



Independent School District #146
Regular School Board Meeting
7:15 PM on July 15, 2024
Barnesville High School
302 3rd Street South
Barnesville, MN 56514

1. Call to Order

Call meeting to order at 7:20 PM

2. Roll Call

Dion Bredman: Present

Marla Field: Present

Crystal Henderson: Present

David Herbranson: Absent

Ryan Lindbom: Present

Andrew Maier: Present

Jacob Thompson: Present

Present: 6, Absent: 1.

Dr. Jon Ellerbusch - Superintendent: Present

Mr. Bryan Strand - HS Principal: Absent

Mr. Todd Henrickson - Elementary Principal: Present

Mr. Aaron Schindler - Director of Student Activities and Community Education Coordinator: Present

Ms. Jodi Samuelson - Finance Officer: Present

Guests Present: Rachel Green, Laura Jorud, Sandy Meyer, Carrie Jenkins

3. Approval of Agenda

4. Approval of Minutes

1. Call to Order

Call meeting to order at 7:00 PM

2. Roll Call

Dion Bredman: Absent
Marla Field: Present
Crystal Henderson: Present
David Herbranson: Present
Ryan Lindbom: Present
Andrew Maier: Absent
Jacob Thompson: Present
Present: 5, Absent: 2.

Andrew Maier: Present
Present: 6, Absent: 1.

Dr. Jon Ellerbusch - Superintendent: Present
Mr. Bryan Strand - HS Principal: Present
Mr. Todd Henrickson - Elementary Principal: Absent
Mr. Aaron Schindler - Director of Student Activities and Community Education
Coordinator: Present
Ms. Jodi Samuelson - Finance Officer: Present

Guests Present: Ley Bouchard, Aaron Bushberger, Steve John, Rachel Green, Tracy Hinsz, Two Valley News Live Reporters

3. Pledge of Allegiance

4. Approval of Agenda

Vote to approve the agenda as presented/amended. This motion, made by David Herbranson and seconded by Ryan Lindbom, Passed.

Dion Bredman: Absent, Andrew Maier: Absent, Marla Field: Yea, Crystal Henderson: Yea,
David Herbranson: Yea, Ryan Lindbom: 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 20, 2024 as presented/amended. This motion, made by Marla Field and seconded by Ryan Lindbom, Passed.

Dion Bredman: Absent, Andrew Maier: Absent, Marla Field: Yea, Crystal Henderson: Yea,
David Herbranson: Yea, Ryan Lindbom: 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 David Herbranson and seconded by Marla Field, Passed.

Dion Bredman: Absent, Andrew Maier: Absent, Marla Field: Yea, Crystal Henderson: Yea,
David Herbranson: Yea, Ryan Lindbom: Yea, Jacob Thompson: Yea
Yea: 5, Nay: 0, Absent: 2

7. Appreciation, Recognition and Presentations

7.A. 2024 Operating Referendum

8. Recognition of Citizens for Input Purposes

Rachel Green - Partnerships with local businesses.

9. Reports/News

9.A. High School Principal's Report

9.B. Elementary Principal's Report

9.C. Director of Student Activities and Community Education Coordinator's Report

9.D. Superintendent's Report

9.E. Board Committee Reports

10. Removal of Consent Items for Discussion

11. Approval of Consent Items

Vote to approve the consent agenda items as presented/amended. This motion, made by Andrew Maier and seconded by David Herbranson, Passed.

Dion Bredman: Absent, Marla Field: Yea, Crystal Henderson: Yea, David Herbranson: Yea,
Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

11.A. Personnel

11.A.1) Ava Pfeifer as K-6 Elementary Music Teacher

11.A.2) Bill Gottenborg as a Science Teacher

11.A.3) Bill Gottenborg as Head Girls Basketball Coach

11.A.4) Mariah Dant's Resignation as K-6 Elementary Music Teacher

11.A.5) Ashley Schilling's Resignation as Title I Paraprofessional

11.A.6) Emma Nielsen's Resignation as 9th Grade Girls Basketball Coach

11.A.7) Lane Change for Amber Blilie from BA+20 to BA+30

11.A.8) Continuing Teacher Contract for Jacob Grosz

11.A.9) Continuing Teacher Contract for Alli Honrud

11.A.10) Continuing Teacher Contract for Lynn Thorkildson

11.A.11) Secondary Principal Contract for 2024-2026

11.A.12) Elementary Principal Contract for 2024-2026

11.A.13) Lydia Braton as Youth Softball Umpire and Substitute Coach for Summer 2024

11.A.14) Lainey Shirek as Youth Softball Umpire and Substitute Coach for Summer 2024

11.A.15) Lilly Trowbridge as Youth Softball Umpire and Substitute Coach for Summer 2024

11.B. Donations

11.B.1) \$1,000 Donation from Bell Bank (Pay It Forward) for FFA

11.B.2) \$800 Donation from Barnesville PTO for Redhawks Field Trip

11.B.3) \$100 Donation from Barnesville Bus Company for Summer Rec T-shirts

11.B.4) \$100 Donation from Brent Berg Agency for Summer Rec T-shirts

11.B.5) \$100 Donation from Midwest Bank for Summer Rec T-shirts

11.B.6) \$100 Donation from Valley Care and Rehab for Summer Rec T-shirts

11.B.7) \$22.40 Donation from The Blackbaud Giving Fund for Barnesville Elementary

11.B.8) \$7 Donation from Casey's General Stores for Barnesville Elementary

11.C. Approval of Policies

12. New Business

12.A. Budgets for FY25

Vote to approve budgets for FY25. This motion, made by Ryan Lindbom and seconded by Marla Field, Passed.

Dion Bredman: Absent, Marla Field: Yea, Crystal Henderson: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea

Yea: 6, Nay: 0, Absent: 1

12.B. Student Activity/Auxiliary Accounts for FY25

Vote to approve student activity/auxiliary accounts for FY25. This motion, made by Jacob Thompson and seconded by Andrew Maier, Passed.

Dion Bredman: Absent, Marla Field: Yea, Crystal Henderson: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea

Yea: 6, Nay: 0, Absent: 1

12.C. Inactive Student Activity Accounts

Vote to approve NOT terminating the following inactive student activity accounts: 1.

Forensics (Speech) 2. Cheerleaders. This motion, made by Marla Field and seconded by Ryan Lindbom, Passed.

Dion Bredman: Absent, Marla Field: Yea, Crystal Henderson: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

12.D. Insurance and Risk Management

Vote to approve the insurance and risk management proposal from Vaaler for July 1, 2024 through July 1, 2025. The proposal includes WSI as the insurer and a \$25,000 deductible for property insurance. This motion, made by Jacob Thompson and seconded by Ryan Lindbom, Passed.

Dion Bredman: Absent, Marla Field: Yea, Crystal Henderson: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

12.E. Delta Dental Renewal through National Insurance Services

Vote to approve Delta Dental renewals through National Insurance Services from July 1, 2024 through June 30, 2025. This motion, made by Andrew Maier and seconded by David Herbranson, Passed.

Dion Bredman: Absent, Marla Field: Yea, Crystal Henderson: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

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

Vote to approve renewal of membership in Minnesota Rural Education Association (MREA) for 2024-25. This motion, made by Marla Field and seconded by Ryan Lindbom, Passed.

Dion Bredman: Absent, Marla Field: Yea, Crystal Henderson: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

12.G. Designation of an Identified Official with Authority for Education Identity Access Management

Vote to approve Dr. