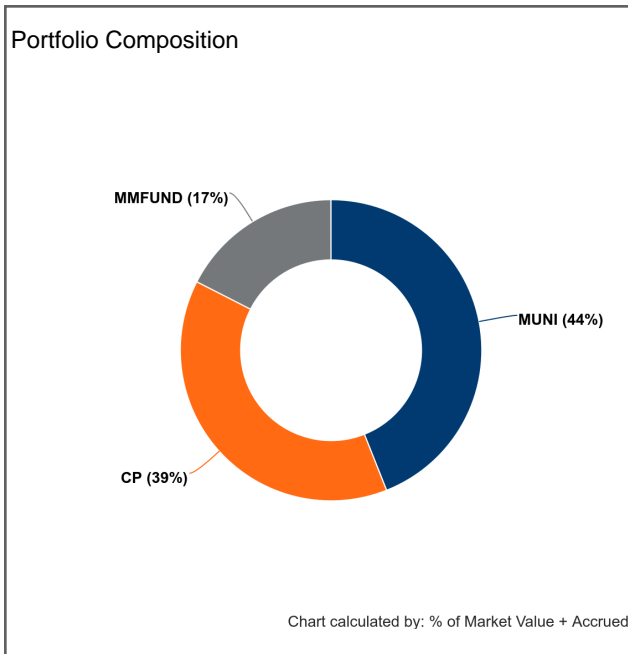
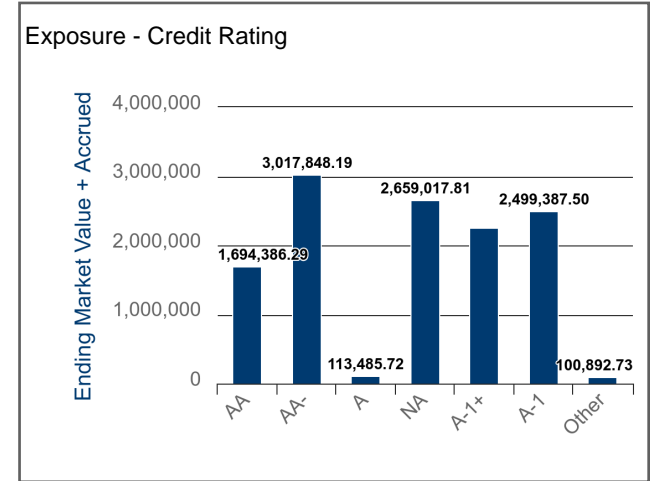
Dated: 07/12/2021

| Portfolio Summary | | <i>Portfolio</i> |
|--------------------------|---------------------|------------------|
| Client | Barnesville ISD 146 | |
| Custodian | TD Ameritrade | |
| Source Account | 943320252 | |
| Book Value + Accrued | 12,324,560.96 | |
| Net Unrealized Gain/Loss | 10,077.03 | |
| Market Value + Accrued | 12,334,637.99 | |
| Book Yield | 0.78 | |
| Duration | 0.16 | |
| S&P Rating | AA- | |
| Moody's Rating | Aa2 | |

Footnote: 1

| GAAP Income Detail | | <i>Portfolio</i> |
|-----------------------------|---------------------------|------------------|
| Account | Barnesville ISD 146 2019A | |
| MMF Payment Received Income | | 560.18 |
| Coupon Received Income | | 28,095.44 |
| Realized Gain | | 0.00 |
| Other Income | | 0.00 |
| Total Income | | 28,655.62 |

Footnotes: 2,3



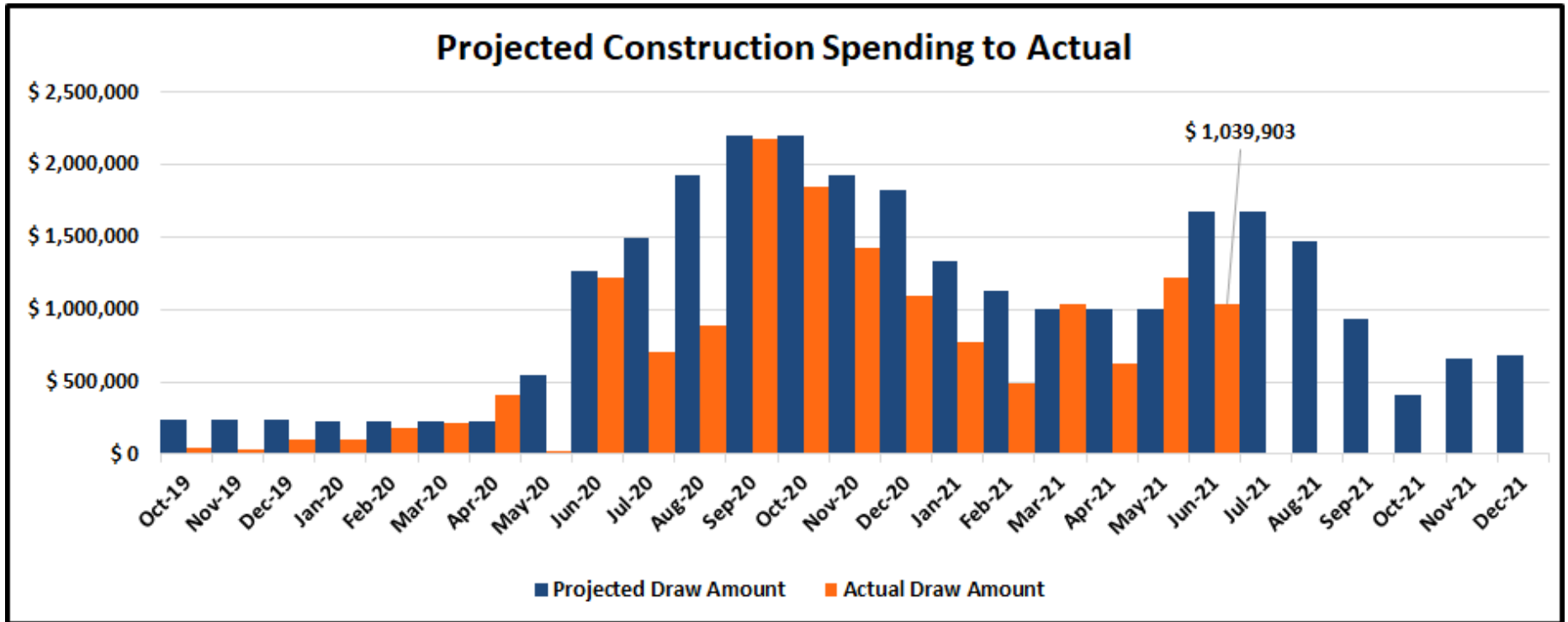
Bond Proceeds Investment Summary - Barnesville ISD

Barnesville ISD 146 Agg (190700)

06/01/2021 - 06/30/2021

Dated: 07/12/2021

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, 2021

Sequence: Fd, O/S

| | | B21 | | | | | % YTD | Remaining |
|--------------------|------------------------------|----------------------|----------------------|---------------------|--------------|---------------------|--------------|----------------|
| Description | | Annual Budget | Period 202112 | Year To Date | % YTD | Encumbrances | + Enc | Balance |
| 01 | General Fund | | | | | | | |
| 001 | Levies | (1,047,910.00) | (451,077.41) | (910,296.92) | 87% | 0.00 | 87% | (137,613.08) |
| 010 | County Apport | (23,790.00) | (1,573.34) | (19,719.12) | 83% | 0.00 | 83% | (4,070.88) |
| 019 | Misc Local | (5,810.00) | (684.55) | (4,578.04) | 79% | 0.00 | 79% | (1,231.96) |
| 021 | Revenue from MN Dist | (111,630.00) | 0.00 | (26,629.68) | 24% | 0.00 | 24% | (85,000.32) |
| 050 | Fees from Patrons | (45,080.00) | (1,350.00) | (35,905.00) | 80% | 0.00 | 80% | (9,175.00) |
| 060 | Student Activity | (67,440.00) | (1,188.02) | (27,202.00) | 40% | 0.00 | 40% | (40,238.00) |
| 061 | Entry Fee | (4,800.00) | (100.00) | (1,800.00) | 38% | 0.00 | 38% | (3,000.00) |
| 071 | Med Assist Fr Dept of HS | (60,150.00) | 0.00 | (54,025.85) | 90% | 0.00 | 90% | (6,124.15) |
| 092 | Interest | (17,500.00) | (819.19) | (17,497.49) | 100% | 0.00 | 100% | (2.51) |
| 093 | Rent Facilities | (1,000.00) | (98.10) | (98.10) | 10% | 0.00 | 10% | (901.90) |
| 096 | Gifts/Bequests | (13,000.00) | (92.44) | (12,202.60) | 94% | 0.00 | 94% | (797.40) |
| 099 | Misc Revene | (21,520.00) | (1,525.00) | (13,010.81) | 60% | 0.00 | 60% | (8,509.19) |
| 201 | Endowment Fund Appr | (37,330.00) | 0.00 | (37,325.93) | 100% | 0.00 | 100% | (4.07) |
| 211 | Foundation Aid | (7,083,400.00) | (162,194.30) | (6,407,258.44) | 90% | 0.00 | 90% | (676,141.56) |
| 212 | Literacy Incentive Aid | (57,090.00) | (49,096.91) | (49,096.91) | 86% | 0.00 | 86% | (7,993.09) |
| 227 | Abatement | (1,430.00) | 0.00 | (1,289.23) | 90% | 0.00 | 90% | (140.77) |
| 229 | Disparity Reduction | (670.00) | 0.00 | (24.71) | 4% | 0.00 | 4% | (645.29) |
| 234 | Hmstd/Ag Market Value Credit | (7,800.00) | 0.00 | (4,619.84) | 59% | 0.00 | 59% | (3,180.16) |
| 317 | LTFM State Aid | (63,350.00) | (2,640.53) | (61,594.24) | 97% | 0.00 | 97% | (1,755.76) |
| 360 | Spec Ed General | (700,000.00) | (145,882.92) | (664,043.66) | 95% | 0.00 | 95% | (35,956.34) |
| 370 | Misc Rev fm MDE | 0.00 | (3,162.00) | (3,565.11) | 0% | 0.00 | 0% | 3,565.11 |
| 400 | Title IV B | (484,340.00) | 4,021.70 | (303,497.97) | 63% | 0.00 | 63% | (180,842.03) |
| 401 | Title I Esea-A | (85,520.00) | (3,584.50) | (73,838.94) | 86% | 0.00 | 86% | (11,681.06) |
| 620 | Sale Mat-Rev Producing Act | (200.00) | 0.00 | (132.75) | 66% | 0.00 | 66% | (67.25) |
| 621 | Sale Mat-Resale Mat | (8,400.00) | (160.61) | (5,297.21) | 63% | 0.00 | 63% | (3,102.79) |
| 624 | Sale of Equipment | (156,500.00) | (3,739.00) | (8,856.00) | 6% | 0.00 | 6% | (147,644.00) |
| 625 | Insurance Recovery | (3,500.00) | 0.00 | 0.00 | 0% | 0.00 | 0% | (3,500.00) |
| 01 | General Fund | (10,109,160.00) | (824,947.12) | (8,743,406.55) | 86% | 0.00 | 86% | (1,365,753.45) |

Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending June 30, 2021

Sequence: Fd, O/S

| | | B21 | | | | | % YTD | Remaining |
|--------------------|------------------------------|----------------------|----------------------|---------------------|--------------|---------------------|--------------|----------------|
| Description | | Annual Budget | Period 202112 | Year To Date | % YTD | Encumbrances | + Enc | Balance |
| 02 | Food Service | | | | | | | |
| 092 | Interest | (250.00) | 0.00 | 0.00 | 0% | 0.00 | 0% | (250.00) |
| 099 | Misc Revene | (1,000.00) | (30.40) | (1,068.59) | 107% | 0.00 | 107% | 68.59 |
| 300 | State & Grants | (12,910.00) | (55.80) | (12,939.41) | 100% | 0.00 | 100% | 29.41 |
| 471 | School Lunch Fed | (1,270.00) | 0.00 | (1,268.80) | 100% | 0.00 | 100% | (1.20) |
| 472 | Free & Reduced Meals | (2,340.00) | 0.00 | (2,335.70) | 100% | 0.00 | 100% | (4.30) |
| 473 | Commodity Cash Program | (50.00) | (34.33) | (34.33) | 69% | 0.00 | 69% | (15.67) |
| 474 | Commodities | (36,380.00) | 0.00 | 0.00 | 0% | 0.00 | 0% | (36,380.00) |
| 476 | Breakfast Revenue | (530.00) | 0.00 | (533.70) | 101% | 0.00 | 101% | 3.70 |
| 479 | Summer Food Service | (336,880.00) | (32,774.70) | (434,684.09) | 129% | 0.00 | 129% | 97,804.09 |
| 601 | Type A Pupil | (67,270.00) | (320.00) | (61,816.50) | 92% | 0.00 | 92% | (5,453.50) |
| 606 | Type A Adult | (370.00) | 0.00 | (2,529.50) | 684% | 0.00 | 684% | 2,159.50 |
| 02 | Food Service | (459,250.00) | (33,215.23) | (517,210.62) | 113% | 0.00 | 113% | 57,960.62 |
| 04 | Community Service | | | | | | | |
| 001 | Levies | (56,130.00) | (17,458.36) | (45,819.21) | 82% | 0.00 | 82% | (10,310.79) |
| 019 | Misc Local | (50.00) | (1.83) | (20.27) | 41% | 0.00 | 41% | (29.73) |
| 021 | Revenue from MN Dist | (25,000.00) | (11,575.72) | (11,575.72) | 46% | 0.00 | 46% | (13,424.28) |
| 050 | Fees from Patrons | (99,650.00) | (12,119.00) | (93,352.55) | 94% | 0.00 | 94% | (6,297.45) |
| 092 | Interest | (180.00) | 0.00 | 0.00 | 0% | 0.00 | 0% | (180.00) |
| 096 | Gifts/Bequests | (24,000.00) | (19,137.00) | (20,137.00) | 84% | 0.00 | 84% | (3,863.00) |
| 227 | Abatement | (10.00) | 0.00 | (75.26) | 753% | 0.00 | 753% | 65.26 |
| 229 | Disparity Reduction | (130.00) | 0.00 | (4.48) | 3% | 0.00 | 3% | (125.52) |
| 234 | Hmstd/Ag Market Value Credit | (1,570.00) | 0.00 | (837.51) | 53% | 0.00 | 53% | (732.49) |
| 258 | Wetland & Native | (20.00) | 0.00 | 0.00 | 0% | 0.00 | 0% | (20.00) |
| 300 | State & Grants | (44,870.00) | (15,139.61) | (43,285.41) | 96% | 0.00 | 96% | (1,584.59) |
| 301 | Non-Public Aid | (370.00) | 0.00 | (404.42) | 109% | 0.00 | 109% | 34.42 |
| 04 | Community Service | (251,980.00) | (75,431.52) | (215,511.83) | 86% | 0.00 | 86% | (36,468.17) |
| 06 | Building Construction | | | | | | | |
| 092 | Interest | (350,000.00) | (85.40) | (330,714.91) | 94% | 0.00 | 94% | (19,285.09) |
| 06 | Building Construction | (350,000.00) | (85.40) | (330,714.91) | 94% | 0.00 | 94% | (19,285.09) |

**Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending June 30, 2021**

Sequence: Fd, O/S

| | | B21 | | | | | % YTD | | Remaining |
|--------------------|------------------------------|------------------------|-----------------------|------------------------|--------------|---------------------|--------------|--|-----------------------|
| Description | | Annual Budget | Period 202112 | Year To Date | % YTD | Encumbrances | + Enc | | Balance |
| 07 | Debt Redemption | | | | | | | | |
| 001 | Levies | (2,142,900.00) | (602,804.74) | (1,367,031.09) | 64% | 0.00 | 64% | | (775,868.91) |
| 019 | Misc Local | (1,500.00) | (39.01) | (722.49) | 48% | 0.00 | 48% | | (777.51) |
| 092 | Interest | (500.00) | 0.00 | 0.00 | 0% | 0.00 | 0% | | (500.00) |
| 229 | Disparity Reduction | (200.00) | 0.00 | (166.10) | 83% | 0.00 | 83% | | (33.90) |
| 234 | Hmstd/Ag Market Value Credit | (34,500.00) | 0.00 | (31,049.41) | 90% | 0.00 | 90% | | (3,450.59) |
| 258 | Wetland & Native | (596,960.00) | 0.00 | (537,264.62) | 90% | 0.00 | 90% | | (59,695.38) |
| 317 | LTFM State Aid | (71,900.00) | 0.00 | (64,688.57) | 90% | 0.00 | 90% | | (7,211.43) |
| 07 | Debt Redemption | (2,848,460.00) | (602,843.75) | (2,000,922.28) | 70% | 0.00 | 70% | | (847,537.72) |
| | Report Totals: | (14,018,850.00) | (1,536,523.02) | (11,807,766.19) | 84% | 0.00 | 84% | | (2,211,083.81) |

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending June 30, 2021

Sequence: Fd, Pro

| | | B21 | | | | | % YTD | Remaining |
|--------------------|------------------------------|----------------------|----------------------|---------------------|--------------|---------------------|--------------|------------------|
| Description | | Annual Budget | Period 202112 | Year To Date | % YTD | Encumbrances | + Enc | Balance |
| 01 | General Fund | | | | | | | |
| 010 | Board-Education | 56,480.00 | 9,072.86 | 59,148.95 | 105% | 0.00 | 105% | (2,668.95) |
| 020 | Office/Supt | 251,900.00 | 22,550.72 | 247,679.63 | 98% | 0.00 | 98% | 4,220.37 |
| 030 | Instructional Admin | 75,000.00 | 0.00 | 75,000.00 | 100% | 0.00 | 100% | 0.00 |
| 050 | School Admin | 457,220.00 | 44,046.27 | 452,067.93 | 99% | 0.00 | 99% | 5,152.07 |
| 105 | General Adm. Support | 4,860.00 | 642.75 | 3,491.75 | 72% | 0.00 | 72% | 1,368.25 |
| 108 | Administrative Tech Services | 15,000.00 | 0.00 | 13,758.62 | 92% | 0.00 | 92% | 1,241.38 |
| 110 | Business Services | 219,820.00 | 8,259.32 | 209,352.57 | 95% | 0.00 | 95% | 10,467.43 |
| 200 | Class Size Reduction | 28,210.00 | 7,040.77 | 26,968.85 | 96% | 0.00 | 96% | 1,241.15 |
| 201 | Kindergarten | 305,470.00 | 52,303.79 | 304,767.36 | 100% | 172.80 | 100% | 529.84 |
| 203 | Elem Ed | 382,990.00 | 24,339.85 | 352,286.46 | 92% | 3,029.62 | 93% | 27,673.92 |
| 204 | First Grade | 357,060.00 | 86,147.98 | 347,573.33 | 97% | 0.00 | 97% | 9,486.67 |
| 205 | Second Grade | 369,160.00 | 39,675.64 | 360,166.44 | 98% | 0.00 | 98% | 8,993.56 |
| 206 | Third Grade | 251,320.00 | 38,111.50 | 247,131.79 | 98% | 0.00 | 98% | 4,188.21 |
| 207 | Fourth Grade | 295,800.00 | 24,797.52 | 286,627.24 | 97% | 0.00 | 97% | 9,172.76 |
| 208 | Fifth Grade | 270,960.00 | 17,151.59 | 268,978.28 | 99% | 328.02 | 99% | 1,653.70 |
| 209 | Sixth Grade | 215,600.00 | 53,435.57 | 215,486.16 | 100% | 0.00 | 100% | 113.84 |
| 211 | Secondary Ed-Gen | 230,540.00 | 7,131.55 | 218,805.41 | 95% | 8,746.00 | 99% | 2,988.59 |
| 212 | Art | 72,460.00 | 16,357.53 | 68,289.37 | 94% | 750.00 | 95% | 3,420.63 |
| 213 | Agriculture - Non Vocational | 16,730.00 | 3,680.46 | 15,275.34 | 91% | 0.00 | 91% | 1,454.66 |
| 215 | Business | 800.00 | 0.00 | 23.60 | 3% | 0.00 | 3% | 776.40 |
| 216 | Educ. Disadvantaged | 81,040.00 | 18,521.67 | 77,830.37 | 96% | 0.00 | 96% | 3,209.63 |
| 218 | Gifted And Talented | 16,340.00 | 3,537.83 | 14,117.75 | 86% | 0.00 | 86% | 2,222.25 |
| 220 | English | 286,850.00 | 25,133.96 | 280,646.64 | 98% | 230.87 | 98% | 5,972.49 |
| 230 | Foreign Language | 45,830.00 | 14,207.00 | 56,455.63 | 123% | 0.00 | 123% | (10,625.63) |
| 240 | Health/Phys Ed | 214,090.00 | 52,354.30 | 212,772.66 | 99% | 0.00 | 99% | 1,317.34 |
| 249 | Dr Trg/behind Wheel | 18,070.00 | 3,729.27 | 12,091.37 | 67% | 0.00 | 67% | 5,978.63 |
| 250 | FACS | 43,900.00 | 32.23 | 42,644.62 | 97% | 0.00 | 97% | 1,255.38 |
| 254 | Barnesville Branderz | 3,000.00 | 0.00 | 427.60 | 14% | 0.00 | 14% | 2,572.40 |
| 255 | Industrial Educ | 104,670.00 | 0.00 | 102,173.80 | 98% | 197.48 | 98% | 2,298.72 |

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending June 30, 2021

Sequence: Fd, Pro

| | | B21 | | | | | % YTD | Remaining |
|--------------------|--------------------------------|----------------------|----------------------|---------------------|--------------|---------------------|--------------|------------------|
| Description | | Annual Budget | Period 202112 | Year To Date | % YTD | Encumbrances | + Enc | Balance |
| 01 | General Fund | | | | | | | |
| 256 | Mathematics | 261,340.00 | 46,743.06 | 258,646.11 | 99% | 0.00 | 99% | 2,693.89 |
| 258 | Inst Music | 64,680.00 | (12.96) | 64,326.47 | 99% | 0.00 | 99% | 353.53 |
| 259 | Vocal Music | 137,150.00 | 12,420.52 | 133,327.25 | 97% | 675.49 | 98% | 3,147.26 |
| 260 | Science | 274,850.00 | 43,446.92 | 276,101.92 | 100% | 0.00 | 100% | (1,251.92) |
| 261 | Science - River Watch | 3,800.00 | 0.00 | 1,065.33 | 28% | 0.00 | 28% | 2,734.67 |
| 270 | Social-Scienc/Study | 266,310.00 | 65,670.28 | 263,146.40 | 99% | 0.00 | 99% | 3,163.60 |
| 271 | Remedial Reading/Lang Arts | 32,980.00 | 3,655.18 | 15,723.01 | 48% | 0.00 | 48% | 17,256.99 |
| 272 | Remedial Math | 0.00 | 3,650.01 | 15,645.91 | 0% | 0.00 | 0% | (15,645.91) |
| 275 | Kndrgrtn Indiv Instruction | 0.00 | 2,245.58 | 9,023.49 | 0% | 0.00 | 0% | (9,023.49) |
| 277 | Secondary Individualized Instr | 27,230.00 | 1,445.06 | 27,307.06 | 100% | 0.00 | 100% | (77.06) |
| 288 | Flow Thru/Sales | 23,700.00 | 0.00 | 1,926.10 | 8% | 903.12 | 12% | 20,870.78 |
| 289 | Flo Thru/Sales | 27,200.00 | 5,894.59 | 20,518.30 | 75% | 0.00 | 75% | 6,681.70 |
| 292 | Boys/Girls Athletic | 40,390.00 | 6,647.83 | 38,032.90 | 94% | 381.17 | 95% | 1,975.93 |
| 294 | Boys Athletics | 150,180.00 | 6,810.94 | 152,308.57 | 101% | 900.00 | 102% | (3,028.57) |
| 295 | Speech/Debate | 6,360.00 | 0.00 | 5,939.87 | 93% | 0.00 | 93% | 420.13 |
| 296 | Girls Athletics | 93,150.00 | 5,367.84 | 87,980.48 | 94% | 778.00 | 95% | 4,391.52 |
| 298 | Extra-Curricular | 57,780.00 | 2,194.89 | 44,152.05 | 76% | 0.00 | 76% | 13,627.95 |
| 301 | Agriculture | 91,700.00 | 22,445.40 | 90,552.22 | 99% | 0.00 | 99% | 1,147.78 |
| 331 | Consumer Homemaking | 47,340.00 | 207.92 | 46,042.39 | 97% | 0.00 | 97% | 1,297.61 |
| 341 | Business and Office Education | 160,490.00 | 23,595.89 | 136,627.48 | 85% | 0.00 | 85% | 23,862.52 |
| 400 | General Special Education | 300.00 | 0.00 | 83.00 | 28% | 0.00 | 28% | 217.00 |
| 401 | Speech/Lang.impaired | 132,640.00 | 25,486.90 | 138,638.76 | 105% | 0.00 | 105% | (5,998.76) |
| 402 | M.I.-Mild-Moderate | 99,070.00 | 21,172.88 | 92,752.21 | 94% | 0.00 | 94% | 6,317.79 |
| 403 | M.I.-Moderate-Severe | 128,040.00 | 28,366.88 | 126,178.73 | 99% | 0.00 | 99% | 1,861.27 |
| 404 | Physically Impaired | 25,710.00 | 0.00 | 25,284.83 | 98% | 0.00 | 98% | 425.17 |
| 405 | Deaf-Hard of Hearing | 0.00 | 1,397.58 | 1,397.58 | 0% | 0.00 | 0% | (1,397.58) |
| 406 | Visually Impaired | 35,470.00 | 7,652.82 | 30,407.84 | 86% | 0.00 | 86% | 5,062.16 |
| 407 | Spec Learning Disabl | 117,840.00 | 30,564.86 | 123,708.73 | 105% | 0.00 | 105% | (5,868.73) |
| 408 | Emot/Behavior Disord | 168,910.00 | (1,272.41) | 146,175.97 | 87% | 0.00 | 87% | 22,734.03 |

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending June 30, 2021

Sequence: Fd, Pro

| | | B21 | | | | | % YTD | Remaining |
|--------------------|--------------------------------|----------------------|----------------------|---------------------|--------------|---------------------|--------------|-------------------|
| Description | | Annual Budget | Period 202112 | Year To Date | % YTD | Encumbrances | + Enc | Balance |
| 01 | General Fund | | | | | | | |
| 410 | Other Health Impair | 172,570.00 | 19,949.99 | 174,253.76 | 101% | 0.00 | 101% | (1,683.76) |
| 411 | Autistic | 207,260.00 | 67,516.63 | 238,429.49 | 115% | 0.00 | 115% | (31,169.49) |
| 412 | Develop Delayed | 26,990.00 | 7,039.39 | 27,430.44 | 102% | 0.00 | 102% | (440.44) |
| 416 | Multiple Handicap | 1,140.00 | 0.00 | 268.49 | 24% | 0.00 | 24% | 871.51 |
| 420 | Special Ed General | 115,930.00 | 2,364.27 | 114,320.99 | 99% | 0.00 | 99% | 1,609.01 |
| 422 | Early Intervening Services | 56,300.00 | 13,735.27 | 54,811.59 | 97% | 0.00 | 97% | 1,488.41 |
| 430 | Homebound | 1,260.00 | 0.00 | 0.00 | 0% | 0.00 | 0% | 1,260.00 |
| 612 | Technology | 136,530.00 | 13,919.95 | 125,104.74 | 92% | 10,643.73 | 99% | 781.53 |
| 620 | Educ.media/Library | 72,440.00 | 17,971.05 | 69,010.96 | 95% | 1,043.23 | 97% | 2,385.81 |
| 625 | Audio/Visual Dept. | 300.00 | 0.00 | 69.70 | 23% | 0.00 | 23% | 230.30 |
| 630 | Instruc-Related Technology | 120,570.00 | 4,863.80 | 123,637.35 | 103% | 0.00 | 103% | (3,067.35) |
| 640 | Staff Development | 68,300.00 | 1,299.70 | 47,496.01 | 70% | 370.00 | 70% | 20,433.99 |
| 690 | Other Inst Support | 17,510.00 | 0.00 | 15,181.49 | 87% | 0.00 | 87% | 2,328.51 |
| 710 | Counseling/Guidance | 97,970.00 | 24,005.40 | 94,441.48 | 96% | 0.00 | 96% | 3,528.52 |
| 712 | Elem Couseling & Guidance | 18,110.00 | 4,377.17 | 17,833.35 | 98% | 0.00 | 98% | 276.65 |
| 715 | School Security | 31,050.00 | 23,921.84 | 42,059.85 | 135% | 5,421.84 | 153% | (16,431.69) |
| 720 | Health Services | 92,300.00 | 20,543.32 | 90,098.03 | 98% | 0.00 | 98% | 2,201.97 |
| 760 | Pupil Transport | 579,870.00 | 7,628.38 | 586,831.45 | 101% | 0.00 | 101% | (6,961.45) |
| 790 | Other Pupil Services | 96,010.00 | 7,238.11 | 88,206.90 | 92% | 0.00 | 92% | 7,803.10 |
| 810 | Oper/Maintenance | 763,200.00 | 50,974.81 | 757,598.26 | 99% | 105.13 | 99% | 5,496.61 |
| 811 | Grounds Maint | 12,560.00 | 1,047.32 | 8,642.31 | 69% | 0.00 | 69% | 3,917.69 |
| 812 | Buildings Maint | 63,100.00 | 788.28 | 36,584.38 | 58% | 0.00 | 58% | 26,515.62 |
| 813 | Equip Maint | 7,650.00 | 1,352.09 | 10,636.96 | 139% | 0.00 | 139% | (2,986.96) |
| 850 | Facilities | 95,400.00 | 0.00 | 95,392.12 | 100% | 0.00 | 100% | 7.88 |
| 865 | LTFM Excl'd Costs -Pro 866,867 | 16,470.00 | 2,029.91 | 28,917.47 | 176% | 11,738.00 | 247% | (24,185.47) |
| 940 | Prop/Other Ins | 50,690.00 | 0.00 | 50,693.40 | 100% | 0.00 | 100% | (3.40) |
| 960 | Other Non-Recurring Items | 15,460.00 | 0.00 | 15,463.24 | 100% | 0.00 | 100% | (3.24) |
| 01 | General Fund | 10,102,720.00 | 1,230,627.07 | 9,858,474.69 | 98% | 46,414.50 | 98% | 197,830.81 |
| 02 | Food Service | | | | | | | |

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending June 30, 2021

Sequence: Fd, Pro

| Description | | B21 Annual Budget | Period 202112 | Year To Date | % YTD | Encumbrances | % YTD + Enc | Remaining Balance |
|-------------|--------------------------|----------------------|---------------------|----------------------|------------|-------------------|----------------|----------------------|
| 02 | Food Service | | | | | | | |
| 770 | Food Service | 456,180.00 | 54,769.99 | 405,251.12 | 89% | 0.00 | 89% | 50,928.88 |
| 02 | Food Service | 456,180.00 | 54,769.99 | 405,251.12 | 89% | 0.00 | 89% | 50,928.88 |
| 04 | Community Service | | | | | | | |
| 505 | Community Ed | 61,030.00 | 7,655.77 | 55,911.48 | 92% | 832.00 | 93% | 4,286.52 |
| 506 | Summer Recreation | 74,350.00 | 26,704.30 | 67,634.24 | 91% | 0.00 | 91% | 6,715.76 |
| 509 | Kids Club | 20,840.00 | 11,291.63 | 11,340.95 | 54% | 809.01 | 58% | 8,690.04 |
| 580 | Early Childhood | 47,070.00 | 516.18 | 34,868.95 | 74% | 0.00 | 74% | 12,201.05 |
| 582 | School Readiness | 72,120.00 | 6,523.61 | 67,226.37 | 93% | 0.00 | 93% | 4,893.63 |
| 583 | Preschool Screening | 6,320.00 | 576.75 | 4,916.34 | 78% | 0.00 | 78% | 1,403.66 |
| 585 | Youth Dev/Youth Serv | 5,610.00 | 192.00 | 2,722.15 | 49% | 0.00 | 49% | 2,887.85 |
| 590 | Other Community Programs | 600.00 | 0.00 | 342.36 | 57% | 0.00 | 57% | 257.64 |
| 04 | Community Service | 287,940.00 | 53,460.24 | 244,962.84 | 85% | 1,641.01 | 86% | 41,336.15 |
| 06 | Building Construction | | | | | | | |
| 870 | Bldg/Capital Improv. | 20,672,210.00 | 1,042,901.72 | 12,641,818.85 | 61% | 710,019.41 | 65% | 7,320,371.74 |
| 06 | Building Construction | 20,672,210.00 | 1,042,901.72 | 12,641,818.85 | 61% | 710,019.41 | 65% | 7,320,371.74 |
| 07 | Debt Redemption | | | | | | | |
| 910 | Debt Redemption | 2,109,300.00 | 0.00 | 2,109,315.00 | 100% | 0.00 | 100% | (15.00) |
| 07 | Debt Redemption | 2,109,300.00 | 0.00 | 2,109,315.00 | 100% | 0.00 | 100% | (15.00) |
| | Report Totals: | 33,628,350.00 | 2,381,759.02 | 25,259,822.50 | 75% | 758,074.92 | 77% | 7,610,452.58 |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|-------------|-------------------|--------------|--------------|--|------------------|----------|----------------------|--------------------|
| 0146 | MB | 15011 | | | FURTHER | | Wire | | |
| | | | | B 01 215 024 | FSA | | | \$2,002.15 | |
| | PO#: | Voucher #: | 94673 | Invoice | Invoice No: 39864321 | 6/28/2021 | | Paid Amt: | \$2,002.15 |
| | | | | | | | | Check Amount: | \$2,002.15 |
| 0146 | MB | 15011 | | | FURTHER | | Wire | | |
| | | | | B 01 215 024 | FSA | | | \$187.86 | |
| | PO#: | Voucher #: | 94674 | Invoice | Invoice No: 39871027 | 6/30/2021 | | Paid Amt: | \$187.86 |
| | | | | | | | | Check Amount: | \$187.86 |
| 0146 | MB | 12851 | | | REMIT EDUCATORS BENEFIT CONSULTANTS | | Wire | | |
| | | | | B 01 215 005 | Tax Sheltered Annuities | | | \$500.00 | |
| | PO#: | Voucher #: | 94692 | Invoice | Invoice No: S202124S0 | 6/30/2021 | | Paid Amt: | \$500.00 |
| | | | | B 01 215 005 | Tax Sheltered Annuities | | | \$2,073.81 | |
| | PO#: | Voucher #: | 94704 | Invoice | Invoice No: S2021240 | 6/30/2021 | | Paid Amt: | \$2,073.81 |
| | | | | | | | | Check Amount: | \$2,573.81 |
| 0146 | MB | 12860 | | | MINNESOTA TEACHERS RETIREMENT | | Wire | | |
| | | | | B 01 215 018 | TRA | | | \$20,542.72 | |
| | PO#: | Voucher #: | 94703 | Invoice | Invoice No: S2021240 | 6/30/2021 | | Paid Amt: | \$20,542.72 |
| | | | | B 01 215 018 | TRA | | | \$3,892.30 | |
| | PO#: | Voucher #: | 94691 | Invoice | Invoice No: S202124S0 | 6/30/2021 | | Paid Amt: | \$3,892.30 |
| | | | | | | | | Check Amount: | \$24,435.02 |
| 0146 | MB | 12861 | | | PUBLIC EMPLOYEES RETIREMENT | | Wire | | |
| | | | | B 01 215 017 | PERA | | | \$8,238.89 | |
| | PO#: | Voucher #: | 94702 | Invoice | Invoice No: S2021240 | 6/30/2021 | | Paid Amt: | \$8,238.89 |
| | | | | | | | | Check Amount: | \$8,238.89 |
| 0146 | MB | 12862 | | | REMIT EDUCATORS BENEFIT CONSULTANTS | | Wire | | |
| | | | | B 01 215 005 | Tax Sheltered Annuities | | | \$480.61 | |
| | PO#: | Voucher #: | 94697 | Invoice | Invoice No: S2021240 | 6/30/2021 | | Paid Amt: | \$480.61 |
| | | | | | | | | Check Amount: | \$480.61 |
| 0146 | MB | 14128 | | | INTERNAL REVENUE SERVICE | | Wire | | |
| | | | | B 01 215 010 | FICA Payable | | | \$30,234.38 | |
| | | | | B 01 215 011 | Federal Tax | | | \$14,858.86 | |
| | PO#: | Voucher #: | 94695 | Invoice | Invoice No: S2021240 | 6/30/2021 | | Paid Amt: | \$45,093.24 |
| | | | | B 01 215 010 | FICA Payable | | | \$3,641.82 | |
| | | | | B 01 215 011 | Federal Tax | | | \$3,179.19 | |
| | PO#: | Voucher #: | 94687 | Invoice | Invoice No: S202124S0 | 6/30/2021 | | Paid Amt: | \$6,821.01 |
| | | | | | | | | Check Amount: | \$51,914.25 |

Barnesville Public Schools #146 Detail Payment Register By Check

| 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 | | | \$493.83 | |
| PO#: | Voucher #: | 94688 | Invoice | Invoice No: | S202124S0 | 6/30/2021 | Paid Amt: | \$493.83 | |
| | | | B 01 | 215 013 | State Tax | | | \$6,958.93 | |
| PO#: | Voucher #: | 94698 | Invoice | Invoice No: | S2021240 | 6/30/2021 | Paid Amt: | \$6,958.93 | |
| | | | | | | | Check Amount: | \$7,452.76 | |
| 0146 | MB | 14968 | | | REMIT EDUCATORS BENEFIT CONSULTANTS | | Wire | | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$2,937.93 | |
| PO#: | Voucher #: | 94701 | Invoice | Invoice No: | S2021240 | 6/30/2021 | Paid Amt: | \$2,937.93 | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$333.20 | |
| PO#: | Voucher #: | 94690 | Invoice | Invoice No: | S202124S0 | 6/30/2021 | Paid Amt: | \$333.20 | |
| | | | | | | | Check Amount: | \$3,271.13 | |
| 0146 | MB | 16537 | | | REMIT EDUCATORS BENEFIT CONSULTANTS | | Wire | | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$737.44 | |
| PO#: | Voucher #: | 94693 | Invoice | Invoice No: | S2021240 | 6/30/2021 | Paid Amt: | \$737.44 | |
| | | | | | | | Check Amount: | \$737.44 | |
| 0146 | MB | 16936 | | | REMIT EDUCATORS BENEFITS CONSULTANTS | | Wire | | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$2,796.51 | |
| PO#: | Voucher #: | 94696 | Invoice | Invoice No: | S2021240 | 6/30/2021 | Paid Amt: | \$2,796.51 | |
| | | | | | | | Check Amount: | \$2,796.51 | |
| 0146 | MB | 11760 | | | LAKES COUNTRY SERVICE COOP. | | Wire | | |
| | | | B 01 | 215 026 | Bc/Bs Premium | | | \$78,482.50 | |
| PO#: | Voucher #: | 94744 | Invoice | Invoice No: | 210604204218 | 7/1/2021 | Paid Amt: | \$78,482.50 | |
| | | | | | | | Check Amount: | \$78,482.50 | |
| 0146 | MB | 15011 | | | FURTHER | | Wire | | |
| | | | B 01 | 215 033 | Health Savings Account | | | \$920.62 | |
| PO#: | Voucher #: | 94745 | Invoice | Invoice No: | 052821 | 6/30/2021 | Paid Amt: | \$920.62 | |
| | | | | | | | Check Amount: | \$920.62 | |
| 0146 | MB | 15011 | | | FURTHER | | Wire | | |
| | | | B 01 | 215 033 | Health Savings Account | | | \$821.90 | |
| PO#: | Voucher #: | 94746 | Invoice | Invoice No: | 06152021 | 6/30/2021 | Paid Amt: | \$821.90 | |
| | | | | | | | Check Amount: | \$821.90 | |
| 0146 | MB | 15011 | | | FURTHER | | Wire | | |
| | | | B 01 | 215 024 | FSA | | | \$617.39 | |
| PO#: | Voucher #: | 94767 | Invoice | Invoice No: | 39880160 | 7/8/2021 | Paid Amt: | \$617.39 | |
| | | | | | | | Check Amount: | \$617.39 | |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|-------------|-------------------|--------------|---------------------|--|------------------|----------|----------------------|--------------------|
| 0146 | MB | 15011 | | | FURTHER | | Wire | | |
| | | | B 01 | 215 033 | Health Savings Account | | | \$8,443.00 | |
| | PO#: | Voucher #: | 94773 | Invoice | Invoice No: 063021 | 7/8/2021 | | Paid Amt: | \$8,443.00 |
| | | | | | | | | Check Amount: | \$8,443.00 |
| 0146 | MB | 12942 | | | MIDWEST BANK | | Wire | | |
| | | | E 01 | 005 110 000 305 000 | RDC Monthly fee | | | \$75.00 | |
| | PO#: | Voucher #: | 94774 | Invoice | Invoice No: 07012021 | 7/8/2021 | | Paid Amt: | \$75.00 |
| | | | | | | | | Check Amount: | \$75.00 |
| 0146 | MB | 15011 | | | FURTHER | | Wire | | |
| | | | B 01 | 215 024 | FSA | | | \$1,531.14 | |
| | PO#: | Voucher #: | 94911 | Invoice | Invoice No: 39888788 | 7/14/2021 | | Paid Amt: | \$1,531.14 |
| | | | | | | | | Check Amount: | \$1,531.14 |
| 0146 | MB | 12942 | | | MIDWEST BANK | | Wire | | |
| | | | E 01 | 005 110 000 305 000 | Payroll ACH Fee | | | \$80.75 | |
| | PO#: | Voucher #: | 94912 | Invoice | Invoice No: 070921 | 7/14/2021 | | Paid Amt: | \$80.75 |
| | | | | | | | | Check Amount: | \$80.75 |
| 0146 | MB | 12851 | | | REMIT EDUCATORS BENEFIT CONSULTANTS | | Wire | | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$1,349.55 | |
| | PO#: | Voucher #: | 94715 | Invoice | Invoice No: S2021241 | 7/15/2021 | | Paid Amt: | \$1,349.55 |
| | | | | | | | | | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$570.86 | |
| | PO#: | Voucher #: | 94921 | Invoice | Invoice No: S2022010 | 7/15/2021 | | Paid Amt: | \$570.86 |
| | | | | | | | | Check Amount: | \$1,920.41 |
| 0146 | MB | 12860 | | | MINNESOTA TEACHERS RETIREMENT | | Wire | | |
| | | | B 01 | 215 018 | TRA | | | \$3,054.69 | |
| | PO#: | Voucher #: | 94920 | Invoice | Invoice No: S2022010 | 7/15/2021 | | Paid Amt: | \$3,054.69 |
| | | | | | | | | | |
| | | | B 01 | 215 018 | TRA | | | \$15,436.35 | |
| | PO#: | Voucher #: | 94714 | Invoice | Invoice No: S2021241 | 7/15/2021 | | Paid Amt: | \$15,436.35 |
| | | | | | | | | Check Amount: | \$18,491.04 |
| 0146 | MB | 12861 | | | PUBLIC EMPLOYEES RETIREMENT | | Wire | | |
| | | | B 01 | 215 017 | PERA | | | \$3,458.25 | |
| | PO#: | Voucher #: | 94919 | Invoice | Invoice No: S2022010 | 7/15/2021 | | Paid Amt: | \$3,458.25 |
| | | | | | | | | | |
| | | | B 01 | 215 017 | PERA | | | \$4,367.50 | |
| | PO#: | Voucher #: | 94713 | Invoice | Invoice No: S2021241 | 7/15/2021 | | Paid Amt: | \$4,367.50 |
| | | | | | | | | Check Amount: | \$7,825.75 |
| 0146 | MB | 12862 | | | REMIT EDUCATORS BENEFIT CONSULTANTS | | Wire | | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$188.79 | |
| | PO#: | Voucher #: | 94710 | Invoice | Invoice No: S2021241 | 7/15/2021 | | Paid Amt: | \$188.79 |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|------|------------|-------|---------------------|--------------------------------|---------------|---------------|-------------|--|
| 0146 | MB | 12862 | REMIT | | EDUCATORS BENEFIT CONSULTANTS | | Wire | | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$333.34 | |
| | PO#: | Voucher #: | 94916 | Invoice | Invoice No: S2022010 | 7/15/2021 | Paid Amt: | \$333.34 | |
| | | | | | | | Check Amount: | \$522.13 | |
| 0146 | MB | 14128 | REMIT | | INTERNAL REVENUE SERVICE | | Wire | | |
| | | | B 01 | 215 010 | FICA Payable | | | \$6,728.00 | |
| | | | B 01 | 215 011 | Federal Tax | | | \$3,258.76 | |
| | PO#: | Voucher #: | 94914 | Invoice | Invoice No: S2022010 | 7/15/2021 | Paid Amt: | \$9,986.76 | |
| | | | B 01 | 215 010 | FICA Payable | | | \$18,441.52 | |
| | | | B 01 | 215 011 | Federal Tax | | | \$8,004.61 | |
| | PO#: | Voucher #: | 94708 | Invoice | Invoice No: S2021241 | 7/15/2021 | Paid Amt: | \$26,446.13 | |
| | | | | | | | Check Amount: | \$36,432.89 | |
| 0146 | MB | 14129 | REMIT | | MINN DEPT OF REVENUE | | Wire | | |
| | | | B 01 | 215 013 | State Tax | | | \$3,968.76 | |
| | PO#: | Voucher #: | 94711 | Invoice | Invoice No: S2021241 | 7/15/2021 | Paid Amt: | \$3,968.76 | |
| | | | B 01 | 215 013 | State Tax | | | \$1,587.59 | |
| | PO#: | Voucher #: | 94917 | Invoice | Invoice No: S2022010 | 7/15/2021 | Paid Amt: | \$1,587.59 | |
| | | | | | | | Check Amount: | \$5,556.35 | |
| 0146 | MB | 14968 | REMIT | | EDUCATORS BENEFIT CONSULTANTS | | Wire | | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$729.43 | |
| | PO#: | Voucher #: | 94918 | Invoice | Invoice No: S2022010 | 7/15/2021 | Paid Amt: | \$729.43 | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$1,971.48 | |
| | PO#: | Voucher #: | 94712 | Invoice | Invoice No: S2021241 | 7/15/2021 | Paid Amt: | \$1,971.48 | |
| | | | | | | | Check Amount: | \$2,700.91 | |
| 0146 | MB | 16537 | REMIT | | EDUCATORS BENEFIT CONSULTANTS | | Wire | | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$395.85 | |
| | PO#: | Voucher #: | 94707 | Invoice | Invoice No: S2021241 | 7/15/2021 | Paid Amt: | \$395.85 | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$412.50 | |
| | PO#: | Voucher #: | 94913 | Invoice | Invoice No: S2022010 | 7/15/2021 | Paid Amt: | \$412.50 | |
| | | | | | | | Check Amount: | \$808.35 | |
| 0146 | MB | 16936 | REMIT | | EDUCATORS BENEFITS CONSULTANTS | | Wire | | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$2,543.36 | |
| | PO#: | Voucher #: | 94709 | Invoice | Invoice No: S2021241 | 7/15/2021 | Paid Amt: | \$2,543.36 | |
| | | | B 01 | 215 005 | Tax Sheltered Annuities | | | \$264.17 | |
| | PO#: | Voucher #: | 94915 | Invoice | Invoice No: S2022010 | 7/15/2021 | Paid Amt: | \$264.17 | |
| | | | | | | | Check Amount: | \$2,807.53 | |
| 0146 | MB | 81547 | 14911 | REMIT | AMAZON CAPITAL SERVICES | | Check | | |
| | | | E 04 | 005 505 321 401 000 | LPOW Forehead Thermometer | | | \$97.70 | |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|------------|------------------|-------|---------|-----------------------------------|---------------------------|----------|--------------------------|--|
| 0146 | MB | 81547 | 14911 | REMIT | AMAZON CAPITAL SERVICES | | Check | | |
| | | | | E 04 | 005 505 321 401 000 | Freight | | \$7.79 | |
| | PO#: 47528 | Voucher #: 94661 | | Invoice | Invoice No: 17KY-KLCK-D3WV | 6/25/2021 | | Paid Amt: \$105.49 | |
| | | | | | | | | Check Amount: \$105.49 | |
| 0146 | MB | 81548 | 12945 | | BARNESVILLE CHIROPRACTIC CLINIC | | Check | | |
| | | | | E 01 | 005 760 733 305 000 | DOT Physical | | \$120.00 | |
| | PO#: | Voucher #: 94672 | | Invoice | Invoice No: 061621 | 6/25/2021 | | Paid Amt: \$120.00 | |
| | | | | | | | | Check Amount: \$120.00 | |
| 0146 | MB | 81549 | 14973 | | BOOM, CHAD | | Check | | |
| | | | | E 04 | 005 506 321 305 000 | Softball Ump | | \$90.00 | |
| | PO#: | Voucher #: 94668 | | Invoice | Invoice No: 062421 | 6/25/2021 | | Paid Amt: \$90.00 | |
| | | | | | | | | Check Amount: \$90.00 | |
| 0146 | MB | 81550 | 16691 | | BUFFALO RIVER COACHES | | Check | | |
| | | | | E 01 | 300 292 733 360 505 | Contract-Public Carr | | \$1,400.00 | |
| | PO#: | Voucher #: 94667 | | Invoice | Invoice No: 061721 | 6/25/2021 | | Paid Amt: \$1,400.00 | |
| | | | | | | | | Check Amount: \$1,400.00 | |
| 0146 | MB | 81551 | 16663 | | FERGUS FALLS AREA SP ED COOP #935 | | Check | | |
| | | | | E 01 | 200 405 619 303 000 | Sp Ed Sal Pur F Other D | | \$1,098.20 | |
| | | | | E 01 | 200 405 619 366 000 | Gen.trv,Meals, Rooms | | \$299.38 | |
| | PO#: | Voucher #: 94659 | | Invoice | Invoice No: 2091 | 6/25/2021 | | Paid Amt: \$1,397.58 | |
| | | | | | | | | Check Amount: \$1,397.58 | |
| 0146 | MB | 81552 | 10825 | | HUGHES, TRAVIS | | Check | | |
| | | | | E 04 | 005 506 321 305 000 | Babe Ruth umpire | | \$210.00 | |
| | PO#: | Voucher #: 94660 | | Invoice | Invoice No: 062521 | 6/25/2021 | | Paid Amt: \$210.00 | |
| | | | | | | | | Check Amount: \$210.00 | |
| 0146 | MB | 81553 | 14314 | remit | RICK'S TIRE & TOWING | | Check | | |
| | | | | E 01 | 005 760 733 350 000 | invoice #8320oil change | | \$41.00 | |
| | | | | E 01 | 005 760 733 350 000 | wiper fluid | | \$3.00 | |
| | | | | E 01 | 005 760 733 350 000 | tire repair | | \$30.00 | |
| | | | | E 01 | 005 760 733 350 000 | service | | \$20.00 | |
| | | | | E 01 | 005 760 733 350 000 | Misc | | \$0.00 | |
| | PO#: 47561 | Voucher #: 94662 | | Invoice | Invoice No: 8320 | 6/25/2021 | | Paid Amt: \$94.00 | |
| | | | | E 01 | 005 760 733 350 000 | invoice # 9122 oil filter | | \$26.00 | |
| | | | | E 01 | 005 760 733 350 000 | wiper fluid | | \$3.00 | |
| | | | | E 01 | 005 760 733 350 000 | labor | | \$20.00 | |
| | | | | E 01 | 005 760 733 350 000 | air filter | | \$12.00 | |
| | PO#: 47561 | Voucher #: 94663 | | Invoice | Invoice No: 9122 | 6/25/2021 | | Paid Amt: \$61.00 | |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|------------|------------|-------|---------|--|---|-----------|----------------------|-----------------|
| 0146 | MB | 81553 | 14314 | remit | RICK'S TIRE & TOWING | | Check | | |
| | | | | E 01 | 005 760 733 401 000 | invoice # 8315 oil filter & wiper fluid | | \$49.00 | |
| | PO#: 47561 | Voucher #: | 94664 | Invoice | Invoice No: 8315 | 6/25/2021 | Paid Amt: | \$49.00 | |
| | | | | E 01 | 005 760 733 350 000 | invoice # 8306 labor | | \$85.00 | |
| | | | | E 01 | 005 760 733 350 000 | invoice # 8306 a/c fill | | \$6.00 | |
| | PO#: 47561 | Voucher #: | 94665 | Invoice | Invoice No: 8306 | 6/25/2021 | Paid Amt: | \$91.00 | |
| | | | | E 01 | 005 760 733 350 000 | invoice # 8290 oil change | | \$38.00 | |
| | | | | E 01 | 005 760 733 350 000 | oil change | | \$38.00 | |
| | | | | E 01 | 005 760 733 350 000 | wiper fluid | | \$6.00 | |
| | | | | E 01 | 005 760 733 350 000 | air filter | | \$18.00 | |
| | | | | E 01 | 005 760 733 350 000 | labor | | \$40.00 | |
| | PO#: 47561 | Voucher #: | 94666 | Invoice | Invoice No: 8290 | 6/25/2021 | Paid Amt: | \$140.00 | |
| | | | | | | | | Check Amount: | \$435.00 |
| 0146 | MB | 81554 | 13532 | remit | SCHMITT MUSIC CREDIT DEPT | | Check | | |
| | | | | E 01 | 300 258 000 450 000 | CR1025 VANDOREN reed Bb Clarinet Traditic | | \$19.99 | |
| | PO#: | Voucher #: | 94669 | Invoice | Invoice No: 3933264 | 6/25/2021 | Paid Amt: | \$19.99 | |
| | | | | E 01 | 300 258 000 401 000 | Yamaha Ligature Bb Clarinet Nickel | | \$7.20 | |
| | PO#: | Voucher #: | 94670 | Invoice | Invoice No: 3940313 | 6/25/2021 | Paid Amt: | \$7.20 | |
| | | | | E 01 | 300 258 000 401 000 | SABIAN Assort. Cymbal Felts | | \$9.45 | |
| | PO#: | Voucher #: | 94671 | Invoice | Invoice No: 3979272 | 6/25/2021 | Paid Amt: | \$9.45 | |
| | | | | | | | | Check Amount: | \$36.64 |
| 0146 | MB | 81555 | 15055 | remit | BSN SPORTS LLC | | Check | | |
| | | | | E 04 | 005 506 321 401 000 | Girls Basketball Camp tshirts | | \$460.10 | |
| | PO#: | Voucher #: | 94682 | Invoice | Invoice No: 91285910 | 6/29/2021 | Paid Amt: | \$460.10 | |
| | | | | | | | | Check Amount: | \$460.10 |
| 0146 | MB | 81556 | 11532 | REMIT | CAPITAL ONE | | Check | | |
| | | | | E 04 | 005 506 321 401 000 | V-48 Hunter Golf Balls; 48 pack with mesh bag | | \$29.94 | |
| | PO#: 47547 | Voucher #: | 94684 | Invoice | Invoice No: 09645 | 6/29/2021 | Paid Amt: | \$29.94 | |
| | | | | | | | | Check Amount: | \$29.94 |
| 0146 | MB | 81557 | 16086 | remit | COLONIAL LIFE INSURANCE COMPANY | | Check | | |
| | | | | B 01 | 215 029 | Supplemental Insurance-Voluntary | | \$204.94 | |
| | PO#: | Voucher #: | 94680 | Invoice | Invoice No: 4179057-0613422 | 6/29/2021 | Paid Amt: | \$204.94 | |
| | | | | | | | | Check Amount: | \$204.94 |
| 0146 | MB | 81558 | 17144 | | COMMERCIAL LIGHTING CO | | Check | | |
| | | | | E 01 | 005 810 000 410 000 | invoice # 8211711 bags | | \$355.17 | |
| | PO#: 47559 | Voucher #: | 94678 | Invoice | Invoice No: 8211711 | 6/29/2021 | Paid Amt: | \$355.17 | |
| | | | | | | | | Check Amount: | \$355.17 |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|------|-------------------|-------------------------|---------|---------------------------------|-------------------------------|------------------|----------------------|-------------------|
| 0146 | MB | 81559 | 10007 | | DACOTAH PAPER CO | | Check | | |
| | | | | E 01 | 005 810 000 410 000 | invoice # 74711 scouring pads | | \$109.18 | |
| | | | | E 01 | 005 810 000 410 000 | magic eraser | | \$95.28 | |
| | | | | E 01 | 005 810 000 410 000 | Misc | | \$0.00 | |
| | | PO#: 47560 | Voucher #: 94677 | Invoice | Invoice No: 74711 | | 6/29/2021 | Paid Amt: | \$204.46 |
| | | | | | | | | Check Amount: | \$204.46 |
| 0146 | MB | 81560 | 14274 | | DAKOTA MAILING | | Check | | |
| | | | | E 01 | 005 110 000 401 000 | Postage Machine Ink Refill | | \$86.95 | |
| | | | | E 01 | 005 110 000 401 000 | Freight | | \$13.28 | |
| | | PO#: 47564 | Voucher #: 94683 | Invoice | Invoice No: AR48113 | | 6/29/2021 | Paid Amt: | \$100.23 |
| | | | | | | | | Check Amount: | \$100.23 |
| 0146 | MB | 81561 | 15203 | | GROSS, ANNA | | Check | | |
| | | | | R 04 | 005 506 321 050 000 | Refund | | \$25.00 | |
| | | PO#: | Voucher #: 94676 | Invoice | Invoice No: 062821 | | 6/29/2021 | Paid Amt: | \$25.00 |
| | | | | | | | | Check Amount: | \$25.00 |
| 0146 | MB | 81562 | 15888 | | KASEMAN, JAMIE | | Check | | |
| | | | | R 01 | 300 249 000 050 000 | Refund | | \$100.00 | |
| | | PO#: | Voucher #: 94675 | Invoice | Invoice No: 062821 | | 6/29/2021 | Paid Amt: | \$100.00 |
| | | | | | | | | Check Amount: | \$100.00 |
| 0146 | MB | 81563 | 15415 | | NCPERS GROUP LIFE INS. | | Check | | |
| | | | | B 01 | 215 028 | PERA Life Insurance | | \$128.00 | |
| | | PO#: | Voucher #: 94681 | Invoice | Invoice No: 108802072021 | | 6/29/2021 | Paid Amt: | \$128.00 |
| | | | | | | | | Check Amount: | \$128.00 |
| 0146 | MB | 81564 | 14973 | | BOOM, CHAD | | Check | | |
| | | | | E 04 | 005 506 321 305 000 | Softball Umpire | | \$90.00 | |
| | | PO#: | Voucher #: 94743 | Invoice | Invoice No: 062921 | | 7/1/2021 | Paid Amt: | \$90.00 |
| | | | | | | | | Check Amount: | \$90.00 |
| 0146 | MB | 81565 | 15977 | | CARDMEMBER SERVICES | | Check | | |
| | | | | E 01 | 300 294 000 366 504 | Section Golf hotel rooms | | \$1,257.36 | |
| | | | | E 01 | 300 296 000 366 514 | Section Golf hotel rooms | | \$1,257.36 | |
| | | | | E 01 | 300 294 000 366 504 | State Golf hotel | | \$525.40 | |
| | | | | E 01 | 300 294 000 401 504 | State Golf practice | | \$29.00 | |
| | | | | E 01 | 005 760 733 442 000 | Gasoline | | \$32.30 | |
| | | | | E 01 | 300 292 000 401 000 | MSHSL | | \$100.28 | |
| | | PO#: | Voucher #: 94742 | Invoice | Invoice No: June 2021 | | 7/1/2021 | Paid Amt: | \$3,201.70 |
| | | | | | | | | Check Amount: | \$3,201.70 |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|-------------|-------------------|--------------|---------|--------------------------|---|-----------------|----------------------|-------------------|--|
| 0146 | MB | 81566 | 12853 | | EA - BARNESVILLE | | Check | | |
| | | | | B 01 215 025 | Nea-Mea-Bea Dues Payable | | | \$1,886.22 | |
| PO#: | Voucher #: | 94488 | Invoice | Invoice No: | S2021230 | 7/1/2021 | Paid Amt: | \$1,886.22 | |
| | | | | B 01 215 025 | Nea-Mea-Bea Dues Payable | | | \$1,840.21 | |
| PO#: | Voucher #: | 94694 | Invoice | Invoice No: | S2021240 | 7/1/2021 | Paid Amt: | \$1,840.21 | |
| | | | | | | | Check Amount: | \$3,726.43 | |
| 0146 | MB | 81567 | 16818 | | MN SCHOOL EMPLOYEES ASSOCIATION | | Check | | |
| | | | | B 01 215 025 | Nea-Mea-Bea Dues Payable | | | \$364.34 | |
| PO#: | Voucher #: | 94699 | Invoice | Invoice No: | S2021240 | 7/1/2021 | Paid Amt: | \$364.34 | |
| | | | | | | | Check Amount: | \$364.34 | |
| 0146 | MB | 81568 | 14911 | REMIT | AMAZON CAPITAL SERVICES | | Check | | |
| | | | | E 04 005 505 321 401 000 | Scanner | | | \$399.99 | |
| PO#: | Voucher #: | 94770 | Invoice | Invoice No: | 19H7-VFHF-TL1H | 7/8/2021 | Paid Amt: | \$399.99 | |
| | | | | | | | Check Amount: | \$399.99 | |
| 0146 | MB | 81569 | 17139 | | CASH-WA DISTRIBUTING CO OF FARGO LLC | | Check | | |
| | | | | E 02 005 770 701 490 000 | Commodities | | | \$46.50 | |
| PO#: | Voucher #: | 94766 | Invoice | Invoice No: | 3763812 | 7/8/2021 | Paid Amt: | \$46.50 | |
| | | | | | | | Check Amount: | \$46.50 | |
| 0146 | MB | 81570 | 10001 | | CITY OF BARNESVILLE | | Check | | |
| | | | | E 01 005 810 000 332 000 | Electricity | | | \$4,944.76 | |
| | | | | E 01 005 810 000 331 000 | Water-Sewage | | | \$1,055.15 | |
| | | | | E 01 005 810 000 330 000 | Garbage | | | \$19.00 | |
| | | | | E 04 005 505 321 320 000 | Communication | | | \$33.17 | |
| | | | | E 01 005 810 000 320 000 | Communication | | | \$685.90 | |
| PO#: | Voucher #: | 94781 | Invoice | Invoice No: | 10067653 | 7/8/2021 | Paid Amt: | \$6,737.98 | |
| | | | | | | | Check Amount: | \$6,737.98 | |
| 0146 | MB | 81571 | 14553 | REMIT | ROCHESTER TELECOM SYSTEMS | | Check | | |
| | | | | E 01 005 810 000 320 000 | Communication | | | \$20.02 | |
| | | | | E 04 005 505 321 320 000 | Communication | | | \$1.50 | |
| PO#: | Voucher #: | 94769 | Invoice | Invoice No: | 8502 | 7/8/2021 | Paid Amt: | \$21.52 | |
| | | | | | | | Check Amount: | \$21.52 | |
| 0146 | MB | 81572 | 10852 | | SPORTLAND | | Check | | |
| | | | | E 04 005 506 321 401 000 | 9 Inch Soft TBalls | | | \$99.98 | |
| | | | | E 04 005 506 321 401 000 | Scorebooks Softball | | | \$12.00 | |
| PO#: | Voucher #: | 94775 | Invoice | Invoice No: | 0058535 | 7/8/2021 | Paid Amt: | \$111.98 | |
| | | | | E 04 005 506 321 401 000 | Little League Baseballs | | | \$90.00 | |
| PO#: | Voucher #: | 94776 | Invoice | Invoice No: | 0058550 | 7/8/2021 | Paid Amt: | \$90.00 | |
| | | | | | | | Check Amount: | \$201.98 | |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|-------------------|-------------------|--------------|--------------------------|----------------------------------|--|----------------------|--------------------|---|
| 0146 | MB | 81573 | 17416 | | STANFORD, ANNA | | Check | | |
| | | | | B 01 206 001 | | Reissue payroll check - Account Closed | | \$162.10 | |
| | PO#: | Voucher #: | 94782 | Invoice | Invoice No: 07012021 | 7/8/2021 | Paid Amt: | \$162.10 | |
| | | | | | | | Check Amount: | \$162.10 | |
| 0146 | MB | 81574 | 15161 | | VAALER INSURANCE, INC. | | Check | | |
| | | | | E 06 005 870 000 340 885 | | Pckg-Add Contractors Equipment | | \$108.00 | |
| | PO#: | Voucher #: | 94771 | Invoice | Invoice No: 28999 | 7/8/2021 | Paid Amt: | \$108.00 | ✓ |
| | | | | | | | Check Amount: | \$108.00 | |
| 0146 | MB | 81575 | 16653 | | VERIFIED FIRST | | Check | | |
| | | | | E 01 005 105 000 305 000 | | Background Checks | | \$77.00 | |
| | PO#: | Voucher #: | 94768 | Invoice | Invoice No: INV-000315521 | 7/8/2021 | Paid Amt: | \$77.00 | |
| | | | | | | | Check Amount: | \$77.00 | |
| 0146 | MB | 81576 | 13920 | | YEARBOOK | | Check | | |
| | | | | E 01 300 289 000 401 000 | | General Supplies | | \$2,700.00 | |
| | PO#: | Voucher #: | 94778 | Invoice | Invoice No: 063021 | 7/8/2021 | Paid Amt: | \$2,700.00 | |
| | | | | | | | Check Amount: | \$2,700.00 | |
| 0146 | MB | 81577 | 16972 | | XCEL ENERGY | | Check | | |
| | | | | E 06 005 870 000 305 889 | | Temporary Heat for Construction | | \$67.63 | |
| | PO#: | Voucher #: | 94779 | Invoice | Invoice No: 737566030 | 7/8/2021 | Paid Amt: | \$67.63 | ✓ |
| | | | | | | | Check Amount: | \$67.63 | |
| 0146 | MB | 81578 | 16972 | | XCEL ENERGY | | Check | | |
| | | | | E 01 005 810 000 333 000 | | Natural Gas | | \$375.80 | |
| | PO#: | Voucher #: | 94780 | Invoice | Invoice No: 737503163 | 7/8/2021 | Paid Amt: | \$375.80 | |
| | | | | | | | Check Amount: | \$375.80 | |
| 0146 | MB | 81579 | 17413 | | A TO Z MOVING INC | | Check | | |
| | | | | E 06 005 870 000 305 885 | | invoice # 300579 move piano | | \$1,650.00 | |
| | PO#: 47567 | Voucher #: | 94685 | Invoice | Invoice No: 300579 | 7/14/2021 | Paid Amt: | \$1,650.00 | ✓ |
| | | | | | | | Check Amount: | \$1,650.00 | |
| 0146 | MB | 81580 | 16910 | | AIM ELECTRONICS INC | | Check | | |
| | | | | E 06 005 870 000 520 811 | | BB-2101-W-PV | | \$9,083.90 | |
| | | | | E 06 005 870 000 520 811 | | BB-2155-W-PV (Main Displays) | | \$31,732.40 | |
| | | | | E 06 005 870 000 520 811 | | Accessories | | \$4,120.20 | |
| | | | | E 06 005 870 000 520 811 | | Installation & Training | | \$3,185.00 | |
| | | | | E 06 005 870 000 520 811 | | Shipping/Handling | | \$1,085.00 | |
| | PO#: 47309 | Voucher #: | 94784 | Invoice | Invoice No: 42960 | 7/14/2021 | Paid Amt: | \$49,206.50 | ✓ |
| | | | | | | | Check Amount: | \$49,206.50 | |

Barnesville Public Schools #146 Detail Payment Register By Check



| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|------------|------------|-------|--------------------------|---|---------------|----------|---------------|------------|
| 0146 | MB | 81581 | 15900 | | ANDERSON ELECTRIC LLC | | Check | | |
| | | | | E 06 005 870 000 305 885 | invoice # 6723 temp lighting in high school | | | \$338.00 | |
| | PO#: 47568 | Voucher #: | 94686 | Invoice | Invoice No: 6723 | 7/14/2021 | | Paid Amt: | \$338.00 |
| | | | | E 06 005 870 000 305 885 | invoice # 6728 demo electrical in band room | | | \$450.00 | |
| | PO#: 47568 | Voucher #: | 94705 | Invoice | Invoice No: 6728 | 7/14/2021 | | Paid Amt: | \$450.00 |
| | | | | | | | | Check Amount: | \$788.00 |
| 0146 | MB | 81582 | 15810 | | REMIT APPLE INC | | Check | | |
| | | | | E 01 300 630 155 456 011 | Bndl Stm Dux Plus Duo Ipad7 | | | \$1,389.03 | |
| | | | | E 01 300 630 155 456 011 | rounding | | | \$8.97 | |
| | PO#: 47504 | Voucher #: | 94879 | Invoice | Invoice No: AF19898636 | 7/14/2021 | | Paid Amt: | \$1,398.00 |
| | | | | | | | | Check Amount: | \$1,398.00 |
| 0146 | MB | 81583 | 10685 | | BARNESVILLE BUS COMPANY, INC. | | Check | | |
| | | | | E 01 300 294 733 360 507 | Baseball | | | \$809.75 | |
| | | | | E 01 300 296 733 360 517 | Softball | | | \$1,126.50 | |
| | | | | E 04 005 506 321 360 000 | Summer Rec | | | \$3,203.75 | |
| | PO#: | Voucher #: | 94885 | Invoice | Invoice No: June 21 Xtra | 7/14/2021 | | Paid Amt: | \$5,140.00 |
| | | | | E 01 005 105 000 305 000 | Drug/Alcohol Test | | | \$59.00 | |
| | PO#: | Voucher #: | 94886 | Invoice | Invoice No: 93824 | 7/14/2021 | | Paid Amt: | \$59.00 |
| | | | | | | | | Check Amount: | \$5,199.00 |
| 0146 | MB | 81584 | 12156 | | BARNESVILLE C-STORE | | Check | | |
| | | | | E 01 005 810 000 442 000 | Gasoline | | | \$68.84 | |
| | | | | E 01 005 760 733 401 000 | Car Wash | | | \$8.00 | |
| | PO#: | Voucher #: | 94786 | Invoice | Invoice No: 2984-1 | 7/14/2021 | | Paid Amt: | \$76.84 |
| | | | | E 01 005 760 733 401 000 | Car Wash | | | \$8.00 | |
| | PO#: | Voucher #: | 94787 | Invoice | Invoice No: 3525-1 | 7/14/2021 | | Paid Amt: | \$8.00 |
| | | | | E 01 005 760 733 401 000 | Car Wash | | | \$8.00 | |
| | PO#: | Voucher #: | 94788 | Invoice | Invoice No: 1176-2 | 7/14/2021 | | Paid Amt: | \$8.00 |
| | | | | E 01 005 760 733 401 000 | Car Wash | | | \$8.00 | |
| | PO#: | Voucher #: | 94789 | Invoice | Invoice No: 1119-2 | 7/14/2021 | | Paid Amt: | \$8.00 |
| | | | | E 01 005 760 733 401 000 | Car Wash | | | \$9.00 | |
| | PO#: | Voucher #: | 94790 | Invoice | Invoice No: 1364-2 | 7/14/2021 | | Paid Amt: | \$9.00 |
| | | | | E 01 005 760 733 401 000 | Car Wash | | | \$9.00 | |
| | PO#: | Voucher #: | 94791 | Invoice | Invoice No: 1400-2 | 7/14/2021 | | Paid Amt: | \$9.00 |
| | | | | E 01 005 811 000 442 000 | Gasoline | | | \$27.28 | |
| | PO#: | Voucher #: | 94792 | Invoice | Invoice No: 1185-2 | 7/14/2021 | | Paid Amt: | \$27.28 |
| | | | | E 01 005 760 733 442 000 | Gasoline | | | \$43.64 | |
| | PO#: | Voucher #: | 94793 | Invoice | Invoice No: 6848-1 | 28 7/14/2021 | | Paid Amt: | \$43.64 |
| | | | | | | | | Check Amount: | \$189.76 |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | |
|------------|------------|----------|---------|--------------------------|---|---------------|-----------------------|-------------------|
| 0146 | MB | 81585 | 16618 | | BARNESVILLE DRUG & HARDWARE | | Check | |
| | | | | E 01 005 810 000 410 000 | Custodial Supplies | \$2.06 | | |
| PO#: | Voucher #: | 94887 | Credit | Invoice No: | 27887 | 7/14/2021 | Paid Amt: (\$2.06) | |
| | | | | E 01 005 810 000 410 000 | Custodial Supplies | \$30.02 | | |
| PO#: | Voucher #: | 94866 | Invoice | Invoice No: | 27887 | 7/14/2021 | Paid Amt: \$30.02 | |
| | | | | E 01 005 810 000 410 000 | Custodial Supplies | \$8.49 | | |
| PO#: | Voucher #: | 94867 | Invoice | Invoice No: | 27334 | 7/14/2021 | Paid Amt: \$8.49 | |
| | | | | E 01 005 810 000 410 000 | Custodial Supplies | \$69.96 | | |
| PO#: | Voucher #: | 94868 | Invoice | Invoice No: | 26652 | 7/14/2021 | Paid Amt: \$69.96 | |
| | | | | E 01 005 810 000 410 000 | Custodial Supplies | \$24.97 | | |
| PO#: | Voucher #: | 94869 | Invoice | Invoice No: | 27647 | 7/14/2021 | Paid Amt: \$24.97 | |
| | | | | E 01 005 810 000 410 000 | Custodial Supplies | \$71.98 | | |
| PO#: | Voucher #: | 94870 | Invoice | Invoice No: | 29518 | 7/14/2021 | Paid Amt: \$71.98 | |
| | | | | E 01 005 810 000 410 000 | Custodial Supplies | \$47.46 | | |
| PO#: | Voucher #: | 94871 | Invoice | Invoice No: | 28112 | 7/14/2021 | Paid Amt: \$47.46 | |
| | | | | | | | Check Amount: | \$250.82 |
| 0146 | MB | 81586 | 10013 | | BARNESVILLE GROCERY | | Check | |
| | | | | E 04 005 506 321 401 000 | General Supplies | \$7.98 | | |
| PO#: | Voucher #: | 94777 | Invoice | Invoice No: | 06102021 | 7/14/2021 | Paid Amt: \$7.98 | |
| | | | | | | | Check Amount: | \$7.98 |
| 0146 | MB | 81587 | 10025 | | BARNESVILLE RECORD-REVIEW | | Check | |
| | | | | E 01 005 010 000 380 000 | Minutes | \$1,335.00 | | |
| | | | | E 01 005 010 000 380 000 | Accepting Bids Notices | \$90.00 | | |
| | | | | E 01 005 105 000 380 000 | Employment Ads | \$130.00 | | |
| PO#: | Voucher #: | 94785 | Invoice | Invoice No: | 06302021 | 7/14/2021 | Paid Amt: \$1,555.00 | |
| | | | | | | | Check Amount: | \$1,555.00 |
| 0146 | MB | 81588 | 15248 | remit | BLACKBOARD | | Check | |
| | | | | E 01 005 110 000 305 000 | Mass Notification System | \$1,224.02 | | |
| | | | | E 01 005 110 000 305 000 | Mass Notification 300 SMS+ | \$127.50 | | |
| PO#: 47454 | Voucher #: | 94862 | Invoice | Invoice No: | 1366278 | 7/14/2021 | Paid Amt: \$1,351.52 | |
| | | | | | | | Check Amount: | \$1,351.52 |
| 0146 | MB | 81589 | 17074 | | BLICK ART MATERIALS | | Check | |
| | | | | E 04 005 509 321 401 000 | 33296-1069 Sargent Art-Time Dough - Class F | \$50.16 | | |
| PO#: 47571 | Voucher #: | 94783 | Invoice | Invoice No: | 6642740 | 7/14/2021 | Paid Amt: \$50.16 | |
| | | | | | | | Check Amount: | \$50.16 |
| 0146 | MB | 81590 | 17031 | | BOND TRUST SERVICES CORPORATION | | Check | |
| | | | | E 07 005 910 000 720 000 | Bond Interest | \$17,025.00 | | |
| PO#: | Voucher #: | 94795 | Invoice | Invoice No: | 64529 | 7/14/2021 | Paid Amt: \$17,025.00 | |



Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|-------------------|-------------------|--------------|---------|--------------------|---|---------------------|-----------------------------------|
| 0146 | MB | 81590 | 17031 | | BOND TRUST SERVICES CORPORATION | | Check |
| | | | | E 07 | 005 910 000 720 000 Bond 2019A Interest | | \$469,325.00 |
| PO#: | Voucher #: | 94796 | Invoice | Invoice No: | 64530 | 7/14/2021 | Paid Amt: \$469,325.00 |
| | | | | | | | Check Amount: \$486,350.00 |
| 0146 | MB | 81591 | 17031 | | BOND TRUST SERVICES CORPORATION | | Check |
| | | | | E 01 | 005 110 000 305 000 Bond Paying Agent Fee | | \$475.00 |
| PO#: | Voucher #: | 94794 | Invoice | Invoice No: | 63817 | 7/14/2021 | Paid Amt: \$475.00 |
| | | | | | | | Check Amount: \$475.00 |
| 0146 | MB | 81592 | 16343 | remit | BRAINPOP LLC | | Check |
| | | | | E 01 | 100 205 000 460 000 Brainpop Jr. Subscription | | \$175.00 |
| PO#: 47586 | Voucher #: | 94859 | Invoice | Invoice No: | US228777 | 7/14/2021 | Paid Amt: \$175.00 |
| | | | | E 01 | 100 205 000 460 000 Brain pop JR - 2021-2022 school year. | | \$175.00 |
| PO#: 47587 | Voucher #: | 94860 | Invoice | Invoice No: | US228781 | 7/14/2021 | Paid Amt: \$175.00 |
| | | | | E 01 | 100 205 000 460 000 Brainpop, Jr. Classroom Subscription | | \$175.00 |
| PO#: 47584 | Voucher #: | 94861 | Invoice | Invoice No: | US228788 | 7/14/2021 | Paid Amt: \$175.00 |
| | | | | | | | Check Amount: \$525.00 |
| 0146 | MB | 81593 | 10001 | | CITY OF BARNESVILLE | | Check |
| | | | | E 01 | 300 715 342 310 000 SRO (Jan.1 to July 1) | | \$13,875.00 |
| | | | | E 01 | 100 715 342 310 000 SRO (Jan.1 to July 1) | | \$4,625.00 |
| PO#: | Voucher #: | 94772 | Invoice | Invoice No: | 20210630 | 7/14/2021 | Paid Amt: \$18,500.00 |
| | | | | | | | Check Amount: \$18,500.00 |
| 0146 | MB | 81594 | 12618 | | CLAY COUNTY CONNECTION | | Check |
| | | | | E 01 | 005 010 000 380 000 Advertising | | \$595.00 |
| PO#: | Voucher #: | 94797 | Invoice | Invoice No: | 063021 | 7/14/2021 | Paid Amt: \$595.00 |
| | | | | | | | Check Amount: \$595.00 |
| 0146 | MB | 81595 | 17256 | | DGF BASEBALL CLUB | | Check |
| | | | | E 04 | 005 506 321 369 000 District Tournament | | \$200.00 |
| PO#: | Voucher #: | 94875 | Invoice | Invoice No: | 071321 | 7/14/2021 | Paid Amt: \$200.00 |
| | | | | | | | Check Amount: \$200.00 |
| 0146 | MB | 81596 | 15344 | | EDUCATORS BENEFIT CONSULTANTS | | Check |
| | | | | E 01 | 005 110 000 305 000 Fees For Services | | \$58.50 |
| PO#: | Voucher #: | 94799 | Invoice | Invoice No: | 19457 | 7/14/2021 | Paid Amt: \$58.50 |
| | | | | | | | Check Amount: \$58.50 |
| 0146 | MB | 81597 | 16960 | | ESGI | | Check |
| | | | | E 01 | 100 203 000 461 000 ESGI 12 month renewal | | \$852.00 |
| PO#: 47570 | Voucher #: | 94872 | Invoice | Invoice No: | 34886 | 30 7/14/2021 | Paid Amt: \$852.00 |
| | | | | | | | Check Amount: \$852.00 |



Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|-------------------|-------------------|--------------|---------|--------------------------------------|--|----------------------|-----------------|--|
| 0146 | MB | 81598 | 15730 | | ESSENTIA HEALTH | | Check | | |
| | | | | E 01 | 300 790 000 305 000 | monthly sports medicine agreement | | \$125.00 | |
| | PO#: | Voucher #: | 94798 | Invoice | Invoice No: 0122.3010.1707.01 | 7/14/2021 | Paid Amt: | \$125.00 | |
| | | | | | | | Check Amount: | \$125.00 | |
| 0146 | MB | 81599 | 13521 | | FARGO TRACTOR | | Check | | |
| | | | | E 01 | 005 813 000 420 000 | invoice # 15717262 GP wheels for kabota broc | | \$160.00 | |
| | | | | E 01 | 005 813 000 420 000 | freight | | \$17.01 | |
| | PO#: 47572 | Voucher #: | 94801 | Invoice | Invoice No: 15717262 GP | 7/14/2021 | Paid Amt: | \$177.01 | |
| | | | | | | | Check Amount: | \$177.01 | |
| 0146 | MB | 81600 | 10052 | | FARMERS COOPERATIVE OIL CO | | Check | | |
| | | | | E 01 | 005 760 733 442 000 | Gasoline | | \$43.54 | |
| | PO#: | Voucher #: | 94802 | Invoice | Invoice No: 8487-2 | 7/14/2021 | Paid Amt: | \$43.54 | |
| | | | | E 01 | 005 760 733 442 000 | Gasoline | | \$19.18 | |
| | PO#: | Voucher #: | 94803 | Invoice | Invoice No: 1864-1 | 7/14/2021 | Paid Amt: | \$19.18 | |
| | | | | E 01 | 005 760 733 442 000 | Gasoline | | \$30.50 | |
| | PO#: | Voucher #: | 94804 | Invoice | Invoice No: 8842-2 | 7/14/2021 | Paid Amt: | \$30.50 | |
| | | | | E 01 | 005 760 733 442 000 | Gasoline | | \$32.68 | |
| | PO#: | Voucher #: | 94805 | Invoice | Invoice No: 9434-2 | 7/14/2021 | Paid Amt: | \$32.68 | |
| | | | | E 01 | 005 760 733 442 000 | Gasoline | | \$23.30 | |
| | PO#: | Voucher #: | 94806 | Invoice | Invoice No: 9465-2 | 7/14/2021 | Paid Amt: | \$23.30 | |
| | | | | E 01 | 005 760 733 442 000 | Gasoline | | \$46.68 | |
| | PO#: | Voucher #: | 94807 | Invoice | Invoice No: 3616-1 | 7/14/2021 | Paid Amt: | \$46.68 | |
| | | | | E 01 | 005 760 733 442 000 | Gasoline | | \$27.00 | |
| | PO#: | Voucher #: | 94808 | Invoice | Invoice No: 3957-1 | 7/14/2021 | Paid Amt: | \$27.00 | |
| | | | | E 01 | 005 760 733 442 000 | Gasoline | | \$38.25 | |
| | PO#: | Voucher #: | 94809 | Invoice | Invoice No: 4063-1 | 7/14/2021 | Paid Amt: | \$38.25 | |
| | | | | E 01 | 005 760 733 442 000 | Gasoline | | \$45.33 | |
| | PO#: | Voucher #: | 94810 | Invoice | Invoice No: 344-2 | 7/14/2021 | Paid Amt: | \$45.33 | |
| | | | | E 01 | 005 810 000 442 000 | Gasoline | | \$96.00 | |
| | PO#: | Voucher #: | 94811 | Invoice | Invoice No: 4703-1 | 7/14/2021 | Paid Amt: | \$96.00 | |
| | | | | E 01 | 005 811 000 442 000 | Gasoline | | \$28.50 | |
| | PO#: | Voucher #: | 94812 | Invoice | Invoice No: 2465-1 | 7/14/2021 | Paid Amt: | \$28.50 | |
| | | | | E 01 | 005 760 733 442 000 | Gasoline | | \$30.92 | |
| | PO#: | Voucher #: | 94813 | Invoice | Invoice No: 5896-1 | 7/14/2021 | Paid Amt: | \$30.92 | |
| | | | | E 01 | 005 811 000 442 000 | Gasoline | | \$36.50 | |
| | PO#: | Voucher #: | 94814 | Invoice | Invoice No: 1282-2 | 7/14/2021 | Paid Amt: | \$36.50 | |
| | | | | E 01 | 005 760 733 442 000 | Gasoline | | \$34.00 | |
| | PO#: | Voucher #: | 94815 | Invoice | Invoice No: 6353-1 | 7/14/2021 | Paid Amt: | \$34.00 | |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|-------------------|-------------------|--------------|---------|----------------------------------|--|------------------|------------------|----------------------|--------------------|
| 0146 | MB | 81600 | 10052 | | FARMERS COOPERATIVE OIL CO | | Check | | |
| | | | | E 01 005 760 733 442 000 | Gasoline | | | \$29.00 | |
| PO#: | Voucher #: | 94816 | Invoice | Invoice No: 1664-2 | | 7/14/2021 | Paid Amt: | | \$29.00 |
| | | | | E 01 005 760 733 442 000 | Gasoline | | | \$28.00 | |
| PO#: | Voucher #: | 94817 | Invoice | Invoice No: 2777-2 | | 7/14/2021 | Paid Amt: | | \$28.00 |
| | | | | E 01 005 760 733 442 000 | Gasoline | | | \$31.00 | |
| PO#: | Voucher #: | 94818 | Invoice | Invoice No: 406-1 | | 7/14/2021 | Paid Amt: | | \$31.00 |
| | | | | E 01 005 760 733 442 000 | Gasoline | | | \$36.17 | |
| PO#: | Voucher #: | 94819 | Invoice | Invoice No: 408-1 | | 7/14/2021 | Paid Amt: | | \$36.17 |
| | | | | E 01 005 760 733 442 000 | Gasoline | | | \$27.00 | |
| PO#: | Voucher #: | 94820 | Invoice | Invoice No: 4121-2 | | 7/14/2021 | Paid Amt: | | \$27.00 |
| | | | | E 01 005 811 000 442 000 | Gasoline | | | \$36.00 | |
| PO#: | Voucher #: | 94821 | Invoice | Invoice No: 766-1 | | 7/14/2021 | Paid Amt: | | \$36.00 |
| | | | | | | | | Check Amount: | \$719.55 |
| 0146 | MB | 81601 | 17205 | REMIT | FORECAST5 ANALYTICS | | Check | | |
| | | | | E 01 005 110 000 305 000 | 5Cast License Agreement | | | \$4,635.00 | |
| | | | | E 01 005 110 000 305 000 | 5Cast Plus | | | \$2,575.00 | |
| | | | | E 01 005 110 000 305 000 | 5Cast - Support Fee | | | \$3,500.00 | |
| PO#: 47578 | Voucher #: | 94825 | Invoice | Invoice No: INV15121 | | 7/14/2021 | Paid Amt: | | \$10,710.00 |
| | | | | | | | | Check Amount: | \$10,710.00 |
| 0146 | MB | 81602 | 10060 | | FUCHS SANITATION, INC | | Check | | |
| | | | | E 06 005 870 000 305 889 | Dumpsters - Rolloff and Landfill - Deconstruct | | | \$602.55 | |
| PO#: | Voucher #: | 94822 | Invoice | Invoice No: 63220 | | 7/14/2021 | Paid Amt: | | \$602.55 |
| | | | | E 06 005 870 000 305 889 | Dumpsters - Rolloff and Landfill - Deconstruct | | | \$565.21 | |
| PO#: | Voucher #: | 94823 | Invoice | Invoice No: 62038 | | 7/14/2021 | Paid Amt: | | \$565.21 |
| | | | | E 01 005 810 000 330 000 | Garbage | | | \$947.81 | |
| PO#: | Voucher #: | 94824 | Invoice | Invoice No: 63005 | | 7/14/2021 | Paid Amt: | | \$947.81 |
| | | | | | | | | Check Amount: | \$2,115.57 |
| 0146 | MB | 81603 | 15011 | | FURTHER | | Check | | |
| | | | | E 01 005 110 000 305 000 | Fees For Services | | | \$112.40 | |
| PO#: | Voucher #: | 94800 | Invoice | Invoice No: 15757693 | | 7/14/2021 | Paid Amt: | | \$112.40 |
| | | | | | | | | Check Amount: | \$112.40 |
| 0146 | MB | 81604 | 17213 | | GUIDED READERS | | Check | | |
| | | | | E 01 100 203 155 406 999 | Annual Bloom Subscription-Guided Readers | | | \$167.00 | |
| PO#: 47591 | Voucher #: | 94826 | Invoice | Invoice No: 500D3F9C-0005 | | 7/14/2021 | Paid Amt: | | \$167.00 |
| | | | | E 01 100 203 155 406 999 | Annual Bloom subscription for Guided Reader: | | | \$167.00 | |
| PO#: 47590 | Voucher #: | 94827 | Invoice | Invoice No: 500D3F9C-0005 | | 7/14/2021 | Paid Amt: | | \$167.00 |
| | | | | E 01 100 203 155 406 999 | Bloom subscription | | | \$167.00 | |
| PO#: 47589 | Voucher #: | 94828 | Invoice | Invoice No: 500D3F9C-0005 | | 7/14/2021 | Paid Amt: | | \$167.00 |



Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|------------|------------|-------|---------|--------------------------------|---|---------------|------------|--|
| 0146 | MB | 81604 | 17213 | | GUIDED READERS | | Check | | |
| | | | | E 01 | 100 203 155 406 999 | Guided Readers Online access - Annual Bloor | | \$167.00 | |
| | PO#: 47588 | Voucher #: | 94829 | Invoice | Invoice No: 500D3F9C-0005 | 7/14/2021 | Paid Amt: | \$167.00 | |
| | | | | E 01 | 100 203 155 430 011 | Bloom Plan- Guided Readers | | \$668.00 | |
| | PO#: 47594 | Voucher #: | 94830 | Invoice | Invoice No: 500D3F9C-0005 | 7/14/2021 | Paid Amt: | \$668.00 | |
| | | | | | | | Check Amount: | \$1,336.00 | |
| 0146 | MB | 81605 | 10825 | | HUGHES, TRAVIS | | Check | | |
| | | | | E 04 | 005 506 321 305 000 | Babe Ruth umpire | | \$252.00 | |
| | PO#: | Voucher #: | 94831 | Invoice | Invoice No: 07122021 | 7/14/2021 | Paid Amt: | \$252.00 | |
| | | | | | | | Check Amount: | \$252.00 | |
| 0146 | MB | 81606 | 17096 | | ICARE ELECTRONIC REPAIR | | Check | | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$89.00 | |
| | PO#: | Voucher #: | 94748 | Invoice | Invoice No: 25786 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$89.00 | |
| | PO#: | Voucher #: | 94749 | Invoice | Invoice No: 25787 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$225.00 | |
| | PO#: | Voucher #: | 94750 | Invoice | Invoice No: 25799 | 7/14/2021 | Paid Amt: | \$225.00 | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$89.00 | |
| | PO#: | Voucher #: | 94751 | Invoice | Invoice No: 25891 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$89.00 | |
| | PO#: | Voucher #: | 94752 | Invoice | Invoice No: 25895 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$89.00 | |
| | PO#: | Voucher #: | 94753 | Invoice | Invoice No: 25920 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$89.00 | |
| | PO#: | Voucher #: | 94754 | Invoice | Invoice No: 25946 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$114.00 | |
| | PO#: | Voucher #: | 94755 | Invoice | Invoice No: 25947 | 7/14/2021 | Paid Amt: | \$114.00 | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$89.00 | |
| | PO#: | Voucher #: | 94756 | Invoice | Invoice No: 24983 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$89.00 | |
| | PO#: | Voucher #: | 94757 | Invoice | Invoice No: 24985 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$89.00 | |
| | PO#: | Voucher #: | 94758 | Invoice | Invoice No: 25986 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$89.00 | |
| | PO#: | Voucher #: | 94759 | Invoice | Invoice No: 25987 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$89.00 | |
| | PO#: | Voucher #: | 94760 | Invoice | Invoice No: 25988 | 33 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 | 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | \$138.00 | |
| | PO#: | Voucher #: | 94761 | Invoice | Invoice No: 25990 | 7/14/2021 | Paid Amt: | \$138.00 | |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|-------------|-------------------|-------------------|--------------|--------------------------|---|------------------|----------------------|--------------------|--------------------|
| 0146 | MB | 81606 | 17096 | | ICARE ELECTRONIC REPAIR | | Check | | |
| | | | | E 01 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | | \$89.00 | |
| PO#: | Voucher #: | 94762 | Invoice | Invoice No: | 25998 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | | \$89.00 | |
| PO#: | Voucher #: | 94763 | Invoice | Invoice No: | 26006 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | | \$89.00 | |
| PO#: | Voucher #: | 94764 | Invoice | Invoice No: | 26039 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | E 01 005 612 000 315 000 | Rprs&Maint for Comp&Tech | | | \$89.00 | |
| PO#: | Voucher #: | 94765 | Invoice | Invoice No: | 26042 | 7/14/2021 | Paid Amt: | \$89.00 | |
| | | | | | | | Check Amount: | \$1,812.00 | |
| 0146 | MB | 81607 | 15388 | remit | INNOVATIVE OFFICE SOLUTIONS LLC | | Check | | |
| | | | | E 01 005 110 000 401 000 | BICVCGC11BK PEN,ATLANTIS,CMFRT,BP,B | | | \$12.48 | |
| PO#: | 47579 | Voucher #: | 94833 | Invoice | Invoice No: | IN3408026 | 7/14/2021 | Paid Amt: | \$12.48 |
| | | | | | | | Check Amount: | \$12.48 | |
| 0146 | MB | 81608 | 16615 | | JIFFY JONS INC | | Check | | |
| | | | | E 01 005 811 000 350 000 | Jiffy Jon Rent (softball field) | | | \$300.00 | |
| PO#: | Voucher #: | 94880 | Invoice | Invoice No: | 67276 | 7/14/2021 | Paid Amt: | \$300.00 | |
| | | | | E 01 005 811 000 350 000 | Jiffy Jon Rent (Athletic Complex) | | | \$130.00 | |
| PO#: | Voucher #: | 94881 | Invoice | Invoice No: | 67275 | 7/14/2021 | Paid Amt: | \$130.00 | |
| | | | | | | | Check Amount: | \$430.00 | |
| 0146 | MB | 81609 | 13040 | | JMC COMPUTER SERVICE INC. | | Check | | |
| | | | | E 01 100 203 000 405 000 | Web Hosting | | | \$982.00 | |
| | | | | E 01 100 203 000 405 000 | Standards & Benchmarks | | | \$378.07 | |
| | | | | E 01 100 203 000 405 000 | Elem | | | \$4,014.21 | |
| | | | | E 02 005 770 701 350 000 | Lunch Module | | | \$839.56 | |
| PO#: | Voucher #: | 94834 | Invoice | Invoice No: | 3124 | 7/14/2021 | Paid Amt: | \$6,213.84 | |
| | | | | E 01 300 211 000 405 000 | Web Hosting | | | \$808.00 | |
| | | | | E 01 300 211 000 405 000 | HS | | | \$3,378.04 | |
| | | | | E 02 005 770 701 350 000 | Lunch Module | | | \$738.84 | |
| PO#: | Voucher #: | 94835 | Invoice | Invoice No: | 3123 | 7/14/2021 | Paid Amt: | \$4,924.88 | |
| | | | | | | | Check Amount: | \$11,138.72 | |
| 0146 | MB | 81610 | 10904 | | JOHNSON CONTROLS, INC | | Check | | |
| | | | | E 01 005 812 000 350 000 | Planned Service Renewal | | | \$10,995.00 | |
| PO#: | 47511 | Voucher #: | 94882 | Invoice | Invoice No: | 1-105701012074 | 7/14/2021 | Paid Amt: | \$10,995.00 |
| | | | | | | | Check Amount: | \$10,995.00 | |
| 0146 | MB | 81611 | 16348 | remit | KEMPS LLC dba CASS CLAY CREAMERY | | Check | | |
| | | | | E 02 005 770 709 495 000 | SFSP Milk | 34 | | \$12.20 | |
| PO#: | Voucher #: | 94864 | Invoice | Invoice No: | 3402458 | 7/14/2021 | Paid Amt: | \$12.20 | |



Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|-------------|-------------------|-------------------|--------------|--------------------|---|------------------|----------------------|--------------------|-------------------|
| 0146 | MB | 81611 | 16348 | remit | KEMPS LLC dba CASS CLAY CREAMERY | | Check | | |
| | | | | E 02 | 005 770 709 495 000 SFSP Milk | | | \$23.79 | |
| PO#: | Voucher #: | 94865 | Invoice | Invoice No: | 3391823 | 7/14/2021 | Paid Amt: | \$23.79 | |
| | | | | | | | Check Amount: | \$35.99 | |
| 0146 | MB | 81612 | 10190 | remit | LAKE AGASSIZ EDUCATION COOPERATIVE | | Check | | |
| | | | | E 01 | 005 850 302 581 000 Lease Levy interest | | | \$26,523.45 | |
| PO#: | Voucher #: | 94836 | Invoice | Invoice No: | 070621 | 7/14/2021 | Paid Amt: | \$26,523.45 | |
| | | | | | | | Check Amount: | \$26,523.45 | |
| 0146 | MB | 81613 | 14269 | | LAKES COUNTRY SERVICE COOP | | Check | | |
| | | | | E 06 | 005 870 000 305 885 Asbestos Monitoring - HS | | | \$150.00 | |
| | | | | E 06 | 005 870 000 305 885 Shipping | | | \$79.16 | |
| | | | | E 06 | 005 870 000 305 885 Vermiculite analysis | | | \$300.00 | |
| PO#: | Voucher #: | 94837 | Invoice | Invoice No: | 93989 | 7/14/2021 | Paid Amt: | \$529.16 | |
| | | | | E 06 | 005 870 000 305 885 Asbestos Monitoring - Elem | | | \$90.00 | |
| | | | | E 06 | 005 870 000 305 885 Shipping | | | \$20.95 | |
| PO#: | Voucher #: | 94838 | Invoice | Invoice No: | 93995 | 7/14/2021 | Paid Amt: | \$110.95 | |
| | | | | E 06 | 005 870 000 305 885 Asbestos Monitoring - Elem | | | \$240.00 | |
| | | | | E 06 | 005 870 000 305 885 Shipping | | | \$60.05 | |
| PO#: | Voucher #: | 94839 | Invoice | Invoice No: | 94000 | 7/14/2021 | Paid Amt: | \$300.05 | |
| | | | | E 01 | 100 640 316 405 000 PD4Me online professional development | | | \$1,050.00 | |
| | | | | E 01 | 300 640 316 405 000 PD4Me online professional development | | | \$1,050.00 | |
| PO#: | Voucher #: | 94840 | Invoice | Invoice No: | 93962 | 7/14/2021 | Paid Amt: | \$2,100.00 | |
| | | | | | | | Check Amount: | \$3,040.16 | |
| 0146 | MB | 81614 | 15172 | | LONG WEEKEND SPORTSWEAR, LLC | | Check | | |
| | | | | E 04 | 005 506 321 401 000 AL- Summer Rec Tshirts | | | \$8.50 | |
| | | | | E 04 | 005 506 321 401 000 AM- Summer Rec Tshirts | | | \$76.50 | |
| | | | | E 04 | 005 506 321 401 000 AS- Summer Rec Tshirts | | | \$204.00 | |
| | | | | E 04 | 005 506 321 401 000 YL- Summer Rec Tshirts | | | \$255.00 | |
| | | | | E 04 | 005 506 321 401 000 YM- Summer Rec Tshirts | | | \$459.00 | |
| | | | | E 04 | 005 506 321 401 000 YS- Summer Rec Tshirts | | | \$348.50 | |
| | | | | E 04 | 005 506 321 401 000 Freight | | | \$14.50 | |
| PO#: | 47552 | Voucher #: | 94706 | Invoice | Invoice No: | 23148 | 7/14/2021 | Paid Amt: | \$1,366.00 |
| | | | | | | | Check Amount: | \$1,366.00 | |
| 0146 | MB | 81615 | 13592 | | MARCO BUSINESS PRODUCTS INC | | Check | | |
| | | | | E 01 | 300 211 302 535 000 Konica Minolta Copier lease | | | \$0.01 | |
| | | | | E 01 | 005 110 302 535 000 Konica Minolta Copier lease | | | \$569.87 | |
| | | | | E 01 | 300 211 302 535 000 Konica Minolta Copier lease | | | \$1,139.69 | |
| | | | | E 01 | 100 203 302 530 000 Konica Minolta Copier lease | | | \$1,139.66 | |
| | | | | E 01 | 005 110 302 535 000 Supply Freight | | | \$7.80 | |



Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|------|-------------------|-------------------------|---------|---|--------------------------------------|----------|------------|---------------------------------|
| 0146 | MB | 81615 | 13592 | | MARCO BUSINESS PRODUCTS INC | | Check | | |
| | | | | E 01 | 300 211 302 535 000 | Supply Freight | | \$15.60 | |
| | | | | E 01 | 100 203 302 535 000 | Supply Freight | | \$15.60 | |
| | | PO#: 47554 | Voucher #: 94883 | Invoice | Invoice No: 447770405 | | | | Paid Amt: \$2,888.23 |
| | | | | | | 7/14/2021 | | | Check Amount: \$2,888.23 |
| 0146 | MB | 81616 | 12148 | | MASA | | Check | | |
| | | | | E 01 | 005 020 000 820 000 | MASA Membership - Ellerbusch | | \$860.00 | |
| | | PO#: | Voucher #: 94846 | Invoice | Invoice No: 21-15200 | | | | Paid Amt: \$860.00 |
| | | | | | | 7/14/2021 | | | Check Amount: \$860.00 |
| 0146 | MB | 81617 | 14649 | | MASMS | | Check | | |
| | | | | E 01 | 005 810 000 820 000 | membership | | \$100.00 | |
| | | PO#: | Voucher #: 94847 | Invoice | Invoice No: 2021-22 | | | | Paid Amt: \$100.00 |
| | | | | | | 7/14/2021 | | | Check Amount: \$100.00 |
| 0146 | MB | 81618 | 10439 | | MASSP | | Check | | |
| | | | | E 01 | 300 050 000 820 000 | Dues and Membership | | \$865.00 | |
| | | PO#: | Voucher #: 94845 | Invoice | Invoice No: 2021-22 | | | | Paid Amt: \$865.00 |
| | | | | | | 7/14/2021 | | | Check Amount: \$865.00 |
| 0146 | MB | 81619 | 10439 | | MASSP | | Check | | |
| | | | | E 01 | 005 640 316 366 000 | Summer Conference - B Strand | | \$275.00 | |
| | | PO#: | Voucher #: 94863 | Invoice | Invoice No: 7062 | | | | Paid Amt: \$275.00 |
| | | | | | | 7/14/2021 | | | Check Amount: \$275.00 |
| 0146 | MB | 81620 | 10439 | mdsa | MASSP-DIVISION OF STUDENT ACTIVITIES | | Check | | |
| | | | | E 01 | 300 298 000 820 000 | NHS & Student Council | | \$125.00 | |
| | | PO#: | Voucher #: 94848 | Invoice | Invoice No: 2021-22 | | | | Paid Amt: \$125.00 |
| | | | | | | 7/14/2021 | | | Check Amount: \$125.00 |
| 0146 | MB | 81621 | 10392 | | MESPA | | Check | | |
| | | | | E 01 | 100 050 000 820 000 | Dues and Membership | | \$924.00 | |
| | | PO#: | Voucher #: 94844 | Invoice | Invoice No: 11710 | | | | Paid Amt: \$924.00 |
| | | | | | | 7/14/2021 | | | Check Amount: \$924.00 |
| 0146 | MB | 81622 | 10165 | | MINN. SCHOOL BOARDS ASSOC. | | Check | | |
| | | | | E 01 | 005 010 000 820 000 | Association Dues (7/1/20 to 6/30/21) | | \$4,345.00 | |
| | | | | E 01 | 005 010 000 405 000 | BoardBook Subscription Tier II | | \$3,100.00 | |
| | | | | E 01 | 005 010 000 820 000 | Policy Services Renewal | | \$730.00 | |
| | | PO#: | Voucher #: 94843 | Invoice | Invoice No: 27325N5J5S8 | | | | Paid Amt: \$8,175.00 |
| | | | | | | 7/14/2021 | | | Check Amount: \$8,175.00 |



Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|-------------------|-------------------|--------------|---------|--------------------|---------------------------------------|--|----------------------|-------------------|--|
| 0146 | MB | 81623 | 15417 | | MINNESOTA BABE RUTH LEAGUE INC | | Check | | |
| | | | | E 04 | 005 506 321 369 000 | 13U State Tournament Fee | | \$275.00 | |
| PO#: | Voucher #: | 94876 | Invoice | Invoice No: | 071321 | 7/14/2021 | Paid Amt: | \$275.00 | |
| | | | | | | | Check Amount: | \$275.00 | |
| 0146 | MB | 81624 | 13860 | | MN FFA REGION I SEC/TREASURER | | Check | | |
| | | | | E 01 | 300 301 830 433 000 | FFA Activity Fee | | \$275.00 | |
| PO#: | Voucher #: | 94842 | Invoice | Invoice No: | 062121 | 7/14/2021 | Paid Amt: | \$275.00 | |
| | | | | | | | Check Amount: | \$275.00 | |
| 0146 | MB | 81625 | 16402 | | MNIAAA | | Check | | |
| | | | | E 01 | 300 298 000 820 000 | T Henrickson | | \$130.00 | |
| PO#: | Voucher #: | 94832 | Invoice | Invoice No: | 421 | 7/14/2021 | Paid Amt: | \$130.00 | |
| | | | | | | | Check Amount: | \$130.00 | |
| 0146 | MB | 81626 | 17133 | | MOORE ENGINEERING INC | | Check | | |
| | | | | E 06 | 005 870 000 305 889 | Senior Land Surveyor | | \$1,275.00 | |
| | | | | E 06 | 005 870 000 305 889 | Survey Crew Chief II | | \$1,957.50 | |
| | | | | E 06 | 005 870 000 305 889 | Survey Technician II | | \$990.00 | |
| | | | | E 06 | 005 870 000 305 889 | Miles | | \$84.50 | |
| PO#: | Voucher #: | 94841 | Invoice | Invoice No: | 27278 | 7/14/2021 | Paid Amt: | \$4,307.00 | |
| | | | | | | | Check Amount: | \$4,307.00 | |
| 0146 | MB | 81627 | 10556 | Iss | MOORHEAD AREA PUBLIC SCHOOLS | | Check | | |
| | | | | E 01 | 200 420 740 396 000 | Sp Ed Sal Pur F Other D | | \$2,046.15 | |
| | | | | E 01 | 200 420 740 366 000 | Gen.trv,Meals, Rooms | | \$199.17 | |
| PO#: | Voucher #: | 94747 | Invoice | Invoice No: | 1445-3 | 7/14/2021 | Paid Amt: | \$2,245.32 | |
| | | | | | | | Check Amount: | \$2,245.32 | |
| 0146 | MB | 81628 | 10105 | | NASCO | | Check | | |
| | | | | E 04 | 005 509 321 401 000 | SB38340 KNEX Kid Education Group Set - 13 | | \$46.71 | |
| | | | | E 04 | 005 509 321 401 000 | EL16198 KNEX Imagine Classic Construction | | \$33.96 | |
| | | | | E 04 | 005 509 321 401 000 | SN37245 Lincoln Logs Classic Meetinghouse | | \$42.46 | |
| | | | | E 04 | 005 509 321 401 000 | TB20115 Jumbo Playing Cards - Set of Six | | \$12.71 | |
| PO#: 47575 | Voucher #: | 94874 | Invoice | Invoice No: | 99075 | 7/14/2021 | Paid Amt: | \$135.84 | |
| | | | | | | | Check Amount: | \$135.84 | |
| 0146 | MB | 81629 | 14819 | | PAYSCHOOLS | | Check | | |
| | | | | E 01 | 005 110 000 305 000 | Annual Agreement / District | | \$495.00 | |
| | | | | E 01 | 005 110 000 305 000 | Annual Agreement / School | | \$110.00 | |
| | | | | E 04 | 005 505 321 305 000 | Online event registration & ticketing software | | \$295.00 | |
| PO#: 47545 | Voucher #: | 94850 | Invoice | Invoice No: | 242357 | 7/14/2021 | Paid Amt: | \$900.00 | |
| | | | | | | | Check Amount: | \$900.00 | |



Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|------------|------------|-------|---------|-------------------------------|--|---------------|------------|--|
| 0146 | MB | 81630 | 17379 | | POWERSCHOOL GROUP LLC | | Check | | |
| | | | | E 01 | 005 612 000 555 000 | Schoology Enterprise Subscription | | \$8,488.00 | |
| | PO#: 47580 | Voucher #: | 94849 | Invoice | Invoice No: INV266932 | 7/14/2021 | Paid Amt: | \$8,488.00 | |
| | | | | | | | Check Amount: | \$8,488.00 | |
| 0146 | MB | 81631 | 12076 | remit | PREMIUM WATERS, INC. | | Check | | |
| | | | | E 01 | 005 720 000 401 000 | General Supplies | | \$21.50 | |
| | PO#: | Voucher #: | 94884 | Invoice | Invoice No: 502958-06-21 | 7/14/2021 | Paid Amt: | \$21.50 | |
| | | | | | | | Check Amount: | \$21.50 | |
| 0146 | MB | 81632 | 12141 | | REGION 6A, MSHSL | | Check | | |
| | | | | E 01 | 300 294 000 369 504 | 8AA Golf - Boys | | \$160.00 | |
| | | | | E 01 | 300 296 000 369 514 | 8AA Golf - Girls | | \$160.00 | |
| | PO#: | Voucher #: | 94873 | Invoice | Invoice No: 8AA Golf | 7/14/2021 | Paid Amt: | \$320.00 | |
| | | | | | | | Check Amount: | \$320.00 | |
| 0146 | MB | 81633 | 10166 | | REGION I | | Check | | |
| | | | | E 01 | 005 110 000 316 000 | Time Clock Plus | | \$1,366.57 | |
| | PO#: | Voucher #: | 94851 | Invoice | Invoice No: 10854 | 7/14/2021 | Paid Amt: | \$1,366.57 | |
| | | | | E 01 | 005 110 000 316 000 | Data Processing Svcs | | \$2,339.73 | |
| | | | | E 01 | 005 110 302 316 000 | Data Processing Svcs | | \$1,985.01 | |
| | PO#: | Voucher #: | 94852 | Invoice | Invoice No: 10605 | 7/14/2021 | Paid Amt: | \$4,324.74 | |
| | | | | E 01 | 100 620 302 470 000 | Media Resources | | \$1,042.77 | |
| | | | | E 01 | 300 620 302 470 000 | Media Resources | | \$1,042.78 | |
| | PO#: | Voucher #: | 94853 | Invoice | Invoice No: 10494 | 7/14/2021 | Paid Amt: | \$2,085.55 | |
| | | | | | | | Check Amount: | \$7,776.86 | |
| 0146 | MB | 81634 | 17234 | remit | SATELLITE SHELTERS INC | | Check | | |
| | | | | E 06 | 005 870 000 401 885 | Mobile Office rental | | \$567.00 | |
| | PO#: | Voucher #: | 94877 | Invoice | Invoice No: INV494594 | 7/14/2021 | Paid Amt: | \$567.00 | |
| | | | | | | | Check Amount: | \$567.00 | |
| 0146 | MB | 81635 | 17169 | remit | SEESAW LEARNING INC | | Check | | |
| | | | | E 01 | 100 203 000 405 000 | Seesaw for Schools renewal for 2021-2022 (ra | | \$2,200.00 | |
| | PO#: 47475 | Voucher #: | 94856 | Invoice | Invoice No: 2021-50967 | 7/14/2021 | Paid Amt: | \$2,200.00 | |
| | | | | | | | Check Amount: | \$2,200.00 | |
| 0146 | MB | 81636 | 10140 | | STEIN'S INC | | Check | | |
| | | | | E 01 | 005 810 000 410 000 | order #882417 buckeye sparkle | | \$64.40 | |
| | PO#: 47582 | Voucher #: | 94854 | Invoice | Invoice No: 882417 | 7/14/2021 | Paid Amt: | \$64.40 | |
| | | | | E 01 | 005 810 000 410 000 | order # 882204 h2orange | | \$195.86 | |
| | | | | E 01 | 005 810 000 410 000 | freight | | \$4.00 | |
| | PO#: 47577 | Voucher #: | 94855 | Invoice | Invoice No: 882204 | 7/14/2021 | Paid Amt: | \$199.86 | |
| | | | | | | | Check Amount: | \$264.26 | |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|------|------------|------------|--------------------------|------------------------------------|------------------------------|---------------|--------------|---|
| 0146 | MB | 81637 | 17370 | | VARSITY GROUP | | Check | | |
| | | | | E 06 005 870 000 530 887 | Video yearbooks balance due | | | \$6,900.00 | |
| | | PO#: 47468 | Voucher #: | 94857 | Invoice | Invoice No: 10476 | | 7/14/2021 | |
| | | | | | | | Paid Amt: | \$6,900.00 | ✓ |
| | | | | | | | Check Amount: | \$6,900.00 | |
| 0146 | MB | 81638 | 16349 | | VCI ENVIRONMENTAL, INC. | | Check | | |
| | | | | E 06 005 870 000 305 886 | invoice # 7424-1 asbestos removal | | | \$38,232.00 | |
| | | PO#: 47569 | Voucher #: | 94858 | Invoice | Invoice No: 7424-1 | | 7/14/2021 | |
| | | | | | | | Paid Amt: | \$38,232.00 | ✓ |
| | | | | | | | Check Amount: | \$38,232.00 | |
| 0146 | MB | 81639 | 16906 | | WENDEL SGN ARCHITECTS, INC. | | Check | | |
| | | | | E 06 005 870 000 305 000 | Construction Administration | | | \$15,592.04 | |
| | | PO#: | Voucher #: | 94878 | Invoice | Invoice No: 700021 | | 7/14/2021 | |
| | | | | | | | Paid Amt: | \$15,592.04 | ✓ |
| | | | | | | | Check Amount: | \$15,592.04 | |
| 0146 | MB | 81640 | 16458 | | WORTHINGTON DIRECT | | Check | | |
| | | | | E 06 005 870 000 401 887 | MC-1 - Stock #38417 Tool Cabinet | | | \$1,500.00 | |
| | | | | E 06 005 870 000 401 887 | Shipping | | | \$160.56 | |
| | | PO#: 47508 | Voucher #: | 94679 | Invoice | Invoice No: INV370360BAR2091 | | 7/14/2021 | |
| | | | | | | | Paid Amt: | \$1,660.56 | ✓ |
| | | | | | | | Check Amount: | \$1,660.56 | |
| 0146 | MB | 81641 | 17217 | | ALL FINISH CONCRETE, INC | | Check | | |
| | | | | E 06 005 870 000 520 803 | Concrete | | | \$180,009.95 | |
| | | PO#: | Voucher #: | 94896 | Invoice | Invoice No: Draw #15 | | 7/14/2021 | |
| | | | | | | | Paid Amt: | \$180,009.95 | ✓ |
| | | | | | | | Check Amount: | \$180,009.95 | |
| 0146 | MB | 81642 | 17217 | | ALL FINISH CONCRETE, INC | | Check | | |
| | | | | E 06 005 870 000 305 889 | Temp Heat/Environ Ctrl | | | \$39,172.50 | |
| | | PO#: | Voucher #: | 94892 | Invoice | Invoice No: Draw #15 | | 7/14/2021 | |
| | | | | | | | Paid Amt: | \$39,172.50 | ✓ |
| | | | | | | | Check Amount: | \$39,172.50 | |
| 0146 | MB | 81643 | 17310 | | BRADCO RESTORATION INC | | Check | | |
| | | | | E 06 005 870 000 520 804 | Masonry Restoration | | | \$44,175.00 | |
| | | PO#: | Voucher #: | 94900 | Invoice | Invoice No: Draw #15 | | 7/14/2021 | |
| | | | | | | | Paid Amt: | \$44,175.00 | ✓ |
| | | | | | | | Check Amount: | \$44,175.00 | |
| 0146 | MB | 81644 | 17229 | remit | BRAUN INTERTEC CORPORATION | | Check | | |
| | | | | E 06 005 870 000 305 889 | Construction Testing | | | \$8,535.25 | |
| | | PO#: | Voucher #: | 94893 | Invoice | Invoice No: Draw #15 | | 7/14/2021 | |
| | | | | | | | Paid Amt: | \$8,535.25 | ✓ |
| | | | | | | | Check Amount: | \$8,535.25 | |
| 0146 | MB | 81645 | 10001 | | CITY OF BARNESVILLE | | Check | | |
| | | | | E 06 005 870 000 305 889 | Temp Electric | | | \$398.96 | |
| | | PO#: | Voucher #: | 94891 | Invoice | Invoice No: Draw #15 | | 39 7/14/2021 | |
| | | | | | | | Paid Amt: | \$398.96 | ✓ |
| | | | | | | | Check Amount: | \$398.96 | |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|-------------|-------------------|--------------|--------------------------|--|------------------|----------------------|---------------------|---|
| 0146 | MB | 81646 | 17239 | | DAKOTA ROLLOFF SERVICES LLC | | Check | | |
| | | | | E 06 005 870 000 305 889 | Temp Storage | | | \$350.00 | |
| | PO#: | Voucher #: | 94889 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$350.00 | |
| | | | | | | | Check Amount: | \$350.00 | ✓ |
| 0146 | MB | 81647 | 17177 | | EICHOLTZ MASONRY INC | | Check | | |
| | | | | E 06 005 870 000 520 804 | Masonry | | | \$117,098.50 | |
| | PO#: | Voucher #: | 94899 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$117,098.50 | |
| | | | | | | | Check Amount: | \$117,098.50 | ✓ |
| 0146 | MB | 81648 | 17312 | | FAR-MOOR ACOUSTICS & FLOORS LLC | | Check | | |
| | | | | E 06 005 870 000 520 809 | Acoustical Ceilings | | | \$68,305.00 | |
| | PO#: | Voucher #: | 94906 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$68,305.00 | |
| | | | | | | | Check Amount: | \$68,305.00 | ✓ |
| 0146 | MB | 81649 | 17409 | | FERGUSON BROTHERS EXCAVATING INC | | Check | | |
| | | | | E 06 005 870 000 520 831 | Earthwork & Site Utilities | | | \$12,203.00 | |
| | PO#: | Voucher #: | 94910 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$12,203.00 | |
| | | | | | | | Check Amount: | \$12,203.00 | ✓ |
| 0146 | MB | 81650 | 10060 | | FUCHS SANITATION, INC | | Check | | |
| | | | | E 06 005 870 000 305 889 | Dumpsters | | | \$2,800.60 | |
| | PO#: | Voucher #: | 94895 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$2,800.60 | |
| | | | | | | | Check Amount: | \$2,800.60 | ✓ |
| 0146 | MB | 81651 | 17232 | | GAST CONSTRUCTION CO INC | | Check | | |
| | | | | E 06 005 870 000 520 806 | Carpentry | | | \$67,735.00 | |
| | PO#: | Voucher #: | 94903 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$67,735.00 | |
| | | | | | | | Check Amount: | \$67,735.00 | ✓ |
| 0146 | MB | 81652 | 17329 | | HEATER RENTAL SERVICES, LLC | | Check | | |
| | | | | E 06 005 870 000 305 889 | Equipment Rental | | | \$1,305.60 | |
| | PO#: | Voucher #: | 94894 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$1,305.60 | |
| | | | | | | | Check Amount: | \$1,305.60 | ✓ |
| 0146 | MB | 81653 | 17364 | | INNOVATIVE BUILDERS | | Check | | |
| | | | | E 06 005 870 000 520 803 | Concrete | | | \$58,102.77 | |
| | PO#: | Voucher #: | 94898 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$58,102.77 | |
| | | | | | | | Check Amount: | \$58,102.77 | ✓ |
| 0146 | MB | 81654 | 17323 | | INNOVATIVE ERECTORS INC | | Check | | |
| | | | | E 06 005 870 000 520 805 | Steel Erection | | | \$157,028.00 | |
| | PO#: | Voucher #: | 94902 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$157,028.00 | |
| | | | | | | | Check Amount: | \$157,028.00 | ✓ |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|-------------|-------------------|--------------|--------------------------|---------------------------------------|---------------------|----------------------|---------------------|---|
| 0146 | MB | 81655 | 17266 | | INTEGRITY STEEL SUPPLY LLC | | Check | | |
| | | | | E 06 005 870 000 520 805 | Steel Supply | | | \$33,301.00 | |
| | PO#: | Voucher #: | 94901 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$33,301.00 | ✓ |
| | | | | | | | Check Amount: | \$33,301.00 | |
| 0146 | MB | 81656 | 16615 | | JIFFY JONS INC | | Check | | |
| | | | | E 06 005 870 000 401 889 | Temp Toilet | | | \$755.00 | |
| | PO#: | Voucher #: | 94890 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$755.00 | ✓ |
| | | | | | | | Check Amount: | \$755.00 | |
| 0146 | MB | 81657 | 17283 | | LVC COMPANIES INC | | Check | | |
| | | | | E 06 005 870 000 520 821 | Fire Protection | | | \$112,333.75 | |
| | PO#: | Voucher #: | 94907 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$112,333.75 | ✓ |
| | | | | | | | Check Amount: | \$112,333.75 | |
| 0146 | MB | 81658 | 17233 | | MANNING MECHANICAL INC | | Check | | |
| | | | | E 06 005 870 000 520 822 | Plumbing & HVAC | | | \$574,368.58 | |
| | PO#: | Voucher #: | 94908 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$574,368.58 | ✓ |
| | | | | | | | Check Amount: | \$574,368.58 | |
| 0146 | MB | 81659 | 17252 | | PIERCE LEE ROOFING, LLC | | Check | | |
| | | | | E 06 005 870 000 520 807 | Roofing | | | \$28,827.10 | |
| | PO#: | Voucher #: | 94904 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$28,827.10 | ✓ |
| | | | | | | | Check Amount: | \$28,827.10 | |
| 0146 | MB | 81660 | 16905 | | RA MORTON & ASSOCIATES LLC | | Check | | |
| | | | | E 06 005 870 000 305 889 | CM Fees | | | \$27,690.00 | |
| | | | | E 06 005 870 000 305 889 | Job Overhead | | | \$65.08 | |
| | | | | E 06 005 870 000 305 889 | Phone/Technology | | | \$19.94 | |
| | | | | E 06 005 870 000 305 883 | CM Reimbursables | | | \$4,000.00 | |
| | | | | E 06 005 870 000 305 883 | Plan Printing & Bid Expenses | | | \$153.00 | |
| | | | | E 06 005 870 000 305 883 | Misc Mat'l/Const Supplies | | | \$28.96 | |
| | PO#: | Voucher #: | 94888 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$31,956.98 | ✓ |
| | | | | | | | Check Amount: | \$31,956.98 | |
| 0146 | MB | 81661 | 17267 | | RTL CONSTRUCTION INC | | Check | | |
| | | | | E 06 005 870 000 520 809 | Gypsum System | | | \$60,224.36 | |
| | PO#: | Voucher #: | 94905 | Invoice | Invoice No: Draw #15 | 7/14/2021 | Paid Amt: | \$60,224.36 | ✓ |
| | | | | | | | Check Amount: | \$60,224.36 | |
| 0146 | MB | 81662 | 17281 | | TARACON PRECAST LLC | | Check | | |
| | | | | E 06 005 870 000 520 803 | Precast Concrete | | | \$9,500.00 | |
| | PO#: | Voucher #: | 94897 | Invoice | Invoice No: Draw #15 | 41 7/14/2021 | Paid Amt: | \$9,500.00 | ✓ |
| | | | | | | | Check Amount: | \$9,500.00 | |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------------|------------|----------|---------|--------------------------|---|---------------|---------------|--------------|---|
| 0146 | MB | 81663 | 17254 | | VINCO INC | | Check | | |
| | | | | E 06 005 870 000 520 826 | Electrical | | | \$169,931.53 | |
| PO#: | Voucher #: | 94909 | Invoice | Invoice No: | Draw #15 | 7/14/2021 | Paid Amt: | \$169,931.53 | ✓ |
| | | | | | | | Check Amount: | \$169,931.53 | |
| 0146 | MB | 81664 | 17417 | | WYSAN PRECAST SERVICES LLC | | Check | | |
| | | | | E 06 005 870 000 305 889 | Hourly Workers | | | \$4,800.00 | |
| PO#: | Voucher #: | 94922 | Invoice | Invoice No: | Draw #15 | 7/14/2021 | Paid Amt: | \$4,800.00 | ✓ |
| | | | | | | | Check Amount: | \$4,800.00 | |
| 0146 | MB | 81665 | 14911 | REMIT | AMAZON CAPITAL SERVICES | | Check | | |
| | | | | E 01 300 220 000 460 000 | To Kill a Mockingbird | | | \$251.65 | |
| PO#: 47526 | Voucher #: | 94926 | Invoice | Invoice No: | 1GH1-H9M1-C36R | 7/15/2021 | Paid Amt: | \$251.65 | |
| | | | | | | | Check Amount: | \$251.65 | |
| 0146 | MB | 81666 | 13450 | | CROWN TROPHY | | Check | | |
| | | | | E 01 300 294 000 401 504 | Golf Awards | | | \$150.00 | |
| | | | | E 01 300 289 000 401 000 | Golf Awards overage | | | \$11.85 | |
| PO#: | Voucher #: | 94925 | Invoice | Invoice No: | 56745 | 7/15/2021 | Paid Amt: | \$161.85 | |
| | | | | | | | Check Amount: | \$161.85 | |
| 0146 | MB | 81667 | 15411 | | DELTA DENTAL OF MINNESOTA | | Check | | |
| | | | | B 01 215 032 | premiums | | | \$2,906.07 | |
| PO#: | Voucher #: | 94924 | Invoice | Invoice No: | CNS0000742950 | 7/15/2021 | Paid Amt: | \$2,906.07 | |
| | | | | | | | Check Amount: | \$2,906.07 | |
| 0146 | MB | 81668 | 13474 | remit | DOLLAMUR | | Check | | |
| | | | | E 06 005 870 000 530 887 | 40x42 by 1 5/8" Dollamur Flexiroll Mat Purple \ | | | \$6,699.00 | |
| | | | | E 06 005 870 000 530 887 | Dollamur 6' x 36' x 1 5/8" Flexi Roll Mat | | | \$7,136.00 | |
| | | | | E 06 005 870 000 530 887 | 10' White Circles | | | \$480.00 | |
| | | | | E 06 005 870 000 530 887 | Shipping | | | \$1,000.00 | |
| PO#: 47463 | Voucher #: | 94923 | Invoice | Invoice No: | 143669 | 7/15/2021 | Paid Amt: | \$15,315.00 | ✓ |
| | | | | | | | Check Amount: | \$15,315.00 | |
| 0146 | MB | 81669 | 17086 | | EMPLOYERS PREFERRED INS CO | | Check | | |
| | | | | E 01 300 211 000 270 000 | Workers Comp | | | \$13,875.00 | |
| | | | | E 01 100 203 000 270 000 | Workers Comp | | | \$13,875.00 | |
| PO#: | Voucher #: | 94927 | Invoice | Invoice No: | 062521 | 7/15/2021 | Paid Amt: | \$27,750.00 | |
| | | | | | | | Check Amount: | \$27,750.00 | |
| 0146 | MB | 81670 | 16303 | | UNITED STATES TREASURY | | Check | | |
| | | | | E 01 005 110 000 896 000 | PCORI fee | | | \$398.78 | |
| PO#: | Voucher #: | 94928 | Invoice | Invoice No: | 2021 720-V | 42 7/15/2021 | Paid Amt: | \$398.78 | |
| | | | | | | | Check Amount: | \$398.78 | |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|-------------------|-------------------|--------------|----------------|--------------------|--------------------------------------|--|------------------|----------------------|-------------------|
| 0146 | MB | 81671 | 15412 | | AFLAC | | Check | | |
| | | | | B 01 | 215 029 | Supplemental Insurance-Voluntary | | \$515.38 | |
| PO#: | Voucher #: | 94946 | Invoice | Invoice No: | 516803 | 7/19/2021 | Paid Amt: | \$515.38 | |
| | | | | | | | | Check Amount: | \$515.38 |
| 0146 | MB | 81672 | 14911 | | REMIT AMAZON CAPITAL SERVICES | | Check | | |
| | | | | E 01 | 300 220 000 460 000 | The Port Chicago 50: Disaster, Mutiny, and the | | \$79.90 | |
| | | | | E 01 | 300 220 000 460 000 | Of Mice and Men, Mass Market Paperback | | \$229.04 | |
| | | | | E 01 | 300 220 000 460 000 | Refugee - Hardcover | | \$12.82 | |
| | | | | E 01 | 300 220 000 460 000 | The Outsiders - Paperback | | \$29.45 | |
| PO#: 47598 | Voucher #: | 94929 | Invoice | Invoice No: | 14K6-QRNW-14XH | 7/19/2021 | Paid Amt: | \$351.21 | |
| | | | | E 01 | 300 270 000 401 000 | HaokHome 96033 Peel and Stick Wallpaper A | | \$29.14 | |
| | | | | E 01 | 300 270 000 401 000 | Seize The Day Motivational Quote - Wall Art D | | \$16.53 | |
| | | | | E 01 | 300 270 000 430 000 | DECOWALL DWL-1609GS Modern Grey Worl | | \$14.45 | |
| PO#: 47599 | Voucher #: | 94942 | Invoice | Invoice No: | 13CC-RTTF-C4N3 | 7/19/2021 | Paid Amt: | \$60.12 | |
| | | | | E 01 | 300 220 000 460 000 | Summer of the Monkeys | | \$79.90 | |
| | | | | E 01 | 300 220 000 460 000 | Tuesdays with Morrie | | \$75.10 | |
| | | | | E 01 | 300 220 000 460 000 | Secret Life of Bees | | \$109.90 | |
| | | | | E 01 | 300 220 000 460 000 | Separate Peace | | \$106.90 | |
| PO#: 47597 | Voucher #: | 94943 | Invoice | Invoice No: | 1W3J-K16K-ND19 | 7/19/2021 | Paid Amt: | \$371.80 | |
| | | | | | | | | Check Amount: | \$783.13 |
| 0146 | MB | 81673 | 15900 | | ANDERSON ELECTRIC LLC | | Check | | |
| | | | | E 01 | 005 865 370 350 000 | Retrofit existing ceiling fluorescent lights to ne | | \$330.00 | |
| PO#: 47603 | Voucher #: | 94937 | Invoice | Invoice No: | 6767 | 7/19/2021 | Paid Amt: | \$330.00 | ✓ |
| | | | | E 01 | 005 865 370 350 000 | Retrofit existing classroom ceiling fluorescent l | | \$2,431.00 | |
| PO#: 47603 | Voucher #: | 94938 | Invoice | Invoice No: | 6765 | 7/19/2021 | Paid Amt: | \$2,431.00 | |
| | | | | E 06 | 005 870 000 305 885 | Installed various wiremold outlets in classroom | | \$1,048.00 | |
| PO#: 47603 | Voucher #: | 94939 | Invoice | Invoice No: | 6764 | 7/19/2021 | Paid Amt: | \$1,048.00 | |
| | | | | | | | | Check Amount: | \$3,809.00 |
| 0146 | MB | 81674 | 15055 | | remit BSN SPORTS LLC | | Check | | |
| | | | | E 01 | 300 294 302 530 502 | Shoulder Pads - order was sent with sizes | | \$1,323.00 | |
| | | | | E 01 | 300 294 302 530 502 | shipping | | \$0.00 | |
| PO#: 47516 | Voucher #: | 94944 | Invoice | Invoice No: | 913079429 | 7/19/2021 | Paid Amt: | \$1,323.00 | |
| | | | | | | | | Check Amount: | \$1,323.00 |
| 0146 | MB | 81675 | 12853 | | EA - BARNESVILLE | | Check | | |
| | | | | B 01 | 215 025 | Nea-Mea-Bea Dues Payable | | \$2,784.42 | |
| PO#: | Voucher #: | 94087 | Invoice | Invoice No: | S2021210 | 7/19/2021 | Paid Amt: | \$2,784.42 | |
| | | | | | | | | Check Amount: | \$2,784.42 |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|-------------------|-------------------|--------------|---------|---------------------------------------|---|----------------------|--------------------|---|
| 0146 | MB | 81676 | 17420 | | EHP PERFORMANCE | | Check | | |
| | | | | E 04 | 005 506 321 305 000 | Fees For Services | | \$4,608.00 | |
| | PO#: | Voucher #: | 94934 | Invoice | Invoice No: 071521 | 7/19/2021 | Paid Amt: | \$4,608.00 | |
| | | | | | | | Check Amount: | \$4,608.00 | |
| 0146 | MB | 81677 | 17032 | | GLEAVE, KELLY | | Check | | |
| | | | | R 04 | 005 506 321 050 000 | Refund | | \$30.00 | |
| | PO#: | Voucher #: | 94933 | Invoice | Invoice No: 071521 | 7/19/2021 | Paid Amt: | \$30.00 | |
| | | | | | | | Check Amount: | \$30.00 | |
| 0146 | MB | 81678 | 14269 | | LAKES COUNTRY SERVICE COOP | | Check | | |
| | | | | E 01 | 998 790 000 390 000 | YES - Session 6 | | \$6,809.00 | |
| | PO#: | Voucher #: | 94935 | Invoice | Invoice No: 94196 | 7/19/2021 | Paid Amt: | \$6,809.00 | |
| | | | | | | | Check Amount: | \$6,809.00 | |
| 0146 | MB | 81679 | 17233 | | MANNING MECHANICAL INC | | Check | | |
| | | | | E 06 | 005 870 000 305 889 | Total Cost for Temporary Heat the Barnesville | | \$2,724.00 | |
| | PO#: 47604 | Voucher #: | 94947 | Invoice | Invoice No: 4475 | 7/19/2021 | Paid Amt: | \$2,724.00 | ✓ |
| | | | | | | | Check Amount: | \$2,724.00 | |
| 0146 | MB | 81680 | 15417 | | MINNESOTA BABE RUTH LEAGUE INC | | Check | | |
| | | | | E 04 | 005 506 321 369 000 | 15U State Tournament Fee | | \$275.00 | |
| | PO#: | Voucher #: | 94936 | Invoice | Invoice No: 071921 | 7/19/2021 | Paid Amt: | \$275.00 | |
| | | | | | | | Check Amount: | \$275.00 | |
| 0146 | MB | 81681 | 17419 | | MN SOFTBALL | | Check | | |
| | | | | E 04 | 005 506 321 369 000 | 18U State Tournament Fee | | \$210.00 | |
| | PO#: | Voucher #: | 94931 | Invoice | Invoice No: 071521 | 7/19/2021 | Paid Amt: | \$210.00 | |
| | | | | | | | Check Amount: | \$210.00 | |
| 0146 | MB | 81682 | 10556 | Iss | MOORHEAD AREA PUBLIC SCHOOLS | | Check | | |
| | | | | E 01 | 998 790 000 390 000 | Payment Ed MN Dist | | \$45.27 | |
| | PO#: | Voucher #: | 94945 | Invoice | Invoice No: 003912 | 7/19/2021 | Paid Amt: | \$45.27 | |
| | | | | | | | Check Amount: | \$45.27 | |
| 0146 | MB | 81683 | 17365 | | MUSCO LIGHTING LLC | | Check | | |
| | | | | E 01 | 005 865 384 350 000 | lights and service for football field | | \$11,826.00 | |
| | PO#: 47522 | Voucher #: | 94941 | Invoice | Invoice No: 351731 | 7/19/2021 | Paid Amt: | \$11,826.00 | ✓ |
| | | | | | | | Check Amount: | \$11,826.00 | |
| 0146 | MB | 81684 | 11442 | remit | SHERWIN-WILLIAMS COMPANY | | Check | | |
| | | | | E 06 | 005 870 000 401 885 | invoice # 9557-7 paint for shop | | \$597.75 | |
| | PO#: 47601 | Voucher #: | 94940 | Invoice | Invoice No: 9557-7 | 7/19/2021 | Paid Amt: | \$597.75 | ✓ |
| | | | | | | | Check Amount: | \$597.75 | |

Barnesville Public Schools #146 Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type |
|------|------------|------------|-------|---------|-----------------------------------|---------------|------------------------------|
| 0146 | MB | 81685 | 16215 | remit | TEACHER SYNERGY LLC | | Check |
| | | | | E 01 | 100 209 000 460 000 TPT resources | | \$142.00 |
| | PO#: 47600 | Voucher #: | 94930 | Invoice | Invoice No: 158400968 | 7/19/2021 | Paid Amt: \$142.00 |
| | | | | | | | Check Amount: \$142.00 |
| 0146 | MB | 81686 | 14791 | | ZAJAC, MICHELLE | | Check |
| | | | | R 04 | 005 506 321 050 000 Refund | | \$50.00 |
| | PO#: | Voucher #: | 94932 | Invoice | Invoice No: 071521 | 7/19/2021 | Paid Amt: \$50.00 |
| | | | | | | | Check Amount: \$50.00 |
| | | | | | | | Report Total: \$2,906,951.52 |

CLAIMS PRESENTED TO THE BOARD OF EDUCATION
Monday, July 19, 2021

| | | |
|---------------------|------------------------|------------|
| Abarr, Madison | | \$625.00 |
| | Summer Rec | \$625.00 |
| Amundson, Kiana | | \$194.29 |
| | Summer Rec | \$194.29 |
| Berg, Gregory | | \$1,325.00 |
| | School Board Expense | \$1,325.00 |
| Bolgrean, Alexis | | \$121.37 |
| | Summer Rec | \$121.37 |
| Bomstad, Kimberly | | \$100.00 |
| | Activity Worker | \$100.00 |
| Bontjes, Jaida | | \$218.40 |
| | Summer Rec | \$218.40 |
| Boom, Julie | | \$1,000.00 |
| | Summer Rec | \$1,000.00 |
| Boom, Sydney | | \$2,858.40 |
| | Summer Rec | \$2,858.40 |
| Bredman, Dion | | \$540.00 |
| | School Board Expense | \$540.00 |
| Dollison, Brady | | \$238.09 |
| | Summer Rec | \$238.09 |
| Ellefson, Christine | | \$33.60 |
| | Mileage | \$33.60 |
| Ellerbusch, Jon | | \$2,681.89 |
| | Mileage | \$19.04 |
| | 5 sick days paid out | \$2,662.85 |
| Ellingson, Erin | | \$2,369.30 |
| | Behind the Wheel | \$1,097.36 |
| | Drivers Ed | \$1,271.94 |
| Erickson, Desiree | | \$2,425.55 |
| | Kids Club | \$2,425.55 |
| Field, Marla | | \$455.00 |
| | School Board Expense | \$455.00 |
| Fradet, Brooke | | \$65.00 |
| | School Board Expense | \$65.00 |
| Halverson, Grace | | \$384.03 |
| | Summer Rec | \$384.03 |
| Henrickson, Todd | | \$1,949.60 |
| | Personal Leave Pay out | \$731.10 |
| | Sick Leave Pay out | \$1,218.50 |
| Hinsz, Kellen | | \$125.00 |
| | Summer Rec | \$125.00 |

| | | |
|------------------------|-----------------------|------------|
| Hinsz, Tracy | | \$2,080.00 |
| | Summer Rec | \$2,080.00 |
| Jordahl, Lowell | | \$71.25 |
| | Custodial Expense | \$71.25 |
| Kara, Roxanne | | \$27.30 |
| | Custodial Expense | \$27.30 |
| Kluck, Melissa | | \$396.40 |
| | Transportation | \$396.40 |
| Knudson, Erick | | \$300.00 |
| | Musical Accompaniment | \$300.00 |
| Krueger, Bryce | | \$238.09 |
| | Summer Rec | \$238.09 |
| Lien, Christian | | \$389.97 |
| | Summer Rec | \$389.97 |
| Lindbom, Ryan | | \$649.18 |
| | School Board Expense | \$649.18 |
| Mulcahy, Elisabeth | | \$22.50 |
| | Activity Worker | \$22.50 |
| Olson, Emily | | \$1,753.28 |
| | Kids Club | \$1,753.28 |
| Olson, Grace | | \$1,809.08 |
| | Kids Club | \$1,809.08 |
| Pauna, Jonathan | | \$125.00 |
| | Activity Worker | \$125.00 |
| Peloubet-Messer, Chris | | \$660.00 |
| | Summer Rec | \$660.00 |
| Peterson, Belle | | \$84.15 |
| | Summer Rec | \$84.15 |
| Rustad, Sydney | | \$15.00 |
| | Activity Worker | \$15.00 |
| Samuelson, Jodi | | \$165.84 |
| | School Board Expense | \$130.00 |
| | Mileage | \$35.84 |
| Samuelson, Matthew | | \$625.00 |
| | Summer Rec | \$625.00 |
| Schaub, Michael | | \$64.47 |
| | State Track Expense | \$64.47 |
| Schindler, Aaron | | \$2,655.00 |
| | Summer Rec | \$2,655.00 |
| Shirek, Leslie | | \$130.00 |
| | School Board Expense | \$130.00 |
| Sigler, Shane | | \$2,030.00 |
| | Summer Rec | \$2,030.00 |
| Snobl, Scott | | \$90.00 |

| | | | |
|--------------------|----------------------|------------|------------|
| Spillum, Mary | Summer Rec | \$90.00 | \$2,492.85 |
| | Kids Club | \$2,492.85 | |
| Stanford, Anna | | | \$176.52 |
| | Summer Rec | \$176.52 | |
| Suter, Chad | | | \$1,259.00 |
| | Summer Rec | \$1,259.00 | |
| Thompson, Jacob | | | \$905.00 |
| | School Board Expense | \$905.00 | |
| Thune, Jorden | | | \$15.00 |
| | Activity Worker | \$15.00 | |
| Trowbridge, Jack | | | \$703.52 |
| | Summer Rec | \$703.52 | |
| Trowbridge, Philip | | | \$1,500.00 |
| | Summer Rec | \$1,500.00 | |

SUBTOTAL \$39,142.92

TOTAL \$39,142.92

MSDLAF TRANSFERS TO MIDWEST BANK

| | | | |
|----------|----------|------------------|--------------|
| 7/6/2021 | TRANSFER | \$70,000 | |
| 7/6/2021 | TRANSFER | <u>\$430,000</u> | |
| | TOTAL | | \$500,000.00 |

MIDWEST BANK CREDIT CARD EXPENDITURES

| | | | |
|---------------------------|---------------------------|-----------------------------|-------------------|
| Jon Ellerbusch | | <u> </u> | \$0.00 |
| Todd Henrickson | | | \$3,201.70 |
| | MSHSL Supplies | \$100.28 | |
| | Section Golf Hotel | \$2,514.72 | |
| | State Golf Hotel/practice | \$554.40 | |
| | Gasoline | <u>\$32.30</u> | |
| Bryan Strand | | | \$0.00 |
| Jodi Samuelson | | | \$0.00 |
| | | \$0.00 | |
| Total Credit Card Expense | | | <u>\$3,201.70</u> |

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

| Fund | Description | Total |
|---------------------|-----------------------|-----------------------|
| 01 | General Fund | \$482,244.90 |
| 02 | Food Service | \$1,660.89 |
| 04 | Community Service | \$12,605.90 |
| 06 | Building Construction | \$1,924,089.83 |
| 07 | Debt Redemption | \$486,350.00 |
| Report Total | | \$2,906,951.52 |

Student Activity Account Detail Payment Register By Check

| Co | Bank | Check No | Code | Rcd | Vendor | Pmt/Void Date | Pmt Type | | |
|------|-----------|------------|------|---------|---|---------------|---------------|----------------------------|------------|
| 1146 | MN | 17584 | 1713 | | ARMSTRONG, RACHELLE | | Check | | |
| | | | | E 01 | 300 298 000 401 313 | | | Musical Interpreter | \$100.00 |
| | PO#: | Voucher #: | 4353 | Invoice | Invoice No: 06182021 | 6/24/2021 | | | |
| | | | | | | | Paid Amt: | \$100.00 | |
| | | | | | | | Check Amount: | \$100.00 | |
| 1146 | MN | 17585 | 1044 | | GYLLAND, JENNIFER | | Check | | |
| | | | | E 01 | 300 298 000 401 313 | | | Musical Expenses | \$60.65 |
| | PO#: | Voucher #: | 4351 | Invoice | Invoice No: 06242021 | 6/24/2021 | | | |
| | | | | | | | Paid Amt: | \$60.65 | |
| | | | | | | | Check Amount: | \$60.65 | |
| 1146 | MN | 17586 | 1711 | | LEND A HAND UP- DAKOTA MEDICAL FOUNDATION | | Check | | |
| | | | | E 01 | 300 298 000 401 221 | | | Class Dues | \$1,118.80 |
| | PO#: | Voucher #: | 4350 | Invoice | Invoice No: 06242021 | 6/24/2021 | | | |
| | | | | | | | Paid Amt: | \$1,118.80 | |
| | | | | | | | Check Amount: | \$1,118.80 | |
| 1146 | MN | 17587 | 1390 | | SCHAUB, MIKE | | Check | | |
| | | | | E 01 | 300 298 000 401 500 | | | State Track Tickets | \$49.72 |
| | PO#: | Voucher #: | 4352 | Invoice | Invoice No: 06242021 | 6/24/2021 | | | |
| | | | | | | | Paid Amt: | \$49.72 | |
| | | | | | | | Check Amount: | \$49.72 | |
| 1146 | MN | 17588 | 1712 | | THEISEN, KAITLYN | | Check | | |
| | | | | E 01 | 300 298 000 401 313 | | | Shrek Musical Interpreting | \$150.00 |
| | PO#: | Voucher #: | 4354 | Invoice | Invoice No: 1 | 6/24/2021 | | | |
| | | | | | | | Paid Amt: | \$150.00 | |
| | | | | | | | Check Amount: | \$150.00 | |
| 1146 | MN | 17589 | 1043 | | GRAPHIC EDGE | | Check | | |
| | | | | E 01 | 300 298 000 401 580 | | | Practice jerseys | \$581.25 |
| | PO#: 1329 | Voucher #: | 4355 | Invoice | Invoice No: 1506941 | 6/29/2021 | | | |
| | | | | | | | Paid Amt: | \$581.25 | |
| | | | | | | | Check Amount: | \$581.25 | |
| 1146 | MN | 17590 | 1026 | | ISD #146 | | Check | | |
| | | | | E 01 | 300 298 000 401 561 | | | Softball Awards | \$38.10 |
| | PO#: | Voucher #: | 4356 | Invoice | Invoice No: 56506 | 6/29/2021 | | | |
| | | | | | | | Paid Amt: | \$38.10 | |
| | | | | | | | Check Amount: | \$38.10 | |
| 1146 | MN | 17591 | 1004 | | RIDDELL | | Check | | |
| | | | | E 01 | 300 298 000 401 580 | | | Equipment Bags | \$1,086.24 |
| | PO#: | Voucher #: | 4357 | Invoice | Invoice No: 951411108 | 7/19/2021 | | | |
| | | | | | | | Paid Amt: | \$1,086.24 | |
| | | | | | | | Check Amount: | \$1,086.24 | |
| 1146 | MN | 17592 | 1107 | Remit | SCHEELS | | Check | | |
| | | | | E 01 | 300 298 000 401 390 | | | Ammo 6/9 | \$559.30 |
| | PO#: | Voucher #: | 4358 | Invoice | Invoice No: 38203 | 7/19/2021 | | | |
| | | | | | | | Paid Amt: | \$559.30 | |
| | | | | | | | Check Amount: | \$559.30 | |
| | | | | | | | | Report Total: | \$3,744.06 |

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



Barnesville High School - Board Report
July 19, 2021

Past Months Events

1. Nothing new to report

Future High School Events

1. Summer school session will run from August 2nd to August 13
2. Secretaries will begin again August 2nd
 1. Hours will be 7:30 a.m. to 4:00 p.m.
3. Will have detailed back to school events at next months school board meeting.
4. Will be interviewing for English teacher at end of the month

**BOARD REPORT -- TODD HENRICKSON
ELEMENTARY PRINCIPAL/ACTIVITIES DIRECTOR
July 19, 2021**

ELEMENTARY INFORMATION:

- **Elementary Summer School: Aug 9th – Aug 20th**
 - Times: 9:00am - 11:30am
 - Location – H.S. Science Rooms
 - 49 students are currently signed up:
 - K - 9 / 1st – 12 / 2nd – 12 / 3rd – 3 / 4th – 9 / 5th – 3 / 6th - 1

- **The Elementary Office Staff will return on the following dates:**
 - Kristin – August 2nd, Tammy – August 9th, Myself – August 9th

- **Elementary Handbook Changes – 2nd Reading**
 - Changes – Personnel and Activity Fees

- **Activity Handbook Changes – 2nd Reading**
 - Changes – Personnel, Activity Fees, and Section Placements

ACTIVITY INFORMATION:

- **Region 6A Instrumental Solo & Ensemble Results**
 - **All received Superior Ratings:**
 - Sax Quartet – Jordan Thune, Thomas Johnson, Kristen Cote, Kimberly Olson
 - Trumpet Solo – Ashton Hoeft
 - Flute Solo - Keelin Fitzpatrick (Accompanied by Luke Brendefur)
 - Jazz Band – Jordan Thune, Emily Smith, Sierra Seefeldt, Cameron Nibbe, Aaron Pearson, Evan Packer, Emily Bredman, Luke Brendefur, Michael Atteberry
 - Congratulations to Mr. Knudson and all of these students.

- **Fall Athletic Start Dates**
 - **Monday, August 16th**
 - 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 30th**
 - 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)

- **2021-22 - Coaching Positions Available**
 - Volleyball - 7th Grade Coach
 - Wrestling - Head Coach
 - Girls Basketball - 7th Grade Coach
 - Boys Basketball - 8th Grade Coach
 - Track - Head Boys Coach



Barnesville Public Schools Regular School Board Meeting

7:00 PM on Monday, July 19, 2021
High School Library

Superintendent's Monthly Board Report

1. E-12 Budget and Policy Deal Reached

Increases the general per-pupil formula allowance by \$161 per pupil unit (2.45 percent) for FY22 and by \$296 per pupil unit (2.0 percent) in FY23.

2. Safe Learning Plan for the 2021-22 School Year.

The E-12 Education bill does not include any policy language allowing for a distance learning option similar to what was offered under the Safe Learning Plan for the 2020-21 School Year.

Throughout summer 2020 and the 2020-21 school year, the Minnesota Department of Health reported the 14-day COVID-19 case rate by county as a tool for schools to use in decision-making about learning models. Because the Safe Learning Plan will no longer be in effect, MDH will stop reporting these numbers as of June 30, 2021.

The Safe Learning Model Dashboard will be removed on June 30, 2021. The dashboard provides point-in-time information about learning models for school districts and charter schools, so it will no longer be needed following the end of the Safe Learning Plan. The Safe Learning Model Look-Up System, which includes historical information from the 2020-21 school year, will continue to be available on MDE's Safe Learning Model Data webpage.

3. Construction, Construction, Construction

Lots of updates to share during discussion at the end of the school board agenda.

D. Board Committee Reports

10. Removal of Consent Items for Discussion

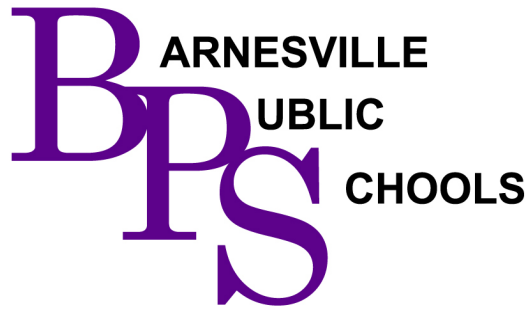
11. Approval of Consent Items

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) Anna Gross's Resignation as Teacher

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INDEPENDENT SCHOOL DISTRICT

District Office 302-324 3rd Street S
PO Box 189 - Barnesville, MN 56514
Phone 218 354-2217 - Fax 218 354-2218
www.barnesville.k12.mn.us

July 15, 2021

John Ellerbusch
Superintendent
Barnesville Public Schools
302 3rd Street SE
Barnesville, MN 56514

Dear Dr. Ellerbusch:

Please accept my resignation from my position as high school English teacher at Barnesville High School.

This has been a very difficult decision as the students are the reason I began teaching, and the students are the reason I have grappled with this decision to leave the classroom—they have been a constant source of inspiration over the years. BHS will always hold a special place in my heart, and I am proud to see my own children continue on in the school district.

I wish you all the best, and I am thankful for my time in Barnesville.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anna Gross', with a large, stylized flourish at the end.

Anna Gross

cc: Bryan Strand, Barnesville High School

*Jon Ellerbusch, Superintendent *218 354-2217 *jellerbusch@barnesville.k12.mn.us *

*Brooke Fradet, Administrative Assistant * bfradet@barnesville.k12.mn.us *

*Chris Ellefson, Community Education Secretary * cellefson@barnesville.k12.mn.us *

*Bryan Strand, High School Principal * 218 354-2228 * bstrand@barnesville.k12.mn.us *

*Todd Henrickson, Elementary Principal/Activities Director * 218 354-2300 * thenrickson@barnesville.k12.mn.us *

*Jodi Samuelson, Finance Officer * jsamuelson@barnesville.k12.mn.us *

*Sara Lien, Payroll/HR Assistant * slien@barnesville.k12.mn.us *

- 2) Ruth Johnson's Resignation as Cook
- 3) Lane Change for Megan Martin from MA to MA+10
- 4) Taylor Anderson as JV Volleyball Coach for the 2021-22 Season
- 5) Maizey Gilberts as B-Team Volleyball Coach for the 2021-22 Season
- 6) Madison Hamanas as C-Team Volleyball Coach for the 2021-22 Season

B. Volunteers

- 1) Dain Biewer as Volunteer Football Coach for the 2021-22 Season
- 2) Ace Gregg as Volunteer Football Coach for the 2021-22 Season
- 3) Kirk Peterson as Volunteer Football Coach for the 2021-22 Season
- 4) Scott Snobl as Volunteer Football Coach for the 2021-22 Season

C. Donations

- 1) \$952.30 from Barnesville Booster Club for Volleyball Camp T--shirts and Athletic Complex Shed
- 2) \$25 from Bell Bank for Custom Debit Card Donation
- 3) \$92.44 from Coborn's for School Rewards
- 4) \$687.50 from Microsoft-Benevity Fund for Softball Auxiliary Account
- 5) \$800 from Microsoft-Benevity Fund for Softball Auxiliary Account

D. Handbooks

- 1) 2021-22 Elementary Student Handbook

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ATKINSON ELEMENTARY



PARENT / STUDENT HANDBOOK

2021-22

(Revised July 19, 2021)

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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 |
| KRISTIN HOVDE | ELEMENTARY SECRETARY |
| TAMMY MAESSE | 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 20, 2020**. 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 | |
| Aaron Schindler | |
| Nicole Nelson | |

Preschool

| | |
|------------------------|--|
| Laura Lempe | |
| Breanna Chuinard | |
| Gloria Lee | |

Speech Clinician

| | |
|-----------------------|-----|
| Michelle Field | 441 |
| Becky Swegarden | 405 |

Special Education

| | |
|----------------------------|-----|
| Sarah Poepping | 408 |
| Michelle Wander | 414 |
| Susan Yeske | |
| Taylor Anderson (OT) | 426 |

Music

| | |
|-------------------|-----|
| Mariah Dant | 443 |
|-------------------|-----|

| | |
|---|-------------------|
| 5th & 6th Grade Band | |
| Erick Knudson | 334 - High School |
| Physical Education | |
| C.J. Peeters | 412 |
| Social Worker | |
| Madalyn Welty | |
| Library Aide | |
| Lynn Thorkildson | 411 |
| Title I Paraprofessionals | |
| Joanne Herbranson..... | 651 |
| Lori Henrickson | 438 |
| TBD | |
| 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..... | 408 |
| Mary Spillum..... | 673 |
| Lesley Connelly..... | 674 |
| Ashley Schwartz | 408 |
| Chandra Buck | 408 |
| Technology Coordinator | |
| Casey Ehlert..... | 338 |
| 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 Szveduik..... | 340 |
| Duane Duval | 407 |
| Scott Odden | 407 |
| Laurie Haapala..... | 407 |
| Grounds / Maintenance | |
| Jeff Cihak..... | 340 |
| Secretary | |
| Kristin Hovde..... | 405 |
| Tammy Maesse..... | 409 |

PART I - INFORMATION

ELEMENTARY SCHOOL OFFICE

The elementary school office can be accessed by entering the main doors at the south end of the building. The office staff includes the principal and two administrative assistants. 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:

| <u>Age/Grade Groupings</u> | <u>Vaccine Type and Number of Doses</u> |
|-----------------------------------|--|
| 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 and Target Stores.

Music – Kleenex (1)

PE (All Students) - Non-marking tennis shoes.

Kindergarten:

Labeled with Name: Bath or beach towel, Large Backpack, (2) 2-pocket Vinyl folders, Headphones (no earbuds)

Unlabeled: (3) Packages of 24 count Crayola Crayons, (2) 10-count boxes of Crayola Classic Color Markers, (1) Large pack of Elmer's glue sticks, (1) Box of #2 Pencils, (3) 7-8 oz. Elmer's Glue, (2) Boxes of Kleenex, (1) Box of Colored Pencils, (1) Shoe-box sized plastic tote with lid, (1) Box of Ziploc bags - Quart or Gallon sized, (1) 1 ½" 3-ring Binder, 4-pack of Black Dry Erase Markers, (2) Containers of Disinfecting 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, (1) Kleenex box.

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: crayons, markers, colored pencils, 5x8 pencil box, 24 pkg watercolor paint, Kleenex (1), glue sticks (10), #2 Pencils, large erasers, pencil top erasers, highlighter, expo markers (1 pkg.), wide-lined notebooks (2), 2-pocket folders (4), Clorox/Lysol disinfecting wipes, black sharpie (2), composition notebook, headphones, scissors

Fourth Grade: headphones for iPads, 12" ruler, crayons, scissors, (3) wide-lined spiral notebooks, 4 pack of dry erase markers, 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, markers, colored pencils, scissors, pens, pencils, wide-lined spiral notebooks (2), 2-pocket folders (3), highlighter (1), white glue (1), glue sticks, Black Sharpies (2), Kleenex (1), Clorox/Lysol disinfecting wipes (1), earbuds or headphones, pencil box/pouch.

Sixth Grade: scissors, markers, colored pencils, pencils, highlighter (1), black sharpie (2), 1 pack of dry erase markers, 2-pocket folders (5), wide lined spiral notebooks (3), white glue (1), ruler (1), watercolor paints, Clorox/Lysol disinfecting wipes, earbuds, pencil box/pouch

ALL BACKPACKS/BAGS MUST BE SMALL ENOUGH TO FIT IN A LOCKER.

FEEES

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 7th, will be the first day of school for all children. Students should meet in the following areas as assigned to them:

- Preschool Rooms 25 & 27
- Kindergarten New Addition
- Grade 1 New Addition
- Grade 2 Rooms 1, 2, 3, 4
- Grade 3 Rooms 14, 15, 16
- Grade 4 Rooms 11, 12, 13
- Grade 5 Rooms 4, 5, 6
- Grade 6 Rooms 8, 9, 10

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

It is our intention to run the after school kids club starting in the fall. More information regarding start times, end times, and rates will be available at a later date.

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 | \$438.60 |
| 1 meal – includes 1 milk | \$1.30 | \$2.55 |
| *Kindergarten | Free | \$2.55 |
| 1 adult meal – includes 1 milk | \$2.35 | \$4.15 |
| 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 indicates 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 (tentative):

| | |
|--------------|--------------------------|
| 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 p.m. |
| Grade 3..... | 11:35 a.m. to 12:05 a.m. |
| Grade 4..... | 11:45 a.m. to 12:15 p.m. |
| Grade 5..... | 11:55 a.m. to 12:25 p.m. |
| Grade 6..... | 12:05 p.m. to 12:35 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 on the South End of the building 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.

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 Megan Hoyer. Her office is located in the high school, and her 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.

NUTRITIONAL 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 PROTECTION 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: Megan Hoyer
504 Coordinator: 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

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.

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- 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 |
|--|---------------|
| <i>*Behavior Slip</i> | <i>1</i> |
| <i>*Student Behavior Referral Report</i> | <i>2</i> |
| <i>*School Suspension</i> | <i>3</i> |

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 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

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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. THE SCHOOL DOES NOT HAVE AN ACCIDENT INSURANCE PROGRAM TO COVER ACCIDENTS THAT MAY HAPPEN IN SCHOOL.
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 100⁰ 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)

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

ACCESS and Alternate ACCESS for English Learners

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

Why are these assessments effective?

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

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics 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](https://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

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

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

Student’s District/School _____ Grade _____

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

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (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. 114 Student ID or MARSS Number _____

ATKINSON ELEMENTARY SCHOOL MAP 2021-22



BARNESVILLE

HIGH

SCHOOL



**Student/Parent Handbook
2021-2022**

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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 |
| Megan Hoyer | Guidance Counselor | 311 | mhoyer@barnesville.k12.mn.us |
| Jennifer Gylland | Vocal Music | 344 | jgylland@barnesville.k12.mn.us |
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| 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 |
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| | Special Education Para | | |
| Stacy Martz | Special Education Head Baseball | 332 | smartz@barnesville.k12.mn.us |
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| Monica Petersen | Math | 323 | mpetersen@barnesville.k12.mn.us |
| Mike Schaub | Physical Education Head Girls Track | 309 | mschaub@barnesville.k12.mn.us |
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| | | | |
|-----------------|--|-----|--|
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| Karen Solum | English | 324 | ksolum@barnesville.k12.mn.us |
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| Gina Stafford | Special Education Para | 349 | gstafford@barnesville.k12.mn.us |
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| 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.

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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:

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.

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...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

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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 Don Szveduik 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.

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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 #146 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.

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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

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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.

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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.

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**INDEPENDENT SCHOOL DISTRICT 146
BOARD OF EDUCATION**

Ryan Lindbolm
Jay Rehder

Dave Herbranson
Dion Bredman

Greg Berg
Jake Thompson

Marla Field

ADMINISTRATION

Dr. Jon Ellerbusch
Bryan Strand
Todd Henrickson

Jeff Tharaldson
Casey Ehlert
Jodi Samuelson
Brooke Fradet
Shelly Krueger
Missy Sossa
Cindy Ullrich
Tammy Maesse
Chris Ellefson

Superintendent
7 - 12 Principal
Elementary Principal/
Activities Director
School Resource Officer
Network Administrator
District Finance Officer
Administrative Secretary
Attendance Clerk/Receptionist
Records Clerk/Receptionist
Elementary Secretary
Elementary Secretary
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 its 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.

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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 |
| Megan Hoyer | 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 Science/Biology |
| Erick Knudson | Instrumental Music |
| Mike Schaub | Phy. Ed. |
| Marissa Westerberg | 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 |
| Don Szweduk | Head Custodian |
| Bruce Davis, Lori Haapala, Lori Ernst | Custodians |
| Sharon Braton, Mary Butenhoff | Cooks |
| LaVonne Redding | Cafeteria Aides |

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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.

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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.

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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

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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

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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

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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 other 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:

| <i>Age/Grade Groupings</i> | <i>Vaccine Type and Number of Doses</i> |
|----------------------------------|--|
| <i>Kindergarten < 7 years</i> | <i>5 DTP, 4 polio, 1 MMR</i> |
| <i>7 years through grade 6</i> | <i>>3 DTP/Td, > 3 polio, 1 MMR</i> |
| <i>Grades 7 through 12</i> | <i>>3 DTP/Td (1 dose>11 years), >3 polio, 2 MMR</i> |
| <i>Kindergarten</i> | <i>> 3 hepatitis B</i> |
| <i>K and grade 7</i> | <i>> 3 hepatitis B</i> |

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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.

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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

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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

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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.

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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 |

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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 use weighted grades for college level courses. In accordance to state statute 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.

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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 and 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

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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

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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.

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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

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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 hardship 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: Ms. Megan Hoyer
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

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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.

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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, KVLV, 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.

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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.

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- 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)

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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

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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.
- H. \$20 Art lab Fee will be assessed

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.

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SCHOOL MEAL PRICES:

| | Lunch | Breakfast |
|----------------------|-------|-----------|
| Students Single Meal | FREE | Free |
| Additional Milk | .40 | .40 |
| Adult Meal | 4.25 | 2.45 |

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.

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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

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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 suspension. 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

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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.

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CATEGORY A ISSUES-CLASSROOM

| <u>DESCRIPTION OF BEHAVIOR</u> | <u>CORRECTIVE ACTION- Minimum/Maximum Recommendations</u> |
|---------------------------------|--|
| 1. INAPPROPRIATE BEHAVIORS | 1. Redirection of Behaviors 2. Appropriate/Progressive Classroom Consequences |
| 2. FOOD/DRINK ISSUES | 3. Communication with Parents 4. Referral to Office for Excessive Occurrences and Failure to Change Behaviors |
| 3. TARDINESS | |
| 4. OFF-TASK BEHAVIORS | |
| 5. INADEQUATE CLASS PREPARATION | |
| 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

| <u>DESCRIPTION OF BEHAVIOR</u> | <u>CORRECTIVE ACTION- Minimum/Maximum Recommendations</u> |
|---|--|
| 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 | |

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- | | |
|---|--|
| <p>6. LEAVE SCHOOL GROUNDS: Leaving without permission during school hours and/or failure to check out of school properly.</p> | <p>1. 2 Hour Detention for each hour gone from school 2. 1 day OSS 3. 3 Days of OSS</p> |
| <p>7 TOBACCO/ALCOHOL: Possession or use of tobacco/alcohol or tobacco like products such as e-cigs and vapor cigarettes.</p> | <p>1. Parental Notification and 3-5 days of OSS 2. Referral to Law Enforcement</p> |
| <p>8. STUDENT ATTIRE: Manner of dress which possesses a danger, is offensive, or creates disorder.</p> | <p>1. Detention, Clothing Change 2. In-School Suspension, change attire 3. ISS-2 days 4. Parent Conference</p> |
| <p>9. Inappropriate behavior at school assemblies.</p> | <p>1. Removal for the remainder of the year at remaining school assemblies.</p> |

CATEGORY C ISSUES-SUSPENDABLE BEHAVIORS

DESCRIPTION OF BEHAVIOR

CORRECTIVE ACTION-

Minimum/Maximum Recommendations

- | | |
|---|--|
| <p>1. FIGHTING: Fighting is an exchange in which one or both parties have contributed to the situation by verbal or physical action.</p> | <p>1. Parental Notification, 3 days Out-Of-School suspension.</p> |
| <p>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.</p> | <p>1. Student Conference, Parental Notification, Dismissal or In-School Suspension 2. Out-Of-School Suspension</p> |
| <p>3. WILLFUL DAMAGE OF SCHOOL PROPERTY</p> | <p>1. Parental Notification, Restitution or Repair of Damage, Dismissal or Suspension. Depending on severity</p> |
| <p>4. HARASSMENT: (Inclusive of Sexual, Religious and Racial Harassment) Acts That injure, degrade, or disgrace others.</p> | <p>1. Student Conference-Referral to Human Rights Officer; Notification Of Parents 2. Action According to District Harassment Policy</p> |
| <p>5. SKIPPED/MISSED DETENTION: Any absence from assigned detention which is not authorized or approved.</p> | <p>1. Detention Doubles 2. Assigned Saturday Detention 3. Dismissal or Suspension</p> |

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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.

1. Notify Legal Authorities and Parents with Suspension from School
2. Referral to School Board for Expulsion

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.

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

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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

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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.

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- 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,

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- 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

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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.

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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 2 1/2 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.

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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.

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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>

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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 "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- 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

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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.

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**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.

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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;

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- (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 which 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.

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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,

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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

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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.

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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.

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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

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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;

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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

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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

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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

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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

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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.

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- 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

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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;

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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:

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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

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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)

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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)

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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.

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**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.

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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.

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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.

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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

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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.

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**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);

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- (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.

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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.

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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

Barnesville High School

Student Handbook

2020-2021

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

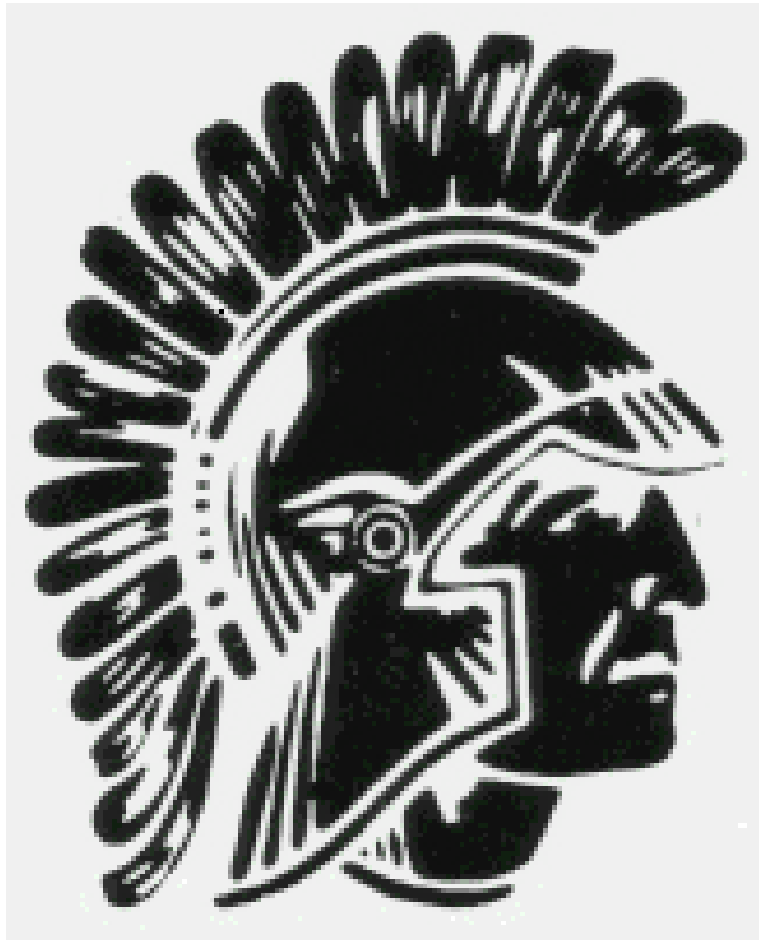
This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

Wellness/Nutrition Guidelines

NUTRITIONAL 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.

ACTIVITIES HANDBOOK



STUDENTS, PARENTS, & SPECTATORS
BARNESVILLE HIGH SCHOOL
(REVISED July 19, 2021)

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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

LESLIE SHIREK GREG BERG JACOB THOMPSON MARLA FIELD
DION BREDMAN RYAN LINDBOM DAVE HERBRANSON

ADMINISTRATION

DR. JON ELLERBUSCH SUPERINTENDENT
TODD HENRICKSON K-6 PRINCIPAL
BRYAN STRAND ACTIVITIES DIRECTOR
7 - 12 PRINCIPAL

SECRETARIES / OFFICE STAFF

BROOKE FRADET ADMINISTRATIVE SECRETARY
KRISTIN HOVDE ELEMENTARY SECRETARY
TAMMY MAESSE 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
(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

BARNESVILLE HIGH SCHOOL - ACTIVITIES STAFF

| ACTIVITY | POSITION | NAME |
|----------|----------|------------------|
| Band | Director | Erick Knudson |
| Choir | Director | Jennifer Gylland |

FALL ACTIVITIES

| | | |
|----------------|-----------------|-----------------|
| Musical | Director | Alissa Nibbe |
| Musical | Director | TBD |
| Football | Head Coach | Bryan Strand |
| | Assistant | Phil Trowbridge |
| | JV | Nathan Strand |
| | 9 th | Nick Paur |
| | 8 th | Matt Askegaard |
| | 7 th | Scott Amundson |
| | JH Floater | Tracy Hinsz |
| Volleyball | Head Coach | Megan Askegaard |
| | JV | Taylor Anderson |
| | B-Team | Maizey Gilbert |
| | 9 th | Madison Haman |
| | 8 th | Janet Rasmussen |
| | 7 th | TBD |

WINTER ACTIVITIES

| | | |
|------------------|-----------------------|------------------|
| Wrestling | Head Coach | TBD |
| Girls Basketball | Assistant | Zach Anderson |
| | 9 th / JH | Jeff Titus |
| | Head Coach | Ryan Bomstad |
| | Assistant | Ali Skogen |
| | 9 th | Nycole Mouristen |
| Boys Basketball | 8 th | George Haj |
| | 7th | TBD |
| | Head Coach | Chad Suter |
| | Assistant | Tracy Hinsz |
| | 9 th | Jenson Beachy |
| One Act Play | 8th | TBD |
| | 7 th | Kris Friesen |
| | Director | Alissa Nibbe |

SPRING ACTIVITIES

| | | |
|-------------|----------------------|-----------------|
| Visual Arts | Director | Heidi Smith |
| Girls Golf | Head Coach | George Haj |
| Boys Golf | Head Coach | Matt Askegaard |
| Softball | JH Boys & Girls Golf | Jed Johnson |
| | Head Coach | Aaron Schindler |
| | Assistant | Nikki Gregg |

| | | |
|-------------------|--|---|
| Baseball | Junior High Head Coach Assistant | Maddie Abarr Stacy Martz Nathan Strand |
| Girls Track | Junior High Head Coach Assistant | Adrian O'Brien Mike Schaub McKinzie Solum |
| Boys Track | Head Coach Assistant | TBD Maizey Gilbert |
| Clay Target | JH Boys & Girls Head Coach | Jack Schaub Corey Stuvland |

COMPETITIVE SECTION ASSIGNMENTS

| | |
|------------------|-----|
| VOLLEYBALL | 8AA |
| FOOTBALL | 8AA |
| GIRLS BASKETBALL | 8AA |
| BOYS BASKETBALL | 8AA |
| WRESTLING | 8A |
| BOYS TRACK | 6A |
| GIRLS TRACK | 6A |
| BOYS GOLF | 8AA |
| GIRLS GOLF | 8AA |
| BASEBALL | 8AA |
| SOFTBALL | 8AA |
| MUSIC | 6A |
| SPEECH | 6A |
| ONE-ACT PLAY | 6A |
| VISUAL ARTS | 6A |

CONFERENCE ASSIGNMENTS

HEART O' LAKES CONFERENCE

VOLLEYBALL, BASKETBALL, WRESTLING, TRACK,
BASEBALL, SOFTBALL & GOLF

MIDWEST DISTRICT - WHITE

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 \$50.00 per activity
 - b. 9th – 12th Graders \$75.00 per activity
 - i. Change of Pace \$50.00
 - ii. Jazz Band \$50.00
 - iii. Knowledge Bowl \$50.00
 - iv. Musical \$50.00
 - c. The guidelines are as follows:
 - i. **Student Max:**
 1. **Junior High (7th & 8th) No Student Max**

2. Varsity (9th – 12th) \$200.00

ii. Family Max - \$350.00

- iii. The fee will be collected by the supervisor/coach for each activity or can be paid in the high school office.
- iv. 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.
- v. 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. Student \$4.00
 - iii. Senior Citizen (65) Free
- b. Season Pass
 - i. Adult \$55.00
 - ii. Student \$35.00
 - iii. Senior Citizen (65) Free
- c. No Charge for music concerts

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 student’s eligibility as the principal and athletic director will see this and 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, Track, Clay Target
 - A. Varsity 1 game/meet
 - B. Junior High 1 game/meet
- ii. Volleyball, Baseball, Softball
 - A. Varsity 2 matches/games
 - B. Junior High 2 matches/games
- 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 unsportsmanlike 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.

Hazing

Please refer to Barnesville Public School's Policy #526

Barnesville School District Website

www.barnesville.k12.mn.us

ACCESS TO ACTIVITY SCHEDULES



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: 15 PERIOD TO: July 05, 2021 | Distribution to: OWNER: <input type="checkbox"/> CONSTRUCTION MANAGER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> : <input type="checkbox"/> |
| ATTENTION: Dr. Jon Ellerbusch, Superintendent | VIA CONSTRUCTION MANAGER: R. A. Morton & Associates, LLC | PROJECT NOS: 1907 / | |

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 <i>(Item A Totals)</i> | \$28,050,000.00 |
| 2. TOTAL NET CHANGES BY CHANGE ORDERS <i>(Item B Totals)</i> | \$655,031.00 |
| 3. TOTAL CONTRACT SUM TO DATE <i>(Item C Totals)</i> | \$28,705,031.00 |
| 4. TOTAL COMPLETED & STORED TO DATE <i>(Item F Totals)</i> | \$18,408,215.77 |
| 5. RETAINAGE <i>(Item H Totals)</i> | \$737,081.00 |
| 6. LESS PREVIOUS TOTAL PAYMENTS <i>(Item I Totals)</i> | \$15,887,916.34 |
| 7. CURRENT PAYMENT DUE <i>(Item J Totals)</i> | \$1,783,218.43 |

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: Connie M. Leathers

My Commission expires: January 31, 2022

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 \$1,783,218.43

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: _____

I.S.D. #146 - Barnesville Public Schools

Project Application Summary

Application No. 15

Period From: 06/05/21

To: 07/05/21

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 |
|--------------------------------------|---------------|----------------------|------------------|---------------|------------------|-----------------|------------------|-------------------|-----------------|-------------------|------------------|
| | * \$85,000.00 | Transferred to Owner | Contingency | | | | | | | | |
| General Conditions Allow. | 415,205.00 | (375,423.63) | 39,781.37 | | | | | | | 39,781.37 | 90% |
| Phone/Technology | 0.00 | 10,347.84 | 10,347.84 | 10,347.84 | | 10,347.84 | | 10,327.90 | 19.94 | | |
| Temp Office | 0.00 | 11,208.00 | 11,208.00 | 11,208.00 | | 11,208.00 | | 11,208.00 | | | |
| Temp Storage | 0.00 | 1,900.00 | 1,900.00 | 1,900.00 | | 1,900.00 | | 1,550.00 | 350.00 | | |
| Temp Toilet | 0.00 | 6,843.50 | 6,843.50 | 6,843.50 | | 6,843.50 | | 6,088.50 | 755.00 | | |
| Temp Electric | 0.00 | 9,626.61 | 9,626.61 | 9,626.61 | | 9,626.61 | | 9,227.65 | 398.96 | | |
| Temp Heat/Environ Control | 0.00 | 66,369.99 | 66,369.99 | 66,369.99 | | 66,369.99 | | 27,197.49 | 39,172.50 | | |
| Barricades/Temp Fencing | 0.00 | 15,520.00 | 15,520.00 | 15,520.00 | | 15,520.00 | | 15,520.00 | | | |
| Construction Staking | 0.00 | 27,215.75 | 27,215.75 | 27,215.75 | | 27,215.75 | | 27,215.75 | | | |
| Construction Testing | 0.00 | 94,432.75 | 94,432.75 | 94,432.75 | | 94,432.75 | | 85,897.50 | 8,535.25 | | |
| Safety | 0.00 | 133.03 | 133.03 | 133.03 | | 133.03 | | 133.03 | | | |
| Misc Mat'l/Constr Supplies | 0.00 | 721.35 | 721.35 | 721.35 | | 721.35 | | 692.39 | 28.96 | | |
| Construction Signage | 0.00 | | 0.00 | | | | | | | | |
| Hourly Workers | 0.00 | 18,570.65 | 18,570.65 | 18,570.65 | | 18,570.65 | | 13,770.65 | 4,800.00 | | |
| Equipment Rental | 0.00 | 4,241.20 | 4,241.20 | 4,241.20 | | 4,241.20 | | 2,935.60 | 1,305.60 | | |
| Snow Removal/Road Maintenance | 0.00 | | 0.00 | | | | | | | | |
| Dumpsters | 0.00 | 19,842.46 | 19,842.46 | 19,842.46 | | 19,842.46 | | 17,041.86 | 2,800.60 | | |
| Clean Up | 0.00 | 2,175.24 | 2,175.24 | 2,175.24 | | 2,175.24 | | 2,175.24 | | | |
| 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 | 1,275.26 | 1,275.26 | 1,275.26 | | 1,275.26 | | 1,210.18 | 65.08 | | |
| Sub-Total | \$415,205.00 | (\$85,000.00) | \$330,205.00 | \$290,423.63 | \$0.00 | \$290,423.63 | \$0.00 | \$232,191.74 | \$58,231.89 | \$39,781.37 | 88% |
| 3A Combination Building and Site Concrete | | | | | | | | | | | |
| All Finish Concrete, Inc. | 1,130,567.06 | 29,005.82 | 1,159,572.88 | 810,481.06 | | 810,481.06 | 40,524.00 | 589,947.11 | 180,009.95 | 349,091.82 | 70% |
| 3B Precast Concrete | | | | | | | | | | | |
| Taracon Precast, LLC | 1,205,119.00 | | 1,205,119.00 | 1,205,119.00 | | 1,205,119.00 | 60,256.00 | 1,135,363.00 | 9,500.00 | 0.00 | 100% |
| PR #37 Concrete | | | | | | | | | | | |
| Innovative Builders | 0.00 | 100,067.77 | 100,067.77 | 61,160.77 | | 61,160.77 | 3,058.00 | | 58,102.77 | 38,907.00 | 61% |
| 4A Masonry | | | | | | | | | | | |
| Eicholtz Masonry, Inc. | 1,684,400.00 | 66,389.00 | 1,750,789.00 | 1,727,911.50 | | 1,727,911.50 | 86,396.00 | 1,524,417.00 | 117,098.50 | 22,877.50 | 99% |
| 4B Masonry Restoration | | | | | | | | | | | |
| Bradco Restoration, Inc. | 0.00 | 71,445.00 | 71,445.00 | 46,500.00 | | 46,500.00 | 2,325.00 | | 44,175.00 | 24,945.00 | 65% |
| 5A Steel Supply (MO) | | | | | | | | | | | |
| Integrity Steel Supply, LLC | 782,000.00 | 57,046.00 | 839,046.00 | 669,685.00 | | 669,685.00 | 33,484.00 | 602,900.00 | 33,301.00 | 169,361.00 | 80% |
| 5B Steel Erection (LO) | | | | | | | | | | | |
| Innovative Erectors, Inc. | 348,900.00 | 257,694.79 | 606,594.79 | 422,407.78 | | 422,407.78 | 21,120.00 | 244,259.78 | 157,028.00 | 184,187.01 | 70% |
| 6A Carpentry | | | | | | | | | | | |
| Gast Construction Co., Inc. | 429,500.00 | 77,330.93 | 506,830.93 | 300,369.97 | | 300,369.97 | 15,018.00 | 217,616.97 | 67,735.00 | 206,460.96 | 59% |
| 6B Architectural Woodwork | | | | | | | | | | | |
| Northern Woodwork, Inc. | 141,537.00 | 35,493.00 | 177,030.00 | 81,636.26 | | 81,636.26 | 4,082.00 | 77,554.26 | | 95,393.74 | 46% |
| 7A Weather Barriers | | | | | | | | | | | |
| Fresh Look Painting, LLC dba Herzog Coatings | 35,600.00 | | 35,600.00 | 35,600.00 | | 35,600.00 | 1,780.00 | 33,820.00 | | 0.00 | 100% |
| 7B Roofing | | | | | | | | | | | |
| Pierce Lee Roofing, Inc. | 1,336,166.00 | 17,030.78 | 1,353,196.78 | 897,676.70 | | 897,676.70 | 44,884.00 | 823,965.60 | 28,827.10 | 455,520.08 | 66% |
| 7C Joint Sealants | | | | | | | | | | | |
| WCS1, LLC | 60,500.00 | 4,250.00 | 64,750.00 | 27,000.00 | | 27,000.00 | 1,350.00 | 25,650.00 | | 37,750.00 | 42% |

| 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 |
|---|---|-----------------|---------------------|------------------|---------------------|--------------------|---------------------|----------------------|--------------------|----------------------|---------------------|
| 8A Doors, Frames, and Hardware (MO) | | | | | | | | | | | |
| Central Door & Hardware, Inc. | 264,937.00 | 69,533.00 | 334,470.00 | 114,544.00 | | 114,544.00 | 5,727.00 | 108,817.00 | | 219,926.00 | 34% |
| 8B Aluminum Doors and Windows | | | | | | | | | | | |
| Rusco Window Company, Inc. | 338,689.00 | 17,130.00 | 355,819.00 | 244,704.00 | | 244,704.00 | 12,235.00 | 232,469.00 | | 111,115.00 | 69% |
| 8C Sectional Doors | Contract Prepared Later - \$ Taken From Contingenc | | | | | | | | | | |
| PS Garage Doors | 15,000.00 | 37,049.00 | 52,049.00 | | | | | | | 52,049.00 | 0% |
| 9A Gypsum System | | | | | | | | | | | |
| RTL Construction, Inc. | 778,075.00 | 79,777.69 | 857,852.69 | 523,404.38 | | 523,404.38 | 26,170.00 | 437,010.02 | 60,224.36 | 334,448.31 | 61% |
| 9B Tilework | | | | | | | | | | | |
| McArthur Tile Corporation | 130,000.00 | 47,800.00 | 177,800.00 | 64,900.00 | 31,000.00 | 95,900.00 | 4,795.00 | 91,105.00 | | 81,900.00 | 54% |
| 9C Acoustical Ceilings | * Contract Prepared Later - \$ Added to Contingency | | | | | | | | | | |
| Far-Moor Acoustics & Floors, LLC | 365,000.00 | 41,703.00 | 406,703.00 | 38,546.32 | 105,540.00 | 144,086.32 | 7,204.00 | 68,577.32 | 68,305.00 | 262,616.68 | 35% |
| 9D Wood Flooring | | | | | | | | | | | |
| H2I Group, Inc. | 194,300.00 | | 194,300.00 | 9,715.00 | 55,554.00 | 65,269.00 | 3,263.00 | 62,006.00 | | 129,031.00 | 34% |
| 9E Floor Covering | | | | | | | | | | | |
| Bachman, Inc. dba Floor to Ceiling Carpet One | 326,398.00 | 18,459.00 | 344,857.00 | 127,225.00 | | 127,225.00 | 6,361.00 | 120,864.00 | | 217,632.00 | 37% |
| 9F Painting | | | | | | | | | | | |
| Trall Painting Co. | 184,500.00 | 16,245.00 | 200,745.00 | 37,718.00 | | 37,718.00 | 1,886.00 | 35,832.00 | | 163,027.00 | 19% |
| 10A Lockers | | | | | | | | | | | |
| Olympus Lockers & Storage Products, Inc. | 77,219.00 | 1,995.00 | 79,214.00 | 40,119.00 | | 40,119.00 | 2,006.00 | 38,113.00 | | 39,095.00 | 51% |
| 11A Gymnasium Equipment | | | | | | | | | | | |
| H & B Specialized Products, Inc. | 51,600.00 | | 51,600.00 | 2,349.00 | | 2,349.00 | 117.00 | 2,232.00 | | 49,251.00 | 5% |
| 11C Foodservice Equipment | Contract Prepared Later - \$ Taken from Owner Cont. | | | | | | | | | | |
| Trimark Hockenbergs | 0.00 | 390,322.97 | 390,322.97 | 7,650.46 | | 7,650.46 | 383.00 | 7,267.46 | | 382,672.51 | 2% |
| 12A Furnishings | | | | | | | | | | | |
| H2I Group, Inc. | 158,992.00 | 11,853.00 | 170,845.00 | 170,845.00 | | 170,845.00 | 8,542.00 | 162,303.00 | | 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 |
|---|---|-----------------|---------------------|------------------|---------------------|--------------------|---------------------|----------------------|--------------------|----------------------|---------------------|
| 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 | 77,500.00 | | 77,500.00 | 3,875.00 | 73,625.00 | | 77,500.00 | 50% |
| 21A Fire Protection | | | | | | | | | | | |
| LVC Companies, Inc. | 532,906.00 | 60,227.75 | 593,133.75 | 428,259.75 | | 428,259.75 | 21,413.00 | 294,513.00 | 112,333.75 | 164,874.00 | 72% |
| 22A Plumbing & HVAC | | | | | | | | | | | |
| Manning Mechanical, Inc. | 4,634,000.00 | 1,266,669.32 | 5,900,669.32 | 3,394,070.33 | | 3,394,070.33 | 169,704.00 | 2,649,997.75 | 574,368.58 | 2,506,598.99 | 58% |
| 26A Electrical Communications, Electronic Safety, & Security | | | | | | | | | | | |
| Vinco, Inc. | 1,607,800.00 | 433,014.69 | 2,040,814.69 | 1,149,776.32 | | 1,149,776.32 | 57,489.00 | 922,355.79 | 169,931.53 | 891,038.37 | 56% |
| 31A Earthwork and Site Utilities | | | | | | | | | | | |
| Landwehr Construction, Inc. | 1,357,679.00 | 113,624.86 | 1,471,303.86 | 1,454,057.07 | | 1,454,057.07 | 72,703.00 | 1,381,354.07 | | 17,246.79 | 99% |
| PR #37 Earthwork and Site Utilities | | | | | | | | | | | |
| Ferguson Brothers Excavating, Inc. | Contract Prepared Later - \$ Taken from Owner Cont. 0.00 | 77,891.00 | 77,891.00 | 77,891.00 | | 77,891.00 | 3,895.00 | 61,793.00 | 12,203.00 | 0.00 | 100% |
| 32A Bituminous Paving | | | | | | | | | | | |
| FM Ashphalt, LLC | 164,600.00 | 34,887.00 | 199,487.00 | 71,900.00 | | 71,900.00 | 3,595.00 | 68,305.00 | | 127,587.00 | 36% |
| 32B Landscaping | | | | | | | | | | | |
| Allowance | 25,000.00 | | 25,000.00 | 7,850.00 | | 7,850.00 | | 7,850.00 | | 17,150.00 | 31% |
| Tuckpointing | | | | | | | | | | | |
| Allowance | * \$ Trans. - 4B Masonry Restoration & 11B Equip. 331,614.00 | (114,220.00) | 217,394.00 | | | | | | | 217,394.00 | 0% |
| Auditorium Sound Equip. | | | | | | | | | | | |
| Allowance | * \$ Trans. To 27A Comm. & 11B Equipment 400,000.00 | (400,000.00) | 0.00 | | | | | | | 0.00 | 100% |
| 27A Communications | | | | | | | | | | | |
| AVI Systems, Inc. | * \$ Trans. From Tuckpointing Allow. & 27A Allow. 0.00 | 343,350.10 | 343,350.10 | 224,747.59 | | 224,747.59 | 11,237.00 | 213,510.59 | | 118,602.51 | 65% |

| 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 |
|---|---|-----------------------|------------------------|------------------------|---------------------|------------------------|---------------------|------------------------|-----------------------|-----------------------|---------------------|
| 11B Equipment | * \$ Trans. From Tuckpointing Allow. & 27A Allow. * | | | | | | | | | | |
| Norcostco, Inc. | 0.00 | 85,900.00 | 85,900.00 | | | | | | | 85,900.00 | 0% |
| Sub-Total | \$19,504,943.06 | \$3,348,965.47 | \$22,853,908.53 | \$14,557,406.26 | \$192,094.00 | \$14,749,500.26 | \$737,081.00 | \$12,319,275.72 | \$1,693,143.54 | \$8,104,408.27 | 65% |
| CM Fees | | | | | | | | | | | |
| R. A. Morton & Associates, LLC | 685,000.00 | 30,000.00 | 715,000.00 | 525,350.00 | | 525,350.00 | | 497,660.00 | 27,690.00 | 189,650.00 | 73% |
| CM Reimbursables | | | | | | | | | | | |
| R. A. Morton & Associates, LLC | 88,000.00 | | 88,000.00 | 60,000.00 | | 60,000.00 | | 56,000.00 | 4,000.00 | 28,000.00 | 68% |
| Architect Fees | 1,886,326.00 | | 1,886,326.00 | 1,579,561.84 | | 1,579,561.84 | | 1,579,561.84 | | 306,764.16 | 84% |
| Architect Reimbursables | | 729.65 | 729.65 | 729.65 | | 729.65 | | 729.65 | | 0.00 | 100% |
| Misc. Owner Expenses | 273,625.98 | (234,572.32) | 39,053.66 | 10,338.58 | | 10,338.58 | | 10,338.58 | | 28,715.08 | 26% |
| Permits, Plan Reviews | 81,240.34 | 75,132.52 | 156,372.86 | 156,372.86 | | 156,372.86 | | 156,372.86 | | 0.00 | 100% |
| Builders Risk | 27,390.00 | | 27,390.00 | 27,390.00 | | 27,390.00 | | 27,390.00 | | 0.00 | 100% |
| Soil Testing | 11,504.00 | 3,100.00 | 14,604.00 | 14,604.00 | | 14,604.00 | | 14,604.00 | | 0.00 | 100% |
| Site Survey | 15,125.00 | 3,635.00 | 18,760.00 | 18,760.00 | | 18,760.00 | | 18,760.00 | | 0.00 | 100% |
| Commissioning | 0.00 | 48,500.00 | 48,500.00 | 7,275.00 | | 7,275.00 | | 7,275.00 | | 41,225.00 | 15% |
| Plan Printing & Bid Expenses | 6,040.13 | | 6,040.13 | 5,601.84 | | 5,601.84 | | 5,448.84 | 153.00 | 438.29 | 93% |
| Owner Project Supplies | 3,000.00 | | 3,000.00 | 2,954.66 | | 2,954.66 | | 2,954.66 | | 45.34 | 98% |
| Wrestling Room Relocation and Pads | 60,000.00 | | 60,000.00 | 1,875.25 | | 1,875.25 | | 1,875.25 | | 58,124.75 | 3% |
| Elementary School Parking Lot East | 25,094.55 | (19,720.65) | 5,373.90 | 5,212.50 | | 5,212.50 | | 5,212.50 | | 161.40 | 97% |
| Scoreboards | 0.00 | 70,295.00 | 70,295.00 | 21,088.50 | | 21,088.50 | | 21,088.50 | | 49,206.50 | 30% |
| Clock System | 0.00 | 33,180.15 | 33,180.15 | 32,727.05 | | 32,727.05 | | 32,727.05 | | 453.10 | 99% |

| 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 |
|---|---|------------------|---------------------|------------------|---------------------|--------------------|---------------------|----------------------|--------------------|----------------------|---------------------|
| Move City Electric Line | 151,602.00 | | 151,602.00 | 141,831.00 | | 141,831.00 | | 141,831.00 | | 9,771.00 | 94% |
| Move City Gas Mains | 75,000.00 | | 75,000.00 | 648.00 | | 648.00 | | 648.00 | | 74,352.00 | 1% |
| | * Taken from Owner Contingency * | | | | | | | | | | |
| Asbestos Abatement | 174,876.00 | 18,320.00 | 193,196.00 | 193,196.00 | | 193,196.00 | | 193,196.00 | | 0.00 | 100% |
| | * Taken from Owner Contingency * | | | | | | | | | | |
| Summer 2021 Elem. Abate. | 0.00 | 38,232.00 | 38,232.00 | | | | | | | 38,232.00 | 0% |
| | * Taken from Owner Contingency * | | | | | | | | | | |
| Abatement Required Elec. | 27,117.00 | 1,857.00 | 28,974.00 | 28,974.00 | | 28,974.00 | | 28,974.00 | | 0.00 | 100% |
| 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% |
| | Taken from Owner Contingency/Constr. Contingency | | | | | | | | | | |
| Relocate Owner Equip. | 0.00 | 2,373.00 | 2,373.00 | 2,373.00 | | 2,373.00 | | 2,373.00 | | 0.00 | 100% |
| FF&E | 472,153.00 | | 472,153.00 | 88,514.06 | | 88,514.06 | | 88,514.06 | | 383,638.94 | 19% |
| Fitness Equipment | 152,658.00 | | 152,658.00 | | | | | | | 152,658.00 | 0% |
| Technology | 300,000.00 | | 300,000.00 | 232,843.24 | | 232,843.24 | | 232,843.24 | | 67,156.76 | 78% |
| | * Transferred to Owner Contingency * | | | | | | | | | | |
| Legal & Fiscal | 406,648.00 | (215,727.15) | 190,920.85 | 190,920.85 | | 190,920.85 | | 190,920.85 | | 0.00 | 100% |
| Interest Earnings | (400,031.00) | 400,031.00 | 0.00 | | | | | | | 0.00 | #DIV/0! |
| | * \$250,000.00 Transferred to Owner Contingency * | | | | | | | | | | |
| Contingency | 1,649,999.94 | (930,729.82) | 719,270.12 | | | | | | | 719,270.12 | 56% |
| | * \$255,000.00 Est. Add'l Interest Earnings Added * | | | | | | | | | | |
| Owner Contingency | 1,933,608.00 | (1,933,569.85) | 38.15 | | | | | | | 38.15 | 100% |
| Sub-Total | \$8,129,851.94 | (\$2,608,934.47) | \$5,520,917.47 | \$3,368,291.88 | \$0.00 | \$3,368,291.88 | \$0.00 | \$3,336,448.88 | \$31,843.00 | \$2,152,625.59 | 61% |
| Construction Total | \$28,050,000.00 | \$655,031.00 | \$28,705,031.00 | \$18,216,121.77 | \$192,094.00 | \$18,408,215.77 | \$737,081.00 | \$15,887,916.34 | \$1,783,218.43 | \$10,296,815.23 | 64% |

I.S.D. #146 - Barnesville Public Schools
 Listing of Checks to be Prepared
 Draw #15

Please Do NOT Combine Checks for the Same Contractor.

| | | |
|---|----|---------------------|
| R. A. Morton & Associates, LLC | \$ | 31,956.98 |
| Dakota Rollhoff Services, LLC | \$ | 350.00 |
| Jiffy Jon's, Inc. | \$ | 755.00 |
| City of Barnesville | \$ | 398.96 |
| All Finish Concrete, Inc. | \$ | 39,172.50 |
| Braun Intertec Corporation | \$ | 8,535.25 |
| Wysan Precast Services dba Wysan Precast Services | \$ | 4,800.00 |
| Heater Rental Services, LLC | \$ | 1,305.60 |
| Fuchs Sanitation, Inc. | \$ | 2,800.60 |
| All Finish Concrete, Inc. | \$ | 180,009.95 |
| Taracon Precast, LLC | \$ | 9,500.00 |
| Innovative Builders | \$ | 58,102.77 |
| Eicholtz Masonry, Inc. | \$ | 117,098.50 |
| Bradco Restoration | \$ | 44,175.00 |
| Integrity Steel Supply, LLC | \$ | 33,301.00 |
| Innovative Erectors, Inc. | \$ | 157,028.00 |
| Gast Construction Company, Inc. | \$ | 67,735.00 |
| Pierce Lee Roofing, LLC | \$ | 28,827.10 |
| RTL Construction, Inc. | \$ | 60,224.36 |
| Far-Moor Acoustics & Floor, LLC | \$ | 68,305.00 |
| LVC Companies, Inc. | \$ | 112,333.75 |
| Manning Mechanical, Inc. | \$ | 574,368.58 |
| Vinco, Inc. | \$ | 169,931.53 |
| Ferguson Brothers Excavating, Inc. | \$ | 12,203.00 |
| Draw Total | \$ | <u>1,783,218.43</u> |

**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

I.S.D. #146 - Barnesville Public Schools

Owner Contingency Fund Balance

Reconciliation
07/05/21

| | |
|--|-------------------|
| Beginning Balance of Contingency Fund | \$1,933,608.00 |
| Change Orders Processed On Draw #1 | <u>0.00</u> |
| Contingency Balance Shown on Draw #1 | 1,933,608.00 |
| Change Orders Processed On Draw #2 | <u>0.00</u> |
| Contingency Balance Shown on Draw #2 | 1,933,608.00 |
| Change Orders Processed On Draw #3 | <u>0.00</u> |
| Contingency Balance Shown on Draw #3 | 1,933,608.00 |
| Change Orders Processed On Draw #4 | <u>0.00</u> |
| Contingency Balance Shown on Draw #4 | 1,933,608.00 |
| Change Orders Processed On Draw #5 | <u>0.00</u> |
| Contingency Balance Shown on Draw #5 | 1,933,608.00 |
| Change Orders Processed On Draw #6 | 0.00 |
| Additional Asbestos Abatement \$ Required | (18,320.00) |
| Additional Abatement Required Electrical Allowance \$ Required | <u>(1,857.00)</u> |
| Contingency Balance Shown on Draw #6 | 1,913,431.00 |
| Change Orders Processed On Draw #7 | <u>0.00</u> |
| Contingency Balance Shown on Draw #7 | 1,913,431.00 |
| Change Orders Processed On Draw #8 | <u>0.00</u> |
| Contingency Balance Shown on Draw #8 | 1,913,431.00 |
| Change Orders Processed On Draw #9 | <u>0.00</u> |
| Contingency Balance Shown on Draw #9 | 1,913,431.00 |
| Change Orders Processed On Draw #10 | <u>0.00</u> |
| Contingency Balance Shown on Draw #10 | 1,913,431.00 |

| | |
|--|-----------------------|
| Change Orders Processed On Draw #11 | 0.00 |
| 11C Food Service Equipment Section Added to the Draw | <u>(385,810.00)</u> |
| Contingency Balance Shown on Draw #11 | 1,527,621.00 |
| Change Orders Processed On Draw #12 | 0.00 |
| PR #37 Concrete Contract Added to Draw | (100,067.77) |
| PR #37 Earthwork Contract Added to Draw | (77,891.00) |
| Line Added for Summer 2021 Elementary School Abatement | (38,232.00) |
| Line Added to Draw for Relocating Owner Equipment | <u>(500.00)</u> |
| Contingency Balance Shown on Draw #12 | 1,310,930.23 |
| Change Orders Processed On Draw #13 | (2,046,059.23) |
| General Conditions Allowance \$ Added to Contingency | 85,000.00 |
| Anticipated Additional Interest Earnings | 255,000.00 |
| Legal & Fiscal Allowance \$ Added to Contingency | 215,727.15 |
| Construction Contingency \$ Transferred to Contingency | <u>186,000.00</u> |
| Contingency Balance Shown on Draw #13 | 6,598.15 |
| Change Orders Processed On Draw #14 | <u>(6,560.00)</u> |
| Contingency Balance Shown on Draw #14 | 38.15 |
| Change Orders Processed On Draw #15 | <u>0.00</u> |
| Contingency Balance Shown on Draw #15 | 38.15 |
| Change Orders in Process | <u>0.00</u> |
| Contingency Fund Balance as of 07/05/21 | <u><u>\$38.15</u></u> |

I.S.D. #146 - Barnesville Public Schools

Contingency Fund Balance

Reconciliation
07/05/21

| | |
|---|---------------------|
| Beginning Balance of Contingency Fund | \$1,649,999.94 |
| Change Orders Processed On Draw #1 | <u>0.00</u> |
| Contingency Balance Shown on Draw #1 | 1,649,999.94 |
| Change Orders Processed On Draw #2 | <u>0.00</u> |
| Contingency Balance Shown on Draw #2 | 1,649,999.94 |
| Change Orders Processed On Draw #3 | <u>0.00</u> |
| Contingency Balance Shown on Draw #3 | 1,649,999.94 |
| Change Orders Processed On Draw #4 | <u>(197,944.10)</u> |
| Contingency Balance Shown on Draw #4 | 1,452,055.84 |
| Change Orders Processed On Draw #5 | (150,770.42) |
| Change Order #1907-10-3 Processed on Draw #3 Applies to " Elementary School Parking Lot East" | <u>19,720.65</u> |
| Contingency Balance Shown on Draw #5 | 1,321,006.07 |
| Change Orders Processed On Draw #6 | <u>(98,230.76)</u> |
| Contingency Balance Shown on Draw #6 | 1,222,775.31 |
| Change Orders Processed On Draw #7 | (25,953.82) |
| 9C Acoustical Ceilings Contract Prepared Later Came In Under Budget | <u>67,100.00</u> |
| Contingency Balance Shown on Draw #7 | 1,263,921.49 |
| Change Orders Processed On Draw #8 | <u>(145,896.32)</u> |
| Contingency Balance Shown on Draw #8 | 1,118,025.17 |
| Change Orders Processed On Draw #9 | <u>978.00</u> |
| Contingency Balance Shown on Draw #9 | 1,119,003.17 |
| Change Orders Processed On Draw #10 | <u>(32,900.70)</u> |
| Contingency Balance Shown on Draw #10 | 1,086,102.47 |

| | |
|---|----------------------------|
| Change Orders Processed On Draw #11 | <u>(29,369.00)</u> |
| Contingency Balance Shown on Draw #11 | 1,056,733.47 |
| Change Orders Processed On Draw #12 | (272.20) |
| 8C Sectional Overhead Doors Contract Prepared Later - Exceeded Budget | <u>(37,049.00)</u> |
| Contingency Balance Shown on Draw #12 | 1,019,412.27 |
| Change Orders Processed On Draw #13 | (2,066,678.84) |
| Change Orders Processed on Draw #13 Affecting Owner Contingency Instead of Construction Contingency | 2,046,059.23 |
| Additional CM Fees - Construction of Shop and Reconstruction of Space for New Kitchen | (30,000.00) |
| Construction Contingency Transferred to Owner Contingency | <u>(186,000.00)</u> |
| Contingency Balance Shown on Draw #13 | 782,792.66 |
| Change Orders Processed On Draw #14 | (17,900.49) |
| Change Orders Processed on Draw #14 Affecting Owner Contingency Instead of Construction Contingency | <u>6,560.00</u> |
| Contingency Balance Shown on Draw #14 | 771,452.17 |
| Change Orders Processed On Draw #15 | (50,309.05) |
| Additional \$ to Relocate Owner Equipment | <u>(1,873.00)</u> |
| Contingency Balance Shown on Draw #15 | 719,270.12 |
| Change Orders in Process | <u>(55,575.08)</u> |
| Contingency Fund Balance as of 07/05/21 | <u><u>\$663,695.04</u></u> |

I.S.D. #146 - Barnesville Public Schools

Change Order Status Report
07/05/21

Change Orders Approved at Draw #1

Sub-Total 0.00

Change Orders Approved at Draw #2

Sub-Total 0.00

Change Orders Approved at Draw #3

Sub-Total 0.00

Change Orders Approved at Draw #4

| | | | | |
|--------|-----------------------------|---|------------|-----------|
| 2-1 | All Finish Concrete, Inc. | PR #1 Civil House Demolition: \$3,250.19 | PR #2 BP-1 | 7,509.41 |
| | | Plan Review Revisions: \$4,259.23. | | |
| 3-1 | Integrity Steel Supply, LLC | PR #2 BP-1 Plan Review Revisions: \$788.00 | PR #3 | 14,076.00 |
| | | Structural Revisions: \$13,288.00. | | |
| 4-1 | Innovative Erectors, Inc. | PR #3 Structural Revisions. | | 6,888.20 |
| 5-1 | Pierce Lee Roofing, LLC | PR #9 Art Room Canopy Demo. | | 1,380.00 |
| 6-1 | Landwehr Construction, Inc. | PR# 1 Civil House Demolition \$21,534.90; PR #2 BP-1 | | 35,537.40 |
| | | Plan Review Revisions \$995.00; PR #7 Site Utilities | | |
| | | \$426.00; PR #9 Art Room Canopy Demo \$12,581.50. | | |
| 7-1 | FM Asphalt, LLC | PR #1 Civil House Demolition. | | 3,586.00 |
| 8-1 | Eicholtz Masonry, Inc. | PR #2 BP-1 Plan Review Revisions. | | 8,863.00 |
| 9-2 | Landwehr Construction, Inc. | FCO #01 - Unforeseen conditions. Excavate and remove | | 8,603.20 |
| | | from site four buried foundations. Import, place, and | | |
| | | compact 144 yards of granular fill at removal locations that | | |
| | | was below required soil correction elevation. Cap off/ | | |
| | | abandon existing utility services to the four locations. | | |
| * 10-3 | Landwehr Construction, Inc. | FCO #02 - Project enhancement to provide temporary | | 19,720.65 |
| | | parking lot for the 2020 - 2021 school year and long-term | | |
| | | parking for sporting events. Excavate and export 6" of top | | |
| | | soil and import, place, and compact 6" of reclaimed asphalt | | |
| | | millings. | | |
| 11-4 | Landwehr Construction, Inc. | FCO #03 - Unforeseen conditions, existing abandoned well | | 856.00 |
| | | at new high school pond. Excavate and remove approxi- | | |
| | | mately 9' of existig well casing and cover remaining casing | | |
| | | with concrete to 3' depth below bottom of pond elevation. | | |
| 12-5 | Landwehr Construction, Inc. | FCO #04 - Unforeseen conditions. Existing 5th Street | | 9,240.00 |
| | | contained poor quality soils that could not be reused as | | |
| | | utility trench fill per project specifications. Export 300 yards | | |
| | | of black 247 mic materials and replace with granular fill at | | |
| | | the two water main wet tap locations on 5th Street. | | |

| | | | |
|-----------|------------------------------------|---|------------|
| 13-2 | Eicholtz Masonry, Inc. | PR #8 - 170 Commons Expansion. Deduct 20' x 3'4" precast. Add burnished 20' x 3'4". | (744.00) |
| 14-2 | Integrity Steel Supply, LLC | PR #8 - 170 Commons Expansion. Added steel, joist, and deck. | 20,040.00 |
| 15-2 | Innovative Erectors, Inc. | PR #8 - 170 Commons Expansion. Added steel, joist, and deck. | 7,582.58 |
| 16-1 | Gast Construction Company, Inc. | PR #8 - 170 Commons Expansion. Added blocking. | 478.00 |
| 17-1 | Northern Woodwork, Inc. | PR #8 - 170 Commons Expansion. Added windowsill. | 698.00 |
| 18-2 | Pierce Lee Roofing, LLC | PR #8 - 170 Commons Expansion. Added roofing and metal wall panels. | 12,172.56 |
| 19-1 | Rusco Windows Company, Inc. | PR #8 - 170 Commons Expansion. Added (1) window type HS19. | 900.00 |
| 20-1 | RTL Construction, Inc. | PR #8 - 170 Commons Expansion. Added exterior framing | 7,935.10 |
| 21-1 | Bachman, Inc. dba Floor to Ceiling | PR #8 - 170 Commons Expansion. | 3,998.00 |
| 23-1 | LVC Companies, Inc. | PR #8 - 170 Commons Expansion. | 2,530.75 |
| 24-1 | Manning Mechanical, Inc. | PR #8 - 170 Commons Expansion. | 9,642.00 |
| 25-1 | Vinco, Inc. | PR #8 - 170 Commons Expansion. | 16,451.25 |
| Sub-Total | | | 197,944.10 |

Change Orders Approved at Draw #5

| | | | |
|-----------|---------------------------------|--|------------|
| 22-1 | Trall Painting Co. | PR #8 - 170 Commons Expansion. | 350.00 |
| 27-7 | Landwehr Construction, Inc. | FCO #10 - Export 240 yards of black organic materials and replace with granular fill at location where storm piping from manhole 12 crosses 5th Street to enter STMH 16 and 100 yards at location where storm piping from STMH 22 crosses 5th Street to exit at the flared end section at the east side of the high school pond. | 10,472.00 |
| 28-3 | Eicholtz Masonry, Inc. | PR #5 - BP2 Plan Review Revisions. | 1,335.00 |
| 29-2 | Gast Construction Company, Inc. | PR #5 - BP2 Plan Review Revisions. Add (4) doors. | 770.00 |
| 31-3 | Pierce Lee Roofing, LLC | PR #5 - BP2 Plan Review Revisions. | 445.20 |
| 32-1 | Central Door & Hardware, Inc. | PR #5 - BP2 Plan Review Revisions. Add (4) doors and hardware. | 3,734.00 |
| 33-2 | Manning Mechanical, Inc. | PR #5 - BP2 Plan Review Revisions. | 21,044.37 |
| 34-2 | Vinco, Inc. | PR #5 - BP2 Plan Review Revisions. | 8,375.00 |
| 35-3 | Manning Mechanical, Inc. | PR #6 - Plumbig Review Revisions. | 66,688.21 |
| 36-2 | FM Asphalt, LLC | PR #11 - Elementary site pavement. | 12,144.00 |
| 37-8 | Landwehr Construction, Inc. | PR #11 - Elementary site pavement. | 13,910.76 |
| 38-2 | All Finish Concrete, Inc. | PR #11 - Elementary site pavement. | 11,501.88 |
| Sub-Total | | | 150,770.42 |

Change Orders Approved at Draw #6

| | | | |
|------|------------------------------------|---|-----------|
| 1-1 | H2I Group, Inc. | PR #4 Fume Hood - Cost includes all applicable taxes, freight, and installation. | 11,853.00 |
| 26-6 | Landwehr Construction, Inc. | PR #8 - 170 Commons Expansion. | 110.77 |
| 30-2 | Northern Woodwork, Inc. | PR #5 - BP2 Plan Review Revisions. Add butcher block bench; Omit 2 sink cabinets; Add 2 aprons; Add ledger. | 141.00 |
| 39-2 | Bachman, Inc. dba Floor to Ceiling | PR #12R - Area B Science changes. Credit for carpet tile change. | (587.00) |
| 40-3 | All Finish Concrete, Inc. | PR #12R - Area B Science changes. Floor infills. | 3,090.31 |
| 41-4 | Manning Mechanical, Inc. | PR #12R - Area B Science changes. \$6,258.73. PR #13 Locker Room changes. (\$2,252.32). | 4,006.41 |
| 42-4 | Eicholtz Masonry, Inc. | PR #13 Locker Room changes. | 200.00 |
| 43-3 | Gast Construction Company, Inc. | PR #13 - Locker Room changes. Delete toilet and bath | (398.07) |

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| | | accessories in rooms 176 and 177. | |
| 44-3 | Vinco, Inc. | PR #12R - Area B Science changes. (\$4,763.79). | (4,777.92) |
| | | PR #14 - Biology 123 electrical. (\$14.13). | |
| 45-5 | Manning Mechanical, Inc. | PR #15 - HS Area B Glycol Loop. | 59,766.00 |
| 46-4 | Vinco, Inc. | PR #15 - HS Area B Glycol Loop. | 3,831.84 |
| 47-9 | Landwehr Construction, Inc. | PR #08 - 170 Commons Expansion - Add for confusion on price request form. | 4,312.00 |
| 48-5 | Eicholtz Masonry, Inc. | PR #16 ES Conference Room Storefront. | 1,487.00 |
| 49-2 | Rusco Windows Company, Inc. | PR #16 ES Conference Room Storefront. | (1,200.00) |
| 51-2 | RTL Construction, Inc. | PR #17 - ES Top off existing classroom partion. Wall infill. | 16,395.42 |
| | | Sub-Total | 98,230.76 |

Change Orders Approved at Draw #7

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| 50-2 | Trall Painting Co. | PR #16 ES Conference Room Storefront. | 100.00 |
| 52-1 | Olympus Lockers & Storage Products, | PR #18 - Locker Room Bench Detail. Add bench brackets. | 1,995.00 |
| 53-3 | RTL Construction, Inc. | PR #18 - Locker Room Bench Detail. Add framing and insulation for benches in lieu of concrete. | 1,871.07 |
| 54-4 | All Finish Concrete, Inc. | PR #18 - Locker Room Bench Detail. Delete concrete benches. | (3,852.25) |
| 55-6 | Manning Mechanical, Inc. | FCO #05 - Cap acid waste pipe below floor and at roof. Remove existing rain leader piping, offset new piping tight to cmu wall and reconnect in tunnel below floor. | 1,849.00 |
| 56-7 | Manning Mechanical, Inc. | FCO #06 - Remove existing sanitary sewer drain piping and correct grade, correctly install fittings and add additional hangers to meet plumbing code requirements. | 5,778.00 |
| 57-8 | Manning Mechanical, Inc. | FCO #07 - Cap pipes from existing CUH's in tunnel, remove acid waste vent pipe from roof to below grade, cut off and remove existing domestic cold water piping to existing hose at west exterior wall of Science 131. | 231.00 |
| 58-9 | Manning Mechanical, Inc. | FCO #08 - Use pex piping for underground water lines at Area B Science and Special Education rooms. | (701.00) |
| 59-10 | Manning Mechanical, Inc. | FCO #09 - Disconnect and reroute rainwater leader piping around required structural steel lintel above Door 123.1. | 502.00 |
| 60-3 | Integrity Steel Supply, LLC | FCO #11 - Change guardrail type at Auditorium 190 and Balcony 190B. | 2,370.00 |
| 61-11 | Manning Mechanical, Inc. | FCO #12 - Provide and install six aluminum egg-crate grills with lined ductwork elbows above. | 1,507.00 |
| 62-12 | Manning Mechanical, Inc. | FCO #13 - Remove existing covered in-slab plumbing trenches and gas and water pipes at science rooms 116, 123, and 131. | 1,200.00 |
| 63-13 | Manning Mechanical, Inc. | FCO #15 - Revise gas piping in tunnels and below concrete slab to serve both the chemistry and science classrooms with separate feeds that can be independently controlled at the gas controller/safety panel and emergency stops located at each room. | 7,577.00 |
| 65-3 | Bachman, Inc. dba Floor to Ceiling | FCO #19 - 1.) Material and labor to skim entire existing floor surface at rooms 116, 119, 123, 128, 128A, 128B, 130, 130A, 130B, & 131 with Ardex floor patching compound and to build up existing floor surfaces and grind patched areas to achieve a flat smooth finished surface. 2.) Additional labor compensation for a crew of five to work on Labor Day to ensure Area B occupancy on 09/21/24. 3.) Labor to install Iris Alumina LVT and vinyl base at Chemical Storage Room 116A. | 5,527.00 |

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| Sub-Total | 25,953.82 |
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Change Orders Approved at Draw #8

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| 64-5 | Vinco, Inc. | FCO #16 - Lower installed electrical and data receptacles at six locations in Biology 123 and change from a duplex to a quad outlet. | 595.59 |
| 66-1 | Far-Moor Acoustics & Floors, LLC | PR #22 - HS acoustic treatment. Add for extra scope not in bid documents. | 81,087.00 |
| 67-6 | Vinco, Inc. | PR #20 - HS fire pump. | 19,738.73 |
| 68-2 | LVC Companies, Inc. | PR #20 - HS fire pump. | 44,475.00 |
| Sub-Total | | | 145,896.32 |

Change Orders Approved at Draw #9

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| 69-4 | Bachman, Inc. dba Floor to Ceiling | ASI #007 - Add border around rooms 116, 119, 123, 128, and 131. | 1,064.00 |
| 71-4 | RTL Construction, Inc. | PR #24 - ES Hall E1002 Bench Seating. Credit for alcove framing and sheetrock. | (1,223.00) |
| 73-3 | Northern Woodwork, Inc. | PR #24 - ES Hall E1002 Bench Seating. Credit for Butcher Block Bench and P-lam. | (819.00) |
| Sub-Total | | | (978.00) |

Change Orders Approved at Draw #10

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| 72-3 | Trall Painting Co. | PR #24 - ES Hall E1002 Bench Seating. Credit painting of alcove. | (100.00) |
| 74-7 | Vinco, Inc. | PR #27R - Electrical speaker wiring changes. Change from 14/2 to 18/4 non-shielded plenum speaker cable. | (110.58) |
| 75-5 | RTL Construction, Inc. | PR #28 - ES E1005 Soffits. Add for new soffits in elementary school addition. | 3,228.42 |
| 76-2 | Far-Moor Acoustics & Floors, LLC | PR #28 - ES E1005 Soffits. Deduct for less acoustic ceilings. | (329.00) |
| 77-4 | Trall Painting Co. | PR #28 - ES E1005 Soffits. Add to paint new soffits. | 150.00 |
| 79-14 | Manning Mechanical, Inc. | FCO #17 - Provide separate curbs for return and supply at each unit, extend ductwork from existing roof surface to units on elevated structural steel support stands, additional duct insulation and aluminum jacketing, insulate and cover exposed bottom of rooftop unit with sheetmetal. | 8,612.00 |
| 81-5 | Bachman, Inc. dba Floor to Ceiling | FCO #22 - Owner requested project enhancement. Install new LVT and vinyl base at Area B. Material & labor to prep existing floor to receive new LVT. Labor to install Iris Alumina LVT at Special Education 129 and Toilet 129A. Material and labor to install vinyl base at Special Education 129, Toilet 129A, and relocated lockers at Hall I220. | 946.00 |
| 82-15 | Manning Mechanical, Inc. | FCO #23 - Unforeseen condition - The existing heating lines at two locations in tunnel started leaking when system was filled with water. Drain down existing heating lines through tunnel, install ball valves, and cap supply and return lines for the north CUH at Hall 1200, remove and replace existing 1" pipe cap approximately 20' northwest of Chemistry Storeroom 116A. | 1,231.00 |
| 83-16 | Manning Mechanical, Inc. | FCO #24 - Unforeseen conditions. 1.) Construct a temporary 6" PVC pipe drain system from the two existing | 1,602.00 |

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| | | west roof scuppers to outside the new addition footprint. | |
| | | 2.) Remove existing ductwork and replace with new re-routed ductwork pieces to allow for installation of the new heating lines in Hall E1014. | |
| 84-10 | Landwehr Construction, Inc. | FCO #30 - Provide and install Class 5 at south elementary school parking lot. | 10,862.08 |
| 85-3 | FM Asphalt, LLC | FCO #31 - Credit for not supplying and installing 950 tons of Class 5 required for the south elementary school parking lot. Any corrective work or additional Class 5 gravel required prior to installation of asphalt paving will be addressed by a future field change order to FM Asphalt's contract. | (13,000.00) |
| 86-4 | FM Asphalt, LLC | FCO #32 - Cut out existing deteriorated asphalt to install new at patch areas indicated on plan page C200. Credit provided for areas where others installed Class 5 to level road surfaces at original patch after site demolition work was completed. Asphalt & Labor: \$15,400.00. Class 5 Deduct: (\$1,800.00). | 13,600.00 |
| 87-17 | Manning Mechanical, Inc. | FCO #25 - Material and labor to add three additional 3-way control valves for a total of five to control the glycol loop added to the Area B heating system by PR #15. | 1,276.00 |
| 88-18 | Manning Mechanical, Inc. | FCO #29 - Cost difference between planned and required diffuser type. Labor covered by original scope of work bid. | 1,457.00 |
| 89-19 | Manning Mechanical, Inc. | FCO #33 - Provide and install paint grip break metal at end of demoed locker outside Chemistry 116 to close gab between back of locker and cmu wall, shroud around water, and waste piping at Prep 119 side of fume hood and two locations at concrete ceiling in Science 131 and Hall 1220. | 324.00 |
| 90-8 | Vinco, Inc. | PR #32 - Exterior security camera locations. | 3,151.78 |
| | | Sub-Total | 32,900.70 |

Change Orders Approved at Draw #11

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| 70-4 | Gast Construction Company, Inc. | PR #23 - Aluminum storefront changes. Added blocking required by aluminum storefront and windows. | 2,213.00 |
| 78-5 | Gast Construction Company, Inc. | FCO #20 - Owner requested project enhancements: 1.) Provide and install eight marker boards with 1' magnetic marker trays. 2.) Install chemical storage cabinets in Chemical Storage 116A. 3.) Rebuild two banks of salvaged demoed lockers, build wood base and install in Hall I220. 4.) Remove rubber base and VCT floor covering from Alcove 129 and Toilet 129A. | 7,646.00 |
| 80-6 | Gast Construction Company, Inc. | FCO #21 - Provide and install access panels in wall for gas solenoid valves at Chemistry 116 and Science 131. | 484.00 |
| 91-9 | Vinco, Inc. | FCO #28 - Per owner's request, install line voltage dimmer and wire to each fixture at Room 130. Remove ceiling occupancy sensor from Room 130B and install wall mounted single pole light switch. | 749.85 |
| 93-6 | Eicholtz Masonry, Inc. | PR #36 - ES Gymnasium 180 new pair of doors. Price includes toothing and setting door frame. | 2,480.00 |
| 94-7 | Gast Construction Company, Inc. | PR #36 - ES Gymnasium 180 new pair of doors. Includes required demo and hanging doors and hardware. Toothing and setting frame by others. | 1,730.00 |
| 95-4 | Integrity Steel Supply, LLC | PR #36 - ES Gymnasium 180 new pair of doors. | 764.00 |
| 96-2 | Central Door & Hardware, Inc. | PR #36 - ES Gymnasium 180 new pair of doors. | 4,969.00 |

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| 98-3 | Rusco Windows Company, Inc. | PR #36 - ES Gymnasium 180 new pair of doors. Added GL-2 glass, one per door. | 300.00 |
| 100-10 | Vinco, Inc. | PR #38 - ES Exhaust Fan Circuiting. | 7,097.52 |
| 101-5 | All Finish Concrete, Inc. | PR #30 - Concessions Footing Revision. | 935.63 |
| Sub-Total | | | 29,369.00 |

Change Orders Approved at Draw #12

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| 97-1 | WCS1, LLC | PR #36 - ES Gymnasium 180 new pair of doors. | 50.00 |
| 99-3 | Innovative Erectors, Inc. | PR #30 - Concessions Footing Revision. Field but beam. | 222.20 |
| 165-2 | Olympus Lockers & Storage Products, Void | | 0.00 |
| Sub-Total | | | 272.20 |

Change Orders Approved at Draw #13

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| ** | 102-5 | Integrity Steel Supply, LLC | PR #26R1 - HS Secure Entry | 2,227.00 |
| ** | 103-4 | Innovative Erectors, Inc. | PR #26R1 - HS Secure Entry | 2,441.98 |
| ** | 104-8 | Gast Construction Company, Inc. | PR #26R1 - HS Secure Entry | 19,700.00 |
| ** | 105-4 | Northern Woodwork, Inc. | PR #26R1 - HS Secure Entry | 20,017.00 |
| ** | 106-4 | Pierce Lee Roofing, LLC | PR #26R1 - HS Secure Entry | 314.94 |
| ** | 107-3 | Central Door & Hardware, Inc. | PR #26R1 - HS Secure Entry | 5,809.00 |
| ** | 108-4 | Rusco Windows Company, Inc. | PR #26R1 - HS Secure Entry | 14,730.00 |
| ** | 109-3 | Far-Moor Acoustics & Floors, LLC | PR #26R1 - HS Secure Entry - Includes add alternate for new ceilings - \$6,305.00. | 12,828.00 |
| ** | 110-6 | Bachman, Inc. dba Floor to Ceiling | PR #26R1 - HS Secure Entry | 7,867.00 |
| ** | 111-6 | Traill Painting Co. | PR #26R1 - HS Secure Entry | 3,415.00 |
| ** | 112-3 | LVC Companies, Inc. | PR #26R1 - HS Secure Entry - Includes add alternate for new ceilings - \$1,400.00. | 2,650.00 |
| ** | 113-20 | Manning Mechanical, Inc. | PR #26R1 - HS Secure Entry | 182,139.00 |
| ** | 114-6 | All Finish Concrete, Inc. | PR #33 - HS Kitchen Remodel | 9,820.84 |
| ** | 115-7 | Eicholtz Masonry, Inc. | PR #33 - HS Kitchen Remodel | 44,075.00 |
| ** | 116-9 | Gast Construction Company, Inc. | PR #33 - HS Kitchen Remodel | 28,240.00 |
| ** | 117-5 | Innovative Erectors, Inc. | PR #33 - HS Kitchen Remodel | 2,235.89 |
| ** | 118-6 | Integrity Steel Supply, LLC | PR #33 - HS Kitchen Remodel | 6,700.00 |
| ** | 119-5 | Northern Woodwork, Inc. | PR #33 - HS Kitchen Remodel | 16,727.00 |
| ** | 120-5 | Pierce Lee Roofing, LLC | PR #33 - HS Kitchen Remodel | 4,034.30 |
| ** | 121-2 | WCS1, LLC | PR #33 - HS Kitchen Remodel | 1,200.00 |
| ** | 122-4 | Central Door & Hardware, Inc. | PR #33 - HS Kitchen Remodel | 19,439.00 |
| ** | 123-6 | RTL Construction, Inc. | PR #33 - HS Kitchen Remodel | 25,655.71 |
| ** | 124-1 | McArthur Tile Corporation | PR #33 - HS Kitchen Remodel | 48,200.00 |
| ** | 125-4 | Far-Moor Acoustics & Floors, LLC | PR #33 - HS Kitchen Remodel | 13,769.00 |
| ** | 126-7 | Traill Painting Co. | PR #33 - HS Kitchen Remodel | 2,275.00 |
| ** | 127-4 | LVC Companies, Inc. | PR #33 - HS Kitchen Remodel | 3,752.00 |
| ** | 128-21 | Manning Mechanical, Inc. | PR #33 - HS Kitchen Remodel | 274,789.31 |
| ** | 129-11 | Vinco, Inc. | PR #33 - HS Kitchen Remodel | 112,876.87 |
| ** | 130-7 | Bachman, Inc. dba Floor to Ceiling | PR #33 - HS Kitchen Remodel | (1,285.00) |
| ** | 131-7 | RTL Construction, Inc. | PR #26R1 - HS Secure Entry | 17,591.80 |
| ** | 132-12 | Vinco, Inc. | PR #26R1 - HS Secure Entry - Alternate for new lighting not accepted. | 82,050.37 |
| ** | 133-8 | Eicholtz Masonry, Inc. | PR #37 - HS Shop Addition and Remodeling | 5,600.00 |
| ** | 134-6 | Innovative Erectors, Inc. | PR #37 - HS Shop Addition and Remodeling - Includes aluminum windows. | 238,323.94 |
| ** | 135-10 | Gast Construction Company, Inc. | PR #37 - HS Shop Addition and Remodeling - Alternate to move vehicle lift accepted. - \$2,972.00. | 11,342.00 |
| ** | 136-3 | WCS1, LLC | PR #37 - HS Shop Addition and Remodeling | 3,000.00 |

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| ** | 137-5 | Central Door & Hardware, Inc. | PR #37 - HS Shop Addition and Remodeling | 13,208.00 |
| ** | 138-5 | Rusco Windows Company, Inc. | PR #37 - HS Shop Addition and Remodeling | 600.00 |
| ** | 139-8 | RTL Construction, Inc. | PR #37 - HS Shop Addition and Remodeling | 5,917.22 |
| ** | 140-5 | Far-Moor Acoustics & Floors, LLC | PR #37 - HS Shop Addition and Remodeling | 599.00 |
| ** | 142-5 | LVC Companies, Inc. | PR #37 - HS Shop Addition and Remodeling | 12,140.00 |
| ** | 143-5 | FM Asphalt, LLC | PR #37 - HS Shop Addition and Remodeling | 18,557.00 |
| | 144-13 | Vinco, Inc. | FCO #35 - Extend raceway and fire alarm wiring to an accessible location above the ACT ceiling at Lobby E1005. | 481.39 |
| | 145-14 | Vinco, Inc. | FCO #36 - Extend raceway and wiring to a receptacle location at Office E100H. | 202.04 |
| | 146-15 | Vinco, Inc. | FCO #37 - Extend power from planned location at west wall to new outlet location above it at 84" above finished floor. Add a new data receptacle and raceway to run additional data cable across ceiling space to planned location at reception desk. | 599.18 |
| | 147-16 | Vinco, Inc. | FCO #38 - Remove existing light above door 7 and relocate approximately 12' to south end of Hall E1015. | 245.66 |
| | 148-6 | LVC Companies, Inc. | PR #34 - HS Stage Stand Pipe | (5,320.00) |
| | 149-17 | Vinco, Inc. | PR #34 - HS Stage Stand Pipe | (247.13) |
| ** | 150-22 | Manning Mechanical, Inc. | PR #37 - HS Shop Addition and Remodeling | 590,826.00 |
| ** | 151-18 | Vinco, Inc. | PR #37 - HS Shop Addition and Remodeling | 159,660.06 |
| | 152-9 | Eicholtz Masonry, Inc. | PR #40 - HS Lighting 190K Wall and Door 190F.1 | (1,100.00) |
| | 153-6 | Central Door & Hardware, Inc. | PR #40 - HS Lighting 190K Wall and Door 190F.1 | 360.00 |
| | 154-9 | RTL Construction, Inc. | PR #40 - HS Lighting 190K Wall and Door 190F.1 | 1,650.56 |
| | 155-2 | McArthur Tile Corporation | PR #41 - ES Staff Toilet Layout E133 | (400.00) |
| | 156-8 | Bachman, Inc. dba Floor to Ceiling | PR #41 - ES Staff Toilet Layout E133 | 929.00 |
| | 157-23 | Manning Mechanical, Inc. | PR #42 - ES Fuel Oil Tank Removal | 22,419.16 |
| | 158-6 | Northern Woodwork, Inc. | PR #43 - ES Lobby E1005 - Delete Bench Seating | (1,706.00) |
| | 159-7 | Northern Woodwork, Inc. | PR #48R - Training Room Changes | (184.00) |
| | 160-24 | Manning Mechanical, Inc. | PR #48R - Training Room Changes | 2,903.86 |
| | 161-6 | Pierce Lee Roofing, LLC | PR #49 - Vestibule E1000 Ceiling Material Change | (1,316.22) |
| | 162-10 | RTL Construction, Inc. | PR #49 - Vestibule E1000 Ceiling Material Change | (1,088.00) |
| | 163-6 | Far-Moor Acoustics & Floors, LLC | PR #49 - Vestibule E1000 Ceiling Material Change | 849.00 |
| | 164-19 | Vinco, Inc. | PR #49 - Vestibule E1000 Ceiling Material Change | 668.11 |
| | 166-10 | Eicholtz Masonry, Inc. | PR #44R - ES Hall E1004 Relocated Lockers. Add for burnished block base. | 673.00 |
| Sub-Total | | | | 2,066,678.84 |

Change Orders Approved at Draw #14

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| | 92-5 | Trail Painting Co. | FCO #34 - Labor and materials to paint existing Halls 1200, 1210, 1220, and 1130. | 3,180.00 |
| ** | 141-8 | Trail Painting Co. | PR #37 - HS Shop Addition and Remodeling | 6,560.00 |
| | 167-7 | Central Door & Hardware, Inc. | PR #47 - Door Security System | 19,527.00 |
| | 168-1 | AVI Systems, Inc. | PR #50 - HS Gymnasium 180 - delete projector. | (13,524.90) |
| | 169-11 | RTL Construction, Inc. | PR #55 - HS Hall 1510 Soffits. | 1,843.39 |
| | 170-9 | Trail Painting Co. | PR #55 - HS Hall 1510 Soffits. | 315.00 |
| Sub-Total | | | | 17,900.49 |

Change Orders Approved at Draw #15

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| | 171-20 | Vinco, Inc. | PR #51 - ES Rooftop Equipment Locations and Support. | (2,750.92) |
| | 172-11 | Gast Construction Company, Inc. | PR #56 - HS Auditorium Cove Lighting Detail. | 2,024.00 |
| | 173-8 | Northern Woodwork, Inc. | PR #56 - HS Auditorium Cove Lighting Detail. | 619.00 |
| | 174-21 | Vinco, Inc. | PR #56 - HS Auditorium Cove Lighting Detail. | 8,822.61 |

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| 175-22 | Vinco, Inc. | PR #58R1 - Elevator Electrical Revision. | 4,767.38 |
| 176-23 | Vinco, Inc. | PR #59 - Auditorium Entrance Soffit Lighting. | 5,709.23 |
| 177-11 | Eicholtz Masonry, Inc. | PR #26A - HS Secure Entry Windows. | 1,680.00 |
| 178-7 | Integrity Steel Supply, LLC | PR #26A - HS Secure Entry Windows. | 915.00 |
| 179-12 | Gast Construction Company, Inc. | PR #26A - HS Secure Entry Windows. | 2,554.00 |
| 180-6 | Rusco Windows Company, Inc. | PR #26A - HS Secure Entry Windows. | 1,800.00 |
| 181-12 | Eicholtz Masonry, Inc. | PR #53A - HS Fitness Partition - Guardrail. | 1,840.00 |
| 182-8 | Integrity Steel Supply, LLC | PR #53A - HS Fitness Partition - Guardrail. | 9,954.00 |
| 184-24 | Vinco, Inc. | PR #061 - OHCD Power | 2,207.86 |
| 185-1 | Trimark Hockenbergs | PR #65 - HS Kitchen remodel sink. | 4,512.97 |
| 186-13 | Gast Construction Company, Inc. | PR #62 - HS Shop Addition Plan Review. | 548.00 |
| 187-8 | Central Door & Hardware, Inc. | PR #62 - HS Shop Addition Plan Review. | 2,487.00 |
| 188-25 | Vinco, Inc. | PR #62 - HS Shop Addition Plan Review. | 2,618.92 |

Sub-Total 50,309.05

Change Orders in Process

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|--------|------------------------------------|---|------------|
| 183-10 | Traill Painting Co. | PR #53A - HS Fitness Partition - Guardrail. | 1,455.00 |
| 189-9 | Bachman, Inc. dba Floor to Ceiling | PR #70 - ES Existing Classroom Shelving. | (2,149.00) |
| 190-11 | Traill Painting Co. | PR #70 - ES Existing Classroom Shelving. | (1,525.00) |
| 191-25 | Manning Mechanical, Inc. | PR #60 - HS Kitchen Plumbing Review. | 6,959.75 |
| 192-9 | Integrity Steel Supply, LLC | PR #67 - ES Corridor Structural Changes. | 756.00 |
| 193-7 | Innovative Erectors, Inc. | PR #67 - ES Corridor Structural Changes. | 1,008.23 |
| 194-26 | Vinco, Inc. | PR #68 - HS Concessions Electrical. | 881.87 |
| 195-12 | RTL Construction, Inc. | PR #71 - ES Lobby E1001 Furring Wall. | 5,685.00 |
| 196-12 | Traill Painting Co. | PR #71 - ES Lobby E1001 Furring Wall. | 300.00 |
| 197-27 | Vinco, Inc. | PR #71 - ES Lobby E1001 Furring Wall. | 456.99 |
| 198-7 | Far-Moor Acoustics & Floors, LLC | PR #73 - ES Ceilings at Existing Classrooms. | (3,671.00) |
| 199-1 | Bradco Restoration | PR #76 - HS Additional Brick Restoration. | 34,590.00 |
| 200-28 | Vinco, Inc. | FCO #39 - Troubleshoot existing wiring, remove extra wire feed from double loaded existing breaker & turn breaker feeding main entry light & door security power back on. \$212.20. FCO #40 - Re-feed AHU from close available circuiting. \$175.56. FCO #41 - Labor to change plan installed electrical rough-in to new location. \$127.50. FCO #42 - Labor to change plan installed ceiling rough-ins to new wall location. | 1,025.20 |
| 201-29 | Vinco, Inc. | PR #69A - ES Spec Ed Elect Demo. | 4,483.04 |
| 202-8 | Far-Moor Acoustics & Floors, LLC | Provide and install 480 sq ft of Armstrong Invis Acoustics | 5,319.00 |

Sub-Total 55,575.08

Change Order Status To Date 07/05/21 2,870,822.78

* Change Order #1907-10-3 affects the "Elementary School Parking Lot East" line on the draw instead of Construction Contingency.

** Change Orders affecting Owner Contingency instead of Construction Contingency.

12. New Business

A. Overnight Stay for 18U State Softball Tournament

B. Fundraiser for Grand Piano

256

Proposal for Piano fundraiser

The Music Department is requesting permission to hold a fundraiser for a grand piano. This fundraiser would be specifically to raise money towards one grand piano to be used in the choir room and the auditorium. If we were to raise more than needed for the grand piano - we would like to put money towards digital pianos for the practice rooms.

We are researching the best choice of piano for our needs. A quality piano such as a Yamaha CX Grand Piano runs anywhere from 38-70k. A grand piano would provide the best acoustic sound for the new space, as this space was designed for the resonance that an upright and clavichord do not provide.

The fundraiser could be an avenue for community support and ownership in the completion of the new space. With the level of excellence increasing in the Music Department with All-State participants and MMEA performances, we need the tools and equipment to best support their future achievements.

Hawley, DGF and Battle Lake schools have grand pianos for their programs. Other schools may as well, but those for sure.

Some possible ways to raise money (just to name a few ideas)

- Sell a key
- Raffle
- GoFundMe

Thank you for consideration in allowing us to fundraise for this investment for the district. With the right care and maintenance, this instrument would make beautiful music for decades, serve many students and be a beautiful addition to our new facility.



MOORHEAD
AREA PUBLIC SCHOOLS

Independent School District 152

District Operations Center

1313 30th Ave. S., Moorhead, MN 56560 ☎ Fax: 218-284-3333

www.moorheadschoools.org

☎ Superintendent: 218-284-3330

☎ Assistant Superintendent for Learning and Accountability: 218-284-3310

☎ Human Resources and Operations: 218-284-3350

July 13, 2021

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 2021-2022 school year. This information was brought before the school board for Moorhead Public Schools on July 12, 2021 and I recommended that the bid be awarded to Cass-Clay.

Thank you,

Ashley Schneider
Food and Nutrition Services Director
218-284-3324

| Description | Cass-Clay | Prairie Farms (formerly Dean Foods) |
|--|--------------|---|
| Half Pint Size - 1% Butterfat White/per container | .1802 | .227 |
| Half Pint Size - Fat Free White/per container | .1711 | .226 |
| Half Pint Size - Fat Free Chocolate/per container | .1902 | .239 |
| Half Pint Size Lactose Free/per container (Prairie Farms is 1% not fat free) | .65 | .62 |
| 1.0% Milk, Gallon | 3.21 | 2.99 |
| Pt. - Whipping Cream | 1.69 | 2.252 |
| Novelties, 2 Dozen Per Box | NA | |
| Dixie Cups Ice Cream | NA | 8.65 |
| Ice Cream Sandwiches | NA | 7.6743 |
| Vanilla | NA | 24.73 |
| Chocolate Chip | NA | 24.73 |
| Snickers | NA | 23.23 |
| Drumsticks | NA | 11.85 |
| 5 Lb. Sour Cream | 7.54 | 5.712 |
| 5 Lb. Sour Cream Fat Free (Prairie Farms is lite not fat free) | 1.51 | NA |
| 5 Lb. Cottage Cheese 2% Lowfat | 8.02 | 5.812 |
| 22 oz. Cottage Cheese Fat Free | 1.60 (16 OZ) | NA |
| 3 Lb. Cream Cheese | NA | NA |
| 36 Lb. Grade AA Butter | MARKET+.60/# | 3.95/# |
| 5 Lb. Yogurt, Lowfat, Flavored | 5.59 | 6.95 VANILLA |
| 4 Oz. 100% Apple Juice | .22 | NA |
| 6 Oz. 100% Grape Juice | NA | NA |

BASE PRICE IF ESCALATOR CLAUSE PROPOSED
 ___ PER HUNDRED WEIGHT.

11.82

16.64

Cost Savings Total Calculations:

| ITEM | USAGE ESTIMATE | CASS-CLAY COST | PRAIRIE FARMS (FORMERLY DEAN FOODS) | DIFFERENCE CALCULATION | DETERMINATION |
|--------------------|--------------------|----------------|-------------------------------------|------------------------|---|
| 1% | 359,945 containers | \$64,862.09 | \$81,707.52 | \$16,845.43 | Cass-Clay is \$16,845.43 less. |
| FAT FREE WHITE | 167,029 containers | \$28,578.66 | \$37,748.55 | \$9,169.89 | Cass-Clay is \$9,169.89 less. |
| FAT FREE CHOCOLATE | 839,364 containers | \$159,647.03 | \$200,608.00 | \$40,960.97 | Cass-Clay is \$40,960.97 less. |
| COST SAVINGS TOTAL | | | | \$66,976.29 | Total of Cass-Clay for 2021-2022 school year would be \$66,976.29 less. |

**RESOLUTION APPROVING THE
LONG-TERM FACILITIES MAINTENANCE (LTFM) PLAN
FOR INDEPENDENT SCHOOL DISTRICT #146 FOR FY 2022- FY 2031**

BE IT RESOLVED by the School Board of Independent School District No. 146, State of Minnesota, as follows:

WHEREAS, Minnesota Statutes § 123B.595 establishes the Long-Term Facilities Maintenance (LTFM) Revenue Program for school districts, intermediate districts, and other cooperatives and charter schools.

WHEREAS, the School District has developed a ten-year plan for long-term facilities maintenance consistent with this law.

THEREFORE, BE IT RESOLVED that the School Board of Independent School District No. 146 hereby approves the attached Long-Term Facilities Maintenance Plan.

THE CLERK is authorized and directed to submit a copy of the adopted resolution to the Minnesota Department of Education as soon as reasonably practicable after its adoption, but in no event later than July 31, 2021.

Moved by:

Seconded by:

The following voting in favor:

The following voting against:

WHEREUPON the resolution was declared adopted as of July 19, 2021

(Ryan Lindbom- Clerk ISD #146

Ten Year Deferred Maintenance Plan

| FY2022 | | |
|---------------|---|------------------|
| 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 | \$56,600 |
| 380 | Move water softeners | \$5,000 |
| 380 | boiler updates | \$5,000 |
| 384 | Replace lights at Athletic Complex | \$11,900 |
| Total | | \$107,500 |

| FY2023 | | |
|---------------|--|------------------|
| Code | Description | Amount |
| 369 | door/hardware replacement in high school | \$4,000 |
| 370 | New Ceiling/LED lighting outlets | \$12,000 |
| 379 | Replace cabinets/countertops at Elem. School | \$100,000 |
| 380 | Boiler updates (steam traps and piping) | \$5,000 |
| Total | | \$121,000 |

| FY 2024 | | |
|----------------|---|-----------------|
| Code | Description | Amount |
| 379 | 55 addition elementary | \$30,000 |
| 370 | new ceiling & LED lighting | \$10,000 |
| | add electrical outlets | |
| 369 | door & hardware replacement high school | \$4,000 |
| Total | | \$44,000 |

| FY 2025 | | |
|----------------|--|-----------------|
| 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 |

| FY2026 | | |
|---------------|---|----------|
| Code | Description | Amount |
| 379 | 55 addition elementary sinks and counter tops | \$30,000 |
| 370 | new ceilings/LED lighting and outlets | \$10,000 |
| 369 | door & hardware replacement high school | \$4,000 |

| | |
|--------------|-----------------|
| Total | \$44,000 |
|--------------|-----------------|

| FY2027 | | |
|---------------|---|-----------------|
| 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 |

| FY2028 | | |
|---------------|---|------------------|
| Code | Description | Amount |
| 379 | 55 addition elementary sinks and cabinets | \$ 30,000 |
| 369 | door and hardware replacement highschool | \$ 4,000 |
| Total | | \$ 34,000 |

| 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 |
| 369 | Door/Hardware Replacement-High School | \$4,000 |
| 383 | Roof Replacement | \$200,000 |
| Total | | \$204,000 |



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

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

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 f

| District Info. | Enter Information | District Info. | Enter Information | | | | |
|------------------------|-------------------|----------------|----------------------------------|--|--|--|--|
| District Name: | Barnesville | Date: | 7/19/2021 | | | | |
| District Number: | 0146-01 | Email: | jsamuelson@barnesville.k12.mn.us | | | | |
| District Contact Name: | Jodi Samuelson | | | | | | |
| Contact Phone # | 218-354-2217 | | | | | | |

| Expenditure Categories | | Fiscal Year (FY) Ending June 30 | | | | | | |
|---|--|---------------------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|
| | | 2021 (base year) | 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 |
| 349 | Other Hazardous Materials | \$12,594 | \$1,150 | \$250 | \$300 | \$300 | \$350 | \$400 |
| 352 | Environmental Health and Safety Management | \$8,280 | \$9,330 | \$10,000 | \$12,000 | \$12,000 | \$14,000 | \$16,000 |
| 358 | Asbestos Removal and Encapsulation | \$383 | \$200 | \$200 | \$200 | \$300 | \$300 | \$400 |
| 363 | Fire Safety | \$4,666 | \$4,580 | \$6,000 | \$6,500 | \$7,000 | \$7,500 | \$8,500 |
| 366 | Indoor Air Quality | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Total Health and Safety Capital Projects | \$25,923 | \$15,260 | \$16,450 | \$19,000 | \$19,600 | \$22,150 | \$25,300 |
| 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 |
| 363 | Fire Safety | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 366 | Indoor Air Quality | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Total Health and Safety Capital Projects \$100,000 or More | \$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 |
| | Total Remodeling for Approved Voluntary Pre-K Projects | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Accessibility | | | | | | | | |
| Finance Code | Category (4) | | | | | | | |
| 367 | Accessibility | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Total Accessibility Projects | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Deferred Capital Expenditures and Maintenance Projects | | | | | | | | |
| Finance Code | Category (5) | | | | | | | |
| 368 | Building Envelope | \$0 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 369 | Building Hardware and Equipment | \$0 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 |
| 370 | Electrical | \$0 | \$10,000 | \$12,000 | \$10,000 | \$10,000 | \$10,000 | \$0 |
| 379 | Interior Surfaces | \$0 | \$0 | \$100,000 | \$30,000 | \$30,000 | \$30,000 | \$40,000 |
| 380 | Mechanical Systems | \$450,809 | \$66,600 | \$5,000 | \$0 | \$0 | \$0 | \$0 |
| 381 | Plumbing | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,000 |
| 382 | Professional Services and Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 383 | Roof Systems | \$1,785 | \$0 | \$0 | \$0 | \$0 | \$0 | \$25,000 |
| 384 | Site Projects | 265 | \$11,900 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Total Deferred Capital Expense and Maintenance | \$452,594 | \$107,500 | \$121,000 | \$44,000 | \$44,000 | \$44,000 | \$79,000 |
| Total Annual 10-Year Plan Expenditures | | \$478,517 | \$122,760 | \$137,450 | \$63,000 | \$63,600 | \$66,150 | \$104,300 |

| | | | |
|--|--|----------------------------------|---------------|
|  DEPARTMENT OF EDUCATION | Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266 | and Fund 06 Projects Only | ED - 02478-07 |
|--|--|----------------------------------|---------------|

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

| District Info. | Enter Information | | | | |
|------------------------|-------------------|--|--|--|--|
| District Name: | Barnesville | | | | |
| District Number: | 0146-01 | | | | |
| District Contact Name: | Jodi Samuelson | | | | |
| Contact Phone # | 218-354-2217 | | | | |

| Expenditure Categories | | 2028 | 2029 | 2030 | 2031 |
|---|--|-----------------|------------------|------------------|------------------|
| 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 |
| 349 | Other Hazardous Materials | \$400 | \$450 | \$500 | \$500 |
| 352 | Environmental Health and Safety Management | \$16,000 | \$18,000 | \$18,000 | \$20,000 |
| 358 | Asbestos Removal and Encapsulation | \$500 | \$500 | \$500 | \$600 |
| 363 | Fire Safety | \$9,000 | \$9,500 | \$9,500 | \$10,000 |
| 366 | Indoor Air Quality | \$0 | \$0 | \$0 | \$0 |
| Total Health and Safety Capital Projects | | \$25,900 | \$28,450 | \$28,500 | \$31,100 |
| 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 |
| 363 | Fire Safety | \$0 | \$0 | \$0 | \$0 |
| 366 | Indoor Air Quality | \$0 | \$0 | \$0 | \$0 |
| Total Health and Safety Capital Projects \$100,000 or More | | \$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 |
| Total Remodeling for Approved Voluntary Pre-K Projects | | \$0 | \$0 | \$0 | \$0 |
| Accessibility | | | | | |
| Finance Code | Category (4) | | | | |
| 367 | Accessibility | \$0 | \$0 | \$0 | \$0 |
| Total Accessibility Projects | | \$0 | \$0 | \$0 | \$0 |
| Deferred Capital Expenditures and Maintenance Projects | | | | | |
| Finance Code | Category (5) | | | | |
| 368 | Building Envelope | \$0 | \$0 | \$0 | \$0 |
| 369 | Building Hardware and Equipment | \$4,000 | \$4,000 | \$4,000 | \$4,000 |
| 370 | Electrical | \$0 | \$0 | \$0 | \$0 |
| 379 | Interior Surfaces | \$30,000 | \$0 | \$0 | \$0 |
| 380 | Mechanical Systems | \$0 | \$0 | \$0 | \$0 |
| 381 | Plumbing | \$0 | \$0 | \$0 | \$0 |
| 382 | Professional Services and Salary | \$0 | \$0 | \$0 | \$0 |
| 383 | Roof Systems | \$0 | \$200,000 | \$200,000 | \$200,000 |
| 384 | Site Projects | \$0 | \$0 | \$0 | \$0 |
| Total Deferred Capital Expense and Maintenance | | \$34,000 | \$204,000 | \$204,000 | \$204,000 |
| Total Annual 10-Year Plan Expenditures | | \$59,900 | \$232,450 | \$232,500 | \$235,100 |

| FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection | | | | Revised 5/12/2021 | | | | | | | | | | | | | | |
|---|-----------------|--|--|-------------------|---|--------------------------------|------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|---------|---------|---------|
| 146 <= Type in School District Number | | | | | | | | | | | | | | | | | | |
| BARNESVILLE PUBLIC SCHOOL DIST. | | | | | | | | | | | | | | | | | | |
| Calculations for Ten Year Projection | | | | Pay 21 | Change only if requiring levy adjustments | Payable 2021 LLC Certification | Current Estimate | | | | | | | | | | | |
| | LLC # | | | FY 2021 | FY 2022 | FY 2022 | FY 2023 | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 | FY 2030 | FY 2031 | | | |
| Old Formula revenue | | | | | | | | | | | | | | | | | | |
| 21 | 459 | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 22 | 701 | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 23 | | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 24 | 765 | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 25 | 766 | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 26 | 460 | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 27 | 463 | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 27a | 767 | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 27b | 769 | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 28 | 466 | | | | | 61,622 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 |
| 29 | 467 | | | | 62,298 | 61,622 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 | 62,512 |
| 30 | 468 | | | | 369,892 | 365,879 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 |
| 31 | 469 | | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 32 | 470 | | | | 369,892 | 365,879 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 |
| 33 | 471 | | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 34 | 472 | | | | 369,892 | 365,879 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 |
| Aid and Levy Shares of Total Revenue | | | | | | | | | | | | | | | | | | |
| 35 | 33 | | | 2019 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | | | | |
| 36 | 54 | | | 6,340,802 | 6,340,802 | 6,984,088 | 7,263,452 | 7,553,990 | 7,856,149 | 8,170,395 | 8,497,211 | 8,837,099 | 9,190,583 | 9,558,207 | | | | |
| 37 | 54 | | | 959.83 | 959.85 | 964.66 | 957.72 | 962.84 | 976.75 | 976.75 | 976.75 | 976.75 | 976.75 | 976.75 | | | | |
| 38 | 474 | | | 6,606.17 | 6,606.06 | 7,239.92 | 7,584.09 | 7,845.52 | 8,043.17 | 8,364.90 | 8,699.49 | 9,047.47 | 9,409.37 | 9,785.74 | | | | |
| 39 | 475 | | | 9,105.95 | 9,105.95 | 9,556.02 | 10,153.52 | 10,452.22 | 10,870.00 | 11,305.00 | 11,757.00 | 12,227.00 | 12,716.00 | 13,225.00 | | | | |
| 40 | 476 | | | 11,200.32 | 11,200.32 | 11,753.90 | 12,488.83 | 12,856.23 | 13,370.10 | 13,905.15 | 14,461.11 | 15,039.21 | 15,640.68 | 16,266.75 | | | | |
| 41 | 477 | | | 58.98% | 58.98% | 61.60% | 60.73% | 61.03% | 60.16% | 60.16% | 60.16% | 60.16% | 60.16% | 60.16% | | | | |
| 42 | 478 | | | 41.02% | 41.02% | 38.40% | 39.27% | 38.97% | 39.84% | 39.84% | 39.84% | 39.84% | 39.84% | 39.84% | | | | |
| 43 | 473 | | | 369,892 | 365,879 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | 371,164 | | | | |
| 44 | 479 | | | 151,722 | 150,080 | 142,542 | 145,767 | 144,661 | 147,880 | 147,884 | 147,880 | 147,875 | 147,873 | 147,880 | | | | |
| 45 | 481 | | | - | - | - | - | - | - | - | - | - | - | - | | | | |
| 46 | 482 | | | 151,722 | 150,080 | 142,542 | 145,767 | 144,661 | 147,880 | 147,884 | 147,880 | 147,875 | 147,873 | 147,880 | | | | |
| 47 | 485 | | | 218,170 | 215,799 | 228,622 | 225,397 | 226,503 | 223,285 | 223,281 | 223,284 | 223,289 | 223,291 | 223,285 | | | | |
| Debt Service Portion of Revenue (non-grandfather districts) | | | | | | | | | | | | | | | | | | |
| 49 | 765+766+767+768 | | | | | | | | | | | | | | | | | |
| 50 | 769 | | | | | 193,253 | 193,778 | 194,145 | 189,105 | 189,315 | 189,368 | 189,263 | - | - | - | - | - | - |
| 50b | | | | | | - | 268 | - | - | - | - | - | - | - | - | - | - | - |
| 51 | 770 | | | | | 193,253 | 193,778 | 194,145 | 189,105 | 189,315 | 189,368 | 189,263 | - | - | - | - | - | - |
| 52 | 486 | | | | | 193,253 | 193,778 | 194,145 | 189,105 | 189,315 | 189,368 | 189,263 | - | - | - | - | - | - |
| 53 | 488 | | | | | 79,270 | 74,419 | 76,247 | 73,704 | 75,427 | 75,450 | 75,406 | - | - | - | - | - | - |

| FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection | | | | Revised 5/12/2021 | | | | | | | | | | | | | | | | | |
|---|--|-----|--|-------------------|--------------|---------|------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|--|--|--|
| 146 <= Type in School District Number | | | | | | | | | | | | | | | | | | | | | |
| BARNESVILLE PUBLIC SCHOOL DIST. | | | | | | | | | | | | | | | | | | | | | |
| | | | | Change only | | | | | | | | | | | | | | | | | |
| | | | | if requiring levy | Payable 2021 | | | | | | | | | | | | | | | | |
| <i>Calculations for Ten Year Projection</i> | | | | LLC # | FY 2021 | FY 2022 | Current Estimate | FY 2022 | FY 2023 | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 | FY 2030 | FY 2031 | | | | |
| 54 | Equalized Debt Service Levy = (52) - (53) | 489 | | | | 113,982 | | 113,982 | 119,359 | 117,898 | 115,401 | 113,888 | 113,918 | 113,856 | - | - | - | | | | |
| 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 | | | | 172,627 | | 172,627 | 177,387 | 177,019 | 182,059 | 181,849 | 181,797 | 181,902 | 371,164 | 371,164 | 371,164 | | | | |
| 58 | General Fund Equalized Revenue = (43) - (52) | 492 | | | | 172,627 | | 172,627 | 177,387 | 177,019 | 182,059 | 181,849 | 181,797 | 181,902 | 371,164 | 371,164 | 371,164 | | | | |
| 59 | Total General Fund Aid = (46) - (53) | 493 | | | | 70,810 | | 70,810 | 68,124 | 69,521 | 70,958 | 72,453 | 72,434 | 72,474 | 147,875 | 147,873 | 147,880 | | | | |
| 60 | General Fund Equalized Levy = (58) * (41) | 494 | | | | 101,817 | | 101,817 | 109,263 | 107,498 | 111,102 | 109,397 | 109,363 | 109,428 | 223,289 | 223,291 | 223,285 | | | | |
| 61 | General Fund Unequalized Levy = (57) - (58) | 495 | | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| 62 | Total General Fund Levy = (60) + (61) | 496 | | | | 101,817 | | 101,817 | 109,263 | 107,498 | 111,102 | 109,397 | 109,363 | 109,428 | 223,289 | 223,291 | 223,285 | | | | |
| 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. | | | | | | | | | | | | | | | | | | | | | |



Fiscal Year (FY) 2023 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

General Information: Minnesota school districts, intermediate school districts, cooperative districts, applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2021. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

| | | |
|----------------------------------|---------------------------|-----------------|
| Name of District or Cooperative: | District Number and Type: | Date Submitted: |
|----------------------------------|---------------------------|-----------------|

Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2023 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
4. All actual expenditures to be reported in UFARS for FY 2023 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. § 127A.411, subd. 3).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. § 121A.335). **The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.**

Certification of Statement of Assurances

| | | |
|--|--|-------|
| Signature – Must be signed by Superintendent or Cooperative Director: | Name – Superintendent or Cooperative Director (Please print) | Date: |
| | 270 | |



July 1, 2021

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

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. 146 as of June 30, 2021, and for the year then ended, and the related notes to the financial statements, which collectively comprise Independent School District No. 146's basic financial statements. In addition, we will audit the entity's compliance over major federal award programs for the period ended June 30, 2021. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs.

Accounting principles generally accepted in the United States of America 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 Governmental Accounting Standards Board, 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. 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 accounting principles generally accepted in the United States of America. 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 Net Pension Liability and Schedule of Employer's Contributions

Supplementary information other than RSI will accompany the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and 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 auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1. Combining and Individual Fund Schedules
2. Uniform Financial Accounting and Reporting Standards Compliance Table

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

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

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65. Those standards and the Uniform Guidance 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 financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error, fraudulent financial reporting, 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 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 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 or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, 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 *Government Auditing Standards* of the Comptroller General of the United States of America and/or state or regulatory audit requirements. Please note that the determination of abuse is subjective, and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the 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 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 will issue a written report upon completion of our audit of the District's basic financial statements. Our report will be addressed to the governing body of the District. We cannot provide assurance that any 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.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report on *Minnesota Legal Compliance* upon completion of our audit.

Audit of Major Program Compliance

Our audit of the District's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

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:

1. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
2. 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 fraud or error;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received, including federal awards and funding increments received prior to December 26, 2014 (if any), and those received in accordance with the Uniform Guidance (generally received after December 26, 2014);
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
6. For the design, implementation, and maintenance of internal control over federal awards;
7. For establishing and maintaining effective internal control over federal awards that provides reasonable assurance that the nonfederal entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
8. For identifying and ensuring that the entity complies with federal statutes, regulations, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
9. For disclosing accurately, currently, and completely, the financial results of each federal award in accordance with the requirements of the award;
10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
11. For taking prompt action when instances of noncompliance are identified;

12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
14. For submitting the reporting package and data collection form to the appropriate parties;
15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
16. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
17. 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 period under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole;
18. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
19. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
20. 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 compliance;
21. For the accuracy and completeness of all information provided;
22. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
23. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With respect to any nonattest services we perform, we agree to perform the following:

- Prepare or assist with preparing financial statements and the schedule of expenditures of federal awards in conformity with U.S. generally accepted accounting principles based on information provided by you.
- Completion of the auditee's portion of the Data Collection Form
- Propose certain cash to accrual conversion entries and fund to government wide entries to be reviewed and approved by management.
- Submission of the uniform financial accounting and reporting standards compliance table

The District'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 schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

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 financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited 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.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the 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.

Fees and Timing

Derek Flanagan is 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 2021.

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

| | |
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| Audit of the financial statements | \$12,000 |
| Virtual presentation to the School Board | <u>500</u> |
| Total | <u>\$12,500</u> |

As noted above actual out-of-pocket expenses will be billed if onsite services are requested, plus the travel time of the professional(s) coming onsite at 50% of their hourly rates.

If the District has significant capital projects, new long-term debt issuances, or refunding bond transactions that cause additional audit testing requirements, we will bill the added time at the hourly rates of the professionals performing the work.

If the District's federal expenditures exceed \$750,000 and an audit over those funds is required, the fee will be \$5,000 assuming one major program to be tested. If additional programs are required to be tested, it will be an additional \$2,500 per program.

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 the District'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.

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.

Other Matters

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.

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.

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

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

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.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

You agree to inform us of facts that may affect the 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.

At the conclusion of our audit engagement, we will communicate to 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.

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.

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, 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 LLP, 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 financial statements and compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.



Derek Flanagan, CPA
Partner

RESPONSE:

This letter correctly sets forth our understanding.

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

Name: _____

Title: _____

Date: _____

13. Addendum

A. Compensation for Head Volleyball Coach Askegaard

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July 19, 2021

Dr. Ellerbusch

During the 2020 VB Season, Coach Askegaard took on the duties of B-Team Coach due to the coach being quarantined when the season started and then the coach deciding not to return. Our 9th Grade VB coach was also quarantined for at one point during the season. Coach Askegaard assumed the responsibilities of running practices and games with these teams during that time. It is my recommendation that she be compensated for those extra duties.

Todd Henrickson

Barnesville Public Schools

Elementary Principal & Activities Director

(218) 354-2300 - wk

(218) 790-4919 - cell

14. Discussion/Information
A. Construction Project
B. Planning for 2021-22 School Year

Back-to-School Planning

July 15, 2021

MREA is in regular communication with the Minnesota Department of Education regarding COVID updates and how to best prepare our member districts for back-to-school. Here are a few updates from our meeting with MDE Commissioner Heather Mueller:

- Superintendents will receive guidance this week on distance learning for the upcoming school year - possibly today.
- In the fall, unless something drastic happens, there will be local control on decisions related to COVID. There will be guidance from MDH/MDE, but no requirements, by the end of this month.
- Face masks will still be required on buses until the Federal government changes requirements for public transportation.
- Districts will still need to report positive COVID cases in their schools.
- Since the Executive Order expired, MDE no longer has authority to create and enforce COVID mandates.
- MDE is not planning on having a Safe Learning Plan like last year.

We will continue to work with MDE on your behalf and communicate updates in a timely manner as you prepare for this fall.

Enjoy your summer,

Bob Indihar
MREA Executive Director



730 Second Avenue South, Suite 300
Minneapolis, Minnesota 55402

(612) 339-0060
Fax (612) 339-0038
www.ratwiklaw.com

MSBA WORKSHOP SERIES: BACK TO SCHOOL HIRING

July 15, 2021

Jennifer K. Earley
jke@ratwiklaw.com

and

Margaret A. Skelton
mas@ratwiklaw.com

NOTE: The purpose of this presentation, and the accompanying materials, is to inform you of interesting and important legal developments. While current as of the date of presentation, the information given today may be superseded by court decisions and legislative amendments. We cannot render legal advice without an awareness and analysis of the facts of a particular situation. If you have questions about the application of concepts discussed in the presentation or addressed in this outline, you should consult your legal counsel.

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I. EMPLOYEE COVID-19 TESTING AND VACCINATIONS

A. Pre-Employment Inquiries on COVID and Vaccination Histories

1. Pursuant to the Minnesota Human Rights Act (“MHRA”), employers cannot require or request an applicant for employment to furnish information that pertains to disability or age. *See* Minn. Stat. § 363.08, subd. 2.
2. While an employer may not, at the pre-offer stage, ask “disability-related” questions, which are defined as those that are likely to elicit information about a disability, an employer may ask whether an applicant can perform the job, and may ask if an applicant needs a reasonable accommodation because of an obvious or voluntarily disclosed disability.
3. Inquiries regarding sick leave use may relate to an employee’s disability or workers compensation history and, therefore, delve into impermissible areas of inquiry.
4. While an employer should not ask an applicant to disclose reasons for using sick leave, employers may ask about unexcused absences. Employers also may permissibly ask about an applicant’s ability to meet attendance standards that are an essential function of the job.
5. The Equal Employment Opportunities Commission (“EEOC”) opines, however, that employers may screen job applicants for current symptoms of COVID-19 after making a conditional job offer, as long as the employer does so for all entering employee in the same type of job. This rule applies whether or not the applicant has a disability. Employers may ask applicants and employees entering the workplace whether they are experiencing any COVID-19 symptom that has been identified by the CDC to determine if the employee may pose a direct threat to health in the workplace. *See* U.S. Equal Emp’t Opportunities Comm’n, *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws*, at Questions A.1 and C.1 (June 28, 2021).
6. Based on current CDC guidance, the EEOC also pronounced that if an individual cannot safely enter the workplace, the employer may withdraw the job offer. While an employer may not unilaterally postpone a start day or withdraw a job offer to individuals who may be at higher risk for COVID (i.e. age or pregnancy), an employer may choose to allow telework or discuss with applicants if they would like to postpone the start date of employment. *Id.* at Question C.5.

B. Mandatory Submission to COVID-19 Testing

1. Mandatory COVID-19 Testing

- a. The Americans with Disabilities Act (“ADA”) requires that any mandatory medical test of employees be “job related and consistent with business necessity.” Applying this standard to the current circumstances of the COVID-19 pandemic, the EEOC takes the position that employers may take screening steps to determine if employees entering the workplace have COVID-19 because an individual with the virus will pose a direct threat to the health of others. A COVID test may be administered before initially permitting an employee to enter the workplace and/or periodically thereafter. *See What You Should Know About COVID-19, at Question A.6.*
- b. The ADA does not interfere with employers following recommendations by the Center for Disease Control (“CDC”) or other public health authorities regarding whether, when, and for whom testing or other screening is appropriate.
- c. Testing administered by employers consistent with current CDC guidance will meet the ADA’s “business necessity” standard as long as the employer ensures that the tests are considered accurate and reliable. *Id.*
- d. Employers may wish to consider the incidence of false-positives or false-negatives associated with a particular test and should still require, to the greatest extent possible, that employees observe safety protocols such as social distancing, regular handwashing, etc. *Id. at Question A.6.*

2. COVID-19 Antibody Testing

- a. The CDC’s Interim Guidance provides that antibody tests are not currently recommended to assess for immunity to COVID-19 following COVID-19 vaccination or to assess the need for vaccination in an unvaccinated person. *See Center for Disease Control, Interim Guidelines for COVID-19 Antibody Testing in Clinical and Public Health Settings (Mr. 17, 2021).* Accordingly, antibody tests are not fully reliable when making decisions about returning persons to the workplace.

- b. In reliance on this Interim Guidance, the EEOC states that pursuant to the ADA, an antibody test constitutes a medical examination and “should not be used to make decisions about returning persons to the workplace,” as the test, at this time, does not meet the ADA’s “job related and consistent with business necessity” standard for medical examinations or inquiries for current employees. This interpretation by the EEOC could change if the CDC modifies its Interim Guidance. *See What You Should Know About COVID-19, at Question A.7.*

C. Mandatory Vaccinations

1. Emergency Use Authorization (“EUA”) Vaccines May Limit Permissibility of Mandates

COVID-19 vaccines currently (and for the foreseeable future) are only available to the public pursuant to an EUA granted by the Food and Drug Administration (“FDA”), that differs from an approval under FDA vaccine licensure. With EUA vaccines, the FDA has an obligation to ensure that recipients of the vaccine under an EUA are informed, to the extent practicable under the applicable circumstances, that the FDA has authorized the emergency use of the vaccine, of the known and potential benefits and risks, the extent to which such benefits and risks are unknown, that they have the option to accept or refuse the vaccine, and of any available alternatives to the product. *See* <https://www.fda.gov/vaccines-blood-biologics/vaccines/emergency-use-authorizationvaccines-explained>.

2. Vaccinations Generally Are Not a Prohibited Medical Examination

- a. The EEOC interprets the ADA to provide that the administration of a COVID-19 vaccine to an employee by an employer, or by a third-party administrator on behalf of the employer, is not a “medical examination.” The reason for this position is that by administering the vaccine, the employer is not seeking information about an individual’s impairments or current health status and, therefore, it is not a medical examination. As a result, there is an argument that employer policies may permissibly require employees to be vaccinated (at least with a non-EUA vaccine) as a condition to continued employment or, at the very least, as a condition to returning to the physical workplace.

- i. This requirement may be imposed on upon employees with a disability if the employer can demonstrate that the individual

would pose a “direct threat” to the health and safety of the employee or others in the workplace.

- ii. If the employee does impose a direct threat, the employer must then consider whether providing a reasonable accommodation, absent undue hardship, would reduce or eliminate that threat.
- iii. Accommodations may include requiring the employee to wear a mask, work a staggered shift, making changes to the work environment such as improving ventilation systems or limiting contact with others, permitting telework or reassigning the employee to different workspace.

See What You Should Know About COVID-19, at Questions K.1 and K.5.

- b. Even though vaccinations may be required, another concern relates to pre-vaccination inquiries that must be made before administration. These inquiries, if made by the employer, may trigger impermissible disability-related disclosures. Because the administration of a COVID-19 vaccine likely would require an employee to provide certain pre-screening information that may be necessary to determine whether an employee can be vaccinated, such disclosures can trigger the ADA’s provision prohibiting disability-related inquiries. To overcome the disability-related inquiry prohibition, an employer must show that such pre-screening questions are “job-related and consistent with business necessity” to comply with the ADA. *See What You Should Know About COVID-19, at Questions K.7.*

3. Medical Exemptions

- a. The ADA requires that employees be exempt from vaccination requirements due to an underlying medical condition.
 - i. As noted above, the ADA allows an employer to have a “qualification standard” that includes a requirement that the employee does not pose a direct threat to the health or safety of individuals in the workplace. 29 C.F.R. §1630.2(r).
 - ii. If a safety based qualification standard, such as a requirement for vaccination against COVID-19, screens out an individual with a disability, the employer will need to show that an

unvaccinated employee would pose a direct threat due to a “significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by a reasonable accommodation.” *Id.*; *See What You Should Know About COVID-19, at Question K.5.*

iii. An individualized assessment of four factors should be conducted in determining whether a direct threat exists: a) the duration of the risk; b) the nature and severity of the potential harm; c) the likelihood that the potential harm will occur; and d) the imminence of the potential harm. A conclusion that there is a direct threat would include a determination that an unvaccinated individual will expose others to the virus at the worksite. *Id.*

b. If the direct threat cannot be reduced to an acceptable level, the employer may exclude the employee from the workplace but may not be able to terminate the employee, if, for example, a reasonable accommodation, such as remote work or a leave of a finite duration, could be provided.

4. Sincerely Held Religious Beliefs

a. Under Title VII, employees may be exempt from vaccination if this procedure goes against a sincerely held religious belief, practice or observance. In this situation, the employee may be entitled to either a total exemption or an accommodation, unless the exemption/accommodation would pose an undue hardship on the employer. *See What You Should Know About COVID-19, at Question K.12.*

b. The definition of an undue hardship under Title VII is having more than a minimal cost or burden on the employer. This standard is lower than “undue hardship” test that applies to requests for accommodations under the ADA.

c. Because this protection is broad and employer’s may not be familiar with a particular religion’s beliefs and practices, the EEOC advises that employers ordinarily assume that the employee’s request is based on a sincerely held religious belief. *See What You Should Know About COVID-19, at Question K.12; see also 29 C.F.R. § 1605.*

- d. If there is an objective basis to question the religious nature or sincerity of a particular belief, an employer does have the right to request additional supportive information.

5. OSHA Considerations

- a. The Occupational Safety and Health Act creates a general duty requiring employers to keep the workplace free from recognized hazards likely to cause death or serious harm. 29 U.S.C. § 654(a)(1); *See also* Minn. Stat. § 182.65 (Employee Right to Know Act).
- b. On January 29, 2021, the United States Department of Labor, Occupational Safety and Health Administration (“OSHA”) issued “Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace” (“Guidance”). The Guidance encourages employers to “take steps to make it easier for workers to get vaccinated.”
- c. OSHA has taken the position that employers can require employees to take influenza vaccines, but emphasizes that employees “need to be properly informed of the benefits of vaccinations.”
- d. OSHA’s Guidance further provides that an employee who refuses a vaccination because of a reasonable belief that he or she has a medical condition that creates a real danger of serious illness or death, such as a serious reaction to the vaccine, may be protected under OSHA’s whistleblower protections.

6. Workers’ Compensation Considerations

- a. When an employee’s injury arises out of and in the course of his or her employment, the employee is entitled to workers’ compensation benefits.
- b. As a general rule, an employee who incurs an injury while participating in an employer’s voluntary programs are not entitled to compensation, even if the employer pays for some or all of the cost of the program. Minn. Stat. §176.021, subd. 9. The statute creates an exception to the rule, however, for situations where the employee is ordered by the employer to participate in the program. *Id.*
- c. If the employee’s options are limited to attending the program and getting paid or forfeiting pay or benefits, the program is not

voluntary under the workers compensation laws. *See* Minn. Stat. §176.021, subd. 9; *Shire v. Rosemount, Inc.*, 875 N.W.2d 289 (Minn. 2016).

- d. Accordingly, if an employer requires an employee to get vaccinated or forfeit pay or benefits if the employee chooses not to get vaccinated, the employee may have a claim if he or she suffers an adverse reaction or injury as a result of the vaccine.

7. Potential Disparate Impact Concerns

- a. The EEOC takes the position that as with any employment policy, employers that have a vaccine requirement may need to respond to allegations that the requirement has a disparate impact on—or disproportionately excludes—employees based on their race, color, religion, sex, or national origin under Title VII (or age under the Age Discrimination in Employment Act (“ADEA”). Employers should keep in mind that because some individuals or demographic groups may face greater barriers to receiving a COVID-19 vaccination than others, some employees may be more likely to be negatively impacted by a vaccination requirement. *See What You Should Know About COVID-19*, at Question K.1.
- b. Despite a vaccine requirement that is that is neutral on its face and uniformly applied, employers may be required to respond to allegations that a COVID-19 vaccination requirement constitutes a disparate impact on a protected group, unless there is a legitimate non-discriminatory reason. *Id.*

8. Collective Bargaining Implications

- a. Pursuant to the Public Employment Labor Relations Act (“PELRA”), a public employer has an obligation to meet and negotiate in good faith with the exclusive representative of public employees in an appropriate unit regarding grievance procedures and the “terms and conditions of employment.” Minn. Stat. § 179A.07, subd. 2.
- b. PELRA defines “terms and conditions as “the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel policies

affecting the working conditions of the employees.” Minn. Stat. § 179A.03, subd. 19.

- c. Unions may assert that employer vaccination policies are a mandatory subject of bargaining. *See e.g., Virginia Mason Hosp. v. Washington State Nurses Ass’n*, 511 F.3d 908 (9th Cir. 2007) (upholding an arbitrator’s decision finding that an employer had a duty to bargain before requiring nurses to be immunized for the flu); *see also Univ. Educ. Ass’n v. Regents of Univ. of Minnesota*, 353 N.W.2d 534, 538 (Minn. 1984) (emphasizing that the purpose of PELRA requires “the scope of the mandatory bargaining area to be broadly construed so that the purpose of resolving labor disputes through negotiation could best be served.”).

D. Continued Mask Requirements for Unvaccinated Individuals

1. The CDC updated its Guidance for COVID-19 Prevention in K-12 Schools, as of July 9, 2021, and continues to recommend consistent and correct mask use. This updated guidance specifically recommends mask use for people who are not fully vaccinated including students, teachers, and staff, especially when it is not possible to maintain a physical distance of at least 3 feet. *See* Guidance for COVID-19 Prevention at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>.
2. The same CDC Guidance further provides: “Based on the needs of the community, school administrators may opt to make mask use universally required (i.e. required regardless of vaccination status) in the school.” The Guidance emphasizes implementation of layered prevention strategies as many schools serve children under the age of 12 who currently are not eligible for COVID-19 vaccinations.
3. Regardless of the mask policy at school, passengers and drivers must wear a mask on school buses, including on buses operated by public and private school systems, subject to the exclusions and exemptions in CDC’s Order, issued on January 29, 2021. The qualified exclusions remain to be:
 - a. A person with a disability who, for reasons related to the disability, would be physically unable to remove a mask without assistance if breathing becomes obstructed. Examples might include a person with impaired motor skills, quadriplegia, or limb restrictions; and

- b. A person with an intellectual, developmental, cognitive, or psychiatric disability that affects the person's ability to understand the need to remove a mask if breathing becomes obstructed.
4. The CDC proposes that K-12 administrators who maintain documentation of worker's COVID-19 vaccination status can use this information, consistent with applicable laws and regulations, to enforce masking practices.

E. Suggestions to Avoid Violation of Employee Rights

1. Do Not Mandate Staff Vaccinations (EUA Vaccinations).
2. If Staff Vaccinations Are Required, Have a Third-Party Health Care Provider Administer the Vaccination Process.
3. If Proof of Vaccination from a Healthcare Provider is Required, Do Not Require Additional Medical Information.
4. If an Employee Claims an Exemption, Based on Disability or Religious Belief, Utilize the Interactive Process.
5. Be Prepared to Provide Reasonable Accommodations If Vaccinations are Mandated.
6. Be Prepared to Respond to Union Demands to Bargain Mandatory Vaccination Policies.
7. Take Actions to Apply Mandatory Vaccination Policies Equivalently and in Compliance with State and Federal Guidelines and Orders to Reduce Potential Liability.

II. REMOTE WORK

A. Establishment of Remote Work Expectations Based on Executive Orders

1. In 2020, Governor Tim Walz enacted several Executive Orders addressing the obligations of employers to allow employees to work from home. *See e.g.*, Ex. Order 20-01 (declaring a peacetime emergency); Executive Order 20-54 (Protecting Workers from Unsafe Working Conditions and Retaliation During the COVID-19 Peacetime Emergency – declaring that workers have the right to refuse to work under conditions that they, in good faith, reasonably believe present an imminent danger of death or serious

physical harm); Ex. Order 20-74 (Continuing to Safely Reopen Minnesota’s Economy and Ensure Non-Work Activities During the COVID-19 Peacetime Emergency - providing that “any worker who can work from home must do so”); Ex. Order 20-82 (Authorizing and Directing the Commissioner of Education to Require School Districts and Charter Schools to Provide a Safe and Effective Learning Environment for Minnesota’s Students During the 2020-21 School Year - ordering that “districts and charter schools must provide accommodations to staff as required by applicable laws and must allow school staff whose health is at risk or have members of their household whose health is at risk to work from home to the extent possible”)

When imposing the obligation on school employers to allow remote work, the following requirements, nonetheless, were still in place:

- a. All of the essential functions of the employee’s position must be able to be performed remotely to qualify to work from home.
 - b. If there is no other availability for leave, employers should assess, on a case-by-case basis, whether an employee may work from home.
 - c. Employers do not have the obligation to create a position from non-essential or partial tasks to allow an employee to work from home when the employee is needed on-site.
2. Termination of Peacetime Emergency and Applicability of Executive Orders

On June 30, 2021, the Minnesota Legislature enacted a bill ending the peacetime emergency as follows:

TERMINATION OF PEACETIME EMERGENCY.
Effective July 1, 2021, at 11:59 p.m., and consistent with Minnesota Statutes, section 12.31, subdivision 2, paragraph (b), the peacetime emergency declared by Executive Order 20-01 issued March 13, 2020, is terminated.

Minn. Laws 2021, 1st Sp. Sess., Ch. 12, §12.

3. Remaining Law Related To Remote Work Requests Based on Dangerous Conditions– Minn. Stat. § 182.654, subd. 11

Subd. 11. Refusal to work under dangerous conditions.

An employee acting in good faith has the right to refuse to work under conditions which the employee reasonably believes present an imminent danger of death or serious physical harm to the employee.

A reasonable belief of imminent danger of death or serious physical harm includes but is not limited to a reasonable belief of the employee that the employee has been assigned to work in an unsafe or unhealthful manner with a hazardous substance, harmful physical agent or infectious agent.

An employer may not discriminate against an employee for a good faith refusal to perform assigned tasks if the employee has requested that the employer correct the hazardous conditions but the conditions remain uncorrected.

An employee who has refused in good faith to perform assigned tasks and who has not been reassigned to other tasks by the employer shall, in addition to retaining a right to continued employment, receive pay for the tasks which would have been performed if (1) the employee requests the commissioner to inspect and determine the nature of the hazardous condition, and (2) the commissioner determines that the employee, by performing the assigned tasks, would have been placed in imminent danger of death or serious physical harm.

B. Remote Work as an Accommodation of COVID Related Medical Conditions

1. Long Term Medical Effects of COVID on Employment/Staffing
 - a. While the long term effects of COVID-19 are still being studied, the CDC notes that some patients can have symptoms that can last for weeks or even months after recovery from acute illness. Even people who are not hospitalized and who have mild illness can experience persistent or late symptoms. These long-term effects can range from more common symptoms such as fatigue, shortness of breath,

difficulty with thinking and concentration (sometimes referred to as “brain fog”) and depression to more serious complications such as cardiovascular/inflammation of the heart muscle, lung function abnormalities, and acute kidney injury. *See* <https://www.cdc.gov/coronavirus/2019-ncov/long-term-effects.html>.

- b. These long term health conditions may impact employer leave policies and create staffing shortages and could result in financial consequences for both employees and employers.
- c. Employers looking to address the impact of these consequences should take care not to implement employment practices that could discriminate against individuals, including job applicants, who may have a protected disability based on the long term effects of COVID-19.

2. Accommodation Requirements under the MHRA and the ADA

- a. Both the MHRA and the ADA prohibit discrimination against individuals with disabilities. *See* Minn. Stat. § 363A.02; 42 U.S.C. § 12101, *et seq.* They also require employers to provide qualified disabled employees with “reasonable” accommodations to perform the essential functions of their positions. The ADA and Section 504 are similar with regard to the manner in which they relate to employment.
- b. A “qualified individual with a disability” is an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position. 42 U.S.C.A. § 12111(8).
- c. Physical or Mental Impairment
 - i. In order to be deemed as having a disability, an individual must have a physical or mental impairment that substantially limits one or more of the major life activities; must have a record of such an impairment; or be regarded as having such an impairment. 42 U.S.C. § 12102(1).
 - ii. Only employees who actually have a physical or mental impairment that substantially limits one or more major life

activities are entitled to reasonable accommodations. Employees who are “regarded as” being disabled do not receive accommodations under the ADA. 42 U.S.C. § 42 U.S.C. 12201(h). However, employers can still be liable for discriminating against employees that are “regarded as” being disabled.

- iii. The ADA regulations define the phrase “physical or mental impairment” to mean:
- iv. Any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; or
- v. Any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

29 C.F.R. § 1630.2(h).

d. Major Life Activities

- i. The ADA includes a non-exhaustive list of major life activities. Such activities include: caring for oneself, performing manual tasks, seeing, hearing, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. 42 U.S.C. § 12102(2)(A).
- ii. The ADA also defines major life activities to include “major bodily functions,” including: immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions. 42 U.S.C. § 12102(2)(B).

e. Essential Functions

The ADA regulations set out the following definitions of essential functions:

- i. The term “essential functions” means the fundamental job duties of the employment position the individual with a disability holds or desires. The term “essential functions” does not include the marginal functions of the position.
- ii. A function may be “essential” even if other people can perform it. For example, vacuuming was found to be an essential function of the housekeeping supervisor even though the other housekeepers could have taken on all of the vacuuming duties at the hotel. *Alexander v. Northland Inn*, 321 F.3d 723, 727 (8th Cir. 2003). *See also Jones v. Walgreen Co.*, 679 F.3d 9 (1st Cir. 2012) (Store manager unable to kneel, squat, stoop, use ladders and other physical tasks was unable to perform essential, non-delegable duties of walk-throughs and supervision).
- iii. A job function may be considered essential for any of several reasons, including but not limited to the following:
 - a) The function may be essential because the reason the position exists is to perform that function.
 - b) The function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed; and/or
 - c) The function may be highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.
- iv. Evidence of whether a particular function is essential includes, but is not limited to:
 - a. The employer’s judgment as to which functions are essential;
 - b. Written job descriptions prepared before advertising or interviewing applicants for the job;
 - c. The amount of time spent on the job performing the function;

- d. The consequences of not requiring the incumbent to perform the function;
- e. The terms of a collective bargaining agreement;
- f. The work experience of past incumbents in the job; and/or
- g. The current work experience of incumbents in similar jobs.

29 C.F.R. § 1630.2(n).

- f. The ADA does not require employers to provide an employee with accommodations related to another person's disability. For instance, a non-disabled employee is not entitled to an ADA accommodation because his or her spouse/child/parent is disabled. The employee must actually have a disability in order to receive an accommodation under the ADA.
- g. While the accommodation process must always be based on the individual's circumstances, the EEOC has issued a list of accommodations that, absent undue hardship to the employer, may constitute "reasonable accommodations." The list is available online at: <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>. This list includes options such as offering additional PPE (e.g., gloves, gowns, masks), barriers between coworkers and the public, elimination or substitution of "marginal" (non-essential) job duties, temporary reassignment to another position, and temporary change in the employee's work location and short-term leave.
- h. While the accommodation process always must be based on the individual circumstances, there are some requested accommodations that courts generally find to be unreasonable and, therefore, not available under the ADA. These accommodations include: (a) leave for an indeterminate period; (b) reassigning essential functions of the employee's job; and (c) hiring another employee to perform, or assist in the performance of, the essential functions of the employee's job.

C. Remote Work as a Term and Condition of Employment

- 1. As noted above, PELRA requires public employers to meet and negotiate with employees over the "terms and conditions" of employment. Employers

are not, however, required to negotiate over matters of inherent managerial policy, that is defined as including, but not limited to “such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, selection of personnel, and direction and the number of personnel....” Minn. Stat. § 179A.07, subd. 1.

2. Issues to consider when negotiating on matters of remote work assignments:
 - a. Schools must retain, and are not required to negotiate on, the right to assign or reassign work to an employee. The right to select, direct and decide the number of employees and determine the general organizational structure of its workforce are inherent managerial rights of the employer.
 - b. While a permissive subject of bargaining, schools should avoid agreeing to language that affects the start and stop time of the duty day to accommodate remote work, limiting the number of remote or in-person classes or the size of the classes or that provide overload pay or additional prep time for teachers who teach remotely.
 - c. Remote teaching opportunities may not be available to staff whose school has not applied for and been approved as an online learning provider pursuant to Minnesota Statutes, section 124D.095, subdivision 7. A school’s decision to offer an online learning program is a decision that is an inherent managerial right not subject to bargaining under PELRA. Note, however, that “digital learning,” meaning “learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes “blended and online learning” is not subject to approval and oversight by MDE as an online learning program. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction. Distance learning also is not a form of instruction that has been approved outside of recent executive orders pertaining to the COVID-19 pandemic that are no longer in effect.

III. SICK LEAVE POOLS/BANKS

A. Sick Leave Pool vs. Sick Leave Bank

1. Sick leave pool. A sick leave pool allows employees to donate paid leave to a reserve for the use of other unit members choosing to participate. An employee who has exhausted his or her leave may then access the paid leave in the sick leave bank for the employee's illness or injury and, in some cases, the illness or injury of a family member.
2. Sick leave bank. A sick leave bank generally requires an employee to pay back days used in the bank either from salary or a donation of paid leave days when those are accumulated in the future.

B. Prohibition on Reopeners

Any contract between a school board and an exclusive representative of teachers shall be for a term of two years, beginning on July 1 of each odd-numbered year. A contract between a school board and an exclusive representative of teachers shall contain the teachers' compensation including fringe benefits for the entire two-year term and shall not contain a wage reopening clause or any other provision for the renegotiation of the teachers' compensation. Minn. Stat. § 179A.20, subd. 3

C. Tax Implications of Sick Leave Pools

1. The Internal Revenue Service has issued several rulings holding that "pools" or similar arrangements allowing employees to surrender accrued leave to their employer to administer a medical leave sharing plan, are "bona fide" plans that do not result in tax liability to the donor employee. *IRS ruling 90-29*.
2. There are tax implications, however, where the employee donates directly to an employee in need upon a request being made as the donor employee must first be taxed on the donated time. Employees receiving the donated time also are taxed on the sick leave time paid to them just as they would be if the leave were provided directly by the employer.
3. An issue also arises as to the taxable rate of the leave if the employees do not earn the same wage rate.

D. Impermissible Medical Inquiries

1. The EEOC has challenged sick leave pools on the grounds that the employer was asking too much or too detailed information to determine eligibility.
2. For use of normal accumulated sick leave, a physician's statement that the employee is excused from work for medical reasons often is sufficient.
3. If and when an employee seeks accommodations under the ADA, more detailed information can be requested. More information also can be requested where the employer can establish a "business necessity" for requesting medical information. The use of leave in sick leave pools/banks that condition use based on COVID-related issues, many not necessarily be based upon reasons sufficient to trigger these exceptions.

E. Data Privacy

1. Allowing committees or entities other than the school to make decisions as to leave may not be compliant with the data privacy laws.

F. Liability Concerns

Any decision made by a committee or other entity may still impose liability upon the school if an employee claims that the decision was inequitable, discriminatory or otherwise unlawful. When this role is delegated, schools have less control over these decisions and potential liability.

G. Limitations on Amount of Leave

The provision of additional leave may create a situation where leaves become lengthy and more than would otherwise be required by law (i.e. FMLA/ADA) and may create staffing issues.

H. Difficulty Removing Language

Once included in a CBA, benefits are difficult to later remove through negotiations.

Online and Blended Learning Options for the 2021-22 School Year

During the COVID-19 peacetime emergency, Minnesota public schools were required to offer a distance learning option for families. The peacetime emergency has ended, but many school districts and charter schools would like to continue offering these options for their students and families. The Minnesota Department of Education (MDE) has created a provisional, expedited approval process for online and blended learning so that districts and schools can continue to meet the needs of all students and families. In the 2021-22 school year, schools that are not already approved online learning providers may choose to offer to their resident and previously-enrolled students:

1. [Blended learning](#) where students learn primarily in the building but receive instruction online for up to 20% of their weekly schedule. There is **no requirement to notify MDE** if providing this option.
2. [Blended learning](#) where students learn primarily in the building but receive instruction online for 21% to 50% of their weekly schedule. Districts and charter schools **must notify and submit program information** to MDE for this option.
3. [Blended learning](#) where students receive instruction online for more than 50% of their weekly schedule. Districts and charter schools **must apply for provisional approval as an online learning provider**.
4. [Online learning](#) where students learn fully online away from a school building for one or more courses. Districts and charter schools **must apply for provisional approval as an online learning provider**.

It is important to note that school districts may only *offer* the above options to families and students, they cannot require families and students to opt-in to a blended or online learning option.

Do we need to notify MDE?

| Yes | No |
|--|--|
| <ul style="list-style-type: none"> • Districts and charter schools who want to offer blended learning where students learn primarily in the building but receive instruction online for 21% to 50% of their scheduled time outside of a school building (#2 above). • Districts and charter schools who want to offer blended learning where students learn primarily in the building but receive instruction online for more than 50% of their scheduled time outside of a school building (#3 above). • Districts and charter schools that want to offer online learning where students learn fully online away from a school building for one or more courses (#4 above, except existing programs). | <ul style="list-style-type: none"> • Existing State-approved online providers. • Districts and charter schools who offer blended learning on-site to students who are regularly attending a school building. This can include up to 20% of their scheduled time learning outside of a school building (#1 above). • Districts and charter schools who will cooperate with an existing state-approved online learning provider to serve their online or hybrid students. This does not include private online vendors. • Districts and charter schools who offer individual courses that blend on-site and digital learning where students attend the course on-site at least one scheduled period per week. |

Blended Learning

"Blended learning" is a form of digital learning that occurs when a student learns part-time in a supervised physical setting and part-time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction. *Minnesota Statutes 124D.095 Subd. 2.*

1. Blended Learning with up to 20% Online Instruction

Districts and charter schools may provide digital learning to their own enrolled students under Minnesota Statutes 124D.095 Subd. 7 (d). This can include "blended learning" models where students who are regularly attending a school building engage in up to 20% of their scheduled instructional time online, outside of a school building. Such programs do not require approval or reporting to MDE but should review the [Blended Learning Statutes and Recommended Elements and Best Practices](#).

2. Blended Learning with 21-50% Online Instruction

Districts and charter schools may provide digital learning to their own enrolled students under Minnesota Statutes 124D.095 Subd. 7 (d). This can include "blended learning" models where students who are regularly attending a school building engage in 21% to 50% of their scheduled instructional time online, outside of a school building. These programs must notify MDE by August 2, 2021, using the [program proposal](#) form and should review and submit the [Blended Learning Statutes and Recommended Elements and Best Practices](#) (see Appendix A). These statutes and best practices include communication with families, teacher schedules and workloads, and other key elements to ensure quality and equity-focused programs.

3. Blended Learning with >50% Online Instruction

Districts or charter schools who offer an instructional model where more than 50% of the scheduled instructional time occurs online must, by August 2, 2021, apply for provisional approval as an online learning provider using the [program proposal and assurances](#) form. These assurances include statutes and best practices such as communication with families, teacher schedules and workloads, and other key elements to ensure quality and equity-focused programs.

Online Learning

"Online learning" is a form of digital learning delivered by an approved [online learning provider](#) under paragraph (d). Minnesota Statutes 124D.095 Subd. 2 (c).

4. Fully Online Instruction

Districts or charter schools who offer online learning, where students learn fully online away from a school building for one or more courses must, by August 2, 2021, apply for provisional approval as an online learning provider using the [program proposal and assurances](#) form. These assurances include statutes and best practices such as communication with families, teacher schedules and workloads, and other key elements to ensure quality and equity-focused programs.

Becoming a State-approved Online Provider: Required for Option 3 and Option 4

MDE is providing an expedited online program approval process for the 2021-22 school year. The process is designed to provide a pathway for districts and charter schools who have not yet become state-approved online providers to do so while maintaining high-quality standards and the integrity of the review process. Recognizing that districts and charter schools have a range of needs and capacities, there are three “tiers” of the expedited approval process:

- I. **Provisional approval** is granted for the first semester to districts and charter schools who submit their program proposal and signed assurances form.
- II. **Extending approval** for the second semester is available to districts and charter schools who submit four required pieces of the application: staff assignments, instructional model, special education plans and curriculum alignment.
- III. **Full approval** (equal status with existing approved programs) is available to districts and charter schools participating in cohort-based program evaluation and development during the second semester.

Provisional approval

The following tasks and deadlines apply to programs that offer online instruction for more than 50% of students’ weekly schedule or offer fully online learning for one or more courses during the first semester of the 2021-22 school year. Once submissions are reviewed and accepted, applicants will be notified of their status on or before August 16, 2021.

| Deadline | Task |
|----------------|---|
| August 2, 2021 | Submit the online program information and assurances form . |

Extended approval actions and timeline

*The following tasks and deadlines apply to districts and charter schools that received provisional approval and **wish to extend their program into the second semester**. Once submissions are reviewed and accepted according to the timeline below, applicants will be notified of their status on or before December 6, 2021.*

Each of the tasks below are under development. More information, support and submission instructions will be provided.

| Deadline | Task |
|-----------------|--|
| October 1, 2021 | Submit updated Staff Automated Reporting (STAR) report listing all teachers in the online program and their assignments. |
| October 1, 2021 | Submit sample weekly schedules indicating how instruction is provided for the various grade bands they serve (K-2, 3-5, 6-8, 9-12) that includes: 1) modality (synchronous/asynchronous); 2) required vs. optional activities; 3) opportunities for individual instruction, peer interaction or collaboration. |

| Deadline | Task |
|---------------------------------------|---|
| November 1, 2021 | Submit information about the programming and supports for students receiving special education services. |
| November 1, 2021 | Submit documentation illustrating curriculum aligned with current Minnesota K-12 Academic Standards and benchmarks where they exist or national/locally-developed standards. |
| January 31, 2022 | Districts and charters seeking full approval will notify MDE of their intent to either continue the approval process or cease to offer online learning beyond school year 2021-22. |
| Semester 2 (school year 2021-2022) | Applicants seeking full approval participate in cohort-based professional development activities. |
| June 1, 2022 | Programs completing the requirements of the full approval process receive notification from MDE. |

Questions and Answers

How are blended and online learning different?

"Blended learning" is a form of digital learning that occurs when a student learns part-time in a supervised physical setting and part-time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction. Minnesota Statutes 124D.095 Subd. 2 (b)

In practice, blended learning includes instructional techniques that incorporate technology like station rotation, flipped classroom, flex learning, etc. Since some of these instructional modalities can find students learning outside of a classroom or even a school building, we draw distinctions based upon how much of a student's schedule is spent online: 20% or less, 21-50%, or more than 50%.

"Online learning" is a form of digital learning delivered by an approved online learning provider under paragraph (d). Minnesota Statutes 124D.095 Subd. 2 (c).

Fully online courses are those where students are learning using technology not in a school building. In Minnesota, to offer such courses and receive public school funding, the district or charter school must have an approved application as an online learning provider.

What considerations should be made regarding teacher workloads and assignments?

We recommend districts and charter schools use best practice when determining teacher schedules, assignments and workloads. This includes schedules that do not require concurrent online and in-person

teaching, adding additional teacher preparation time, and recognizing that online instruction requires significant time and resources.

Can we require that every student participates in some form of blended or online learning?

No. Alternative instructional models such as blended or online learning will be a *choice* for students. **These schedule options can be offered but not required.**

Can we contract with a third party vendor?

Districts and charter schools may contract with vendors for software, curriculum and other services. However, the district or charter school may not:

- Contract for teachers employed by a non-public entity (except for short-term substitutes). Public school teachers must be public employees of the district or charter school.
- Relinquish administrative control and oversight of curriculum and/or instruction. Curriculum must align with Minnesota's K-12 Academic Standards and benchmarks and allow students to meet graduation requirements.
- Pass through public education funds for private uses like enrollment incentives, technology, memberships, or equipment that becomes property of the student other than consumables that are required by the curriculum.

Can we cooperate with other online providers?

Districts and charter schools may make agreements with existing state-approved online providers to serve their own enrolled students with online and blended options. Agreements can be made between the entities to share revenue and provide services. Cooperative agreements allow flexibility for districts or charters to share staff and create more opportunities for students to take a wider variety of courses.

The expedited process described in this document is only required for districts and charter schools that are providing these opportunities themselves and not those cooperating with other state-approved online providers.

What does this guidance mean for existing online learning providers?

Districts and charter schools that are state-approved online learning providers may continue to offer online courses as they have always done with no additional requirements or reporting.

Why was this guidance and expedited process created?

Schools were required to offer distance learning and hybrid options during the 2020-21 school year. Students, families and schools are expressing the desire and need to continue with flexible learning options during the 2021-22 school year. Since the executive orders were rescinded and there was no action taken by the Minnesota Legislature, MDE clarified what forms of digital learning are allowed under Minnesota Statutes 124D.095 Subd. 7 (d) and created a provisional, expedited application approval process for school districts and charter schools to become state-approved online providers.

Can we continue to offer flexible learning options that were in place before the COVID-19 pandemic?

Yes, schools that were offering blended learning options such as blended courses, credit recovery and independent study before the pandemic can continue to offer those options to students according to existing requirements and statutes.

Who do I contact with questions?

Email mde.onlinelearning@state.mn.us.

Appendix A: Blended Learning Statutes and Recommended Elements and Best Practices

Minnesota public schools offering blended learning where students learn primarily in the building but receive **instruction online for 21% to 50% of their weekly schedule** must provide program information to MDE that includes a review and submission of the Blended Learning Statutes and Recommended Elements and Best Practices below. These programs must submit by August 2, 2021 using the [program proposal](#) form.

1. Communicate with the board, community, parents and students that you will be offering a blended learning option during the 2021-22 school year.
2. The district or charter school has developed the blended instructional model in collaboration with educator bargaining units (if applicable) to consider teacher workload or assignments.
3. Ensuring that all students continue to receive transportation, nutrition services and other critical components of education, any alternative instructional models such as blended and online learning will be a choice for all students at the identified grade levels. These schedule options can be offered but not required. School districts and charter schools must establish a process and timeline for when students can opt in or out of the online program.
4. Only resident or previously-enrolled students may participate in the program.
5. Instruction during digital learning time is provided by the student's regular teacher(s). The contract of a teacher employed by a district or charter school must meet the requirements of Minnesota Statutes, section 122A.40 or 122A.41, and a charter school must employ or contract with a teacher in accordance with Minnesota Statutes, section 124E.12, subdivision 1.
6. Teachers perform all duties described in Minnesota Rule 8710.0310 defining Teacher of Record.
 - i. *"Teacher of record" means an individual who is responsible for the planning, instruction, and assessment of students in a classroom and authorized to grant students credit for meeting standards attributed to the content taught, or is part of a co-teaching assignment and has shared responsibility for planning, instruction, and assessment of students in a classroom.*
7. Instruction is provided to students using evidence-based practices that include regular, teacher-initiated, meaningful interaction between teachers and students consistent with the required days and hours of instruction.
8. Attendance for membership is taken and records are kept. Such records must be consistent with the district's attendance policy and meet requirements of Minnesota Statutes 120A.22.
9. Students identified as English learners are provided with instruction by a teacher licensed to teach bilingual education or English as a second language, and differentiated instruction in all courses consistent with state and federal law, and communicate with the families of students identified as English learners and encourage their involvement in the students' educational program.
10. The curriculum aligns with Minnesota K-12 Academic Standards under Minnesota Statutes 120B.021 and locally established learning goals consistent with those provided in the in-person school settings.
11. Districts and charter schools may contract with third parties only for curriculum resources, instructional platforms and other support materials, not for teaching staff.
12. Ensuring students receiving special education services are provided services as defined in Minnesota Statutes 125A.03, in accordance with Minnesota Statutes 125A, Minnesota Rules 3525, and the Individuals with Disabilities Education Act, including special education evaluation and development of individualized education programs under Minnesota Statutes 125A.08. A district/charter school offering online or hybrid learning options must develop systems designed to identify pupils with disabilities under Minnesota Rules 3525.0750.

Appendix B: Blended Learning and Online Assurances

Minnesota public schools offering blended learning where students receive instruction online for **more than 50% of their weekly schedule** or where students learn **fully online** away from a school building for one or more courses must, by August 2, 2021, apply for provisional approval as an online learning provider using the [program proposal and assurances](#) form.

1. Communicating with the school board, local community, families, and students that the proposed program is provisional for the first semester of school year 2021-22 only, with the potential to extend to the second semester of school year 2021-2022 with approval by the Minnesota Department of Education (MDE).
2. The district or charter school has developed the blended or online instructional model in collaboration with educator bargaining units (if applicable) to consider teacher workload or assignments.
3. Ensuring that all students continue to receive transportation, nutrition services and other critical components of education, any alternative instructional models such as blended and online learning will be a choice for all students at the identified grade levels. These schedule options can be offered but not required. School districts and charter schools must establish a process and timeline for when students can opt in or out of the online program.
4. Only resident or previously-enrolled students may participate in the program.
5. Report all online teachers in the STAR system including their assignments. The district/charter school will employ or contract with another district or a cooperative unit for appropriately-licensed teachers to provide online instruction to no more than 40 students in an online learning course or section. The contract of a teacher employed by a district/charter school must meet the requirements of Minnesota Statutes, section 122A.40 or 122A.41, and a charter school must employ or contract with a teacher in accordance with Minnesota Statutes, section 124E.12, subdivision 1.
6. List all cooperative arrangements for employing teachers ([using online form](#))
Districts with cooperative agreements with state-approved online providers need not apply themselves.
7. Teachers will perform all duties described in Minnesota Rules 8710.0310 defining Teacher of Record.
"Teacher of record" means an individual who is responsible for the planning, instruction, and assessment of students in a classroom and authorized to grant students credit for meeting standards attributed to the content taught, or is part of a co-teaching assignment and has shared responsibility for planning, instruction, and assessment of students in a classroom.
8. Instruction is provided to students using evidence-based practices that include regular, teacher-initiated, meaningful interaction between teachers and students consistent with the required days and hours of instruction.
9. Attendance for membership is taken and records are kept. Such records must be consistent with the district's attendance policy and meet requirements of Minnesota Statute 120A.22.
10. Students identified as English learners are provided with instruction by a teacher licensed to teach bilingual education or English as a second language, and differentiated instruction in all courses consistent with state and federal law, and communicate with the families of students identified as English learners and encourage their involvement in the students' educational program.
11. The curriculum aligns with Minnesota K-12 Academic Standards under Minnesota Statutes 120B.021, and locally established learning goals consistent with those provided in the in-person school settings.
12. Districts may contract with third parties only for curriculum resources, instructional platforms and other support materials, not for teaching staff. List all contracted service providers. ([using online form](#))
13. Ensuring students receiving special education services are provided services as defined in Minnesota Statutes 125A.03, in accordance with Minnesota Statutes 125A, Minnesota Rules 3525, and the Individuals with Disabilities Education Act, including special education evaluation and development of

individualized education programs under Minnesota Statutes 125A.08. A district/charter school offering online or hybrid learning options must develop systems designed to identify pupils with disabilities under Minnesota Rules 3525.0750.

14. No payments or other incentives will be provided to enrolling families by either the district/charter school or any contracting entities. Any instructional materials provided are the property of the district/charter school.
15. I understand that upon acceptance, the program qualifies for provisional approval for the first semester of 2021-22 school year only.

15. Dates to Remember

A. Regular School Board Meeting

1) Monday, August 16, 2021, 7:00 PM, Barnesville High School

16. Adjournment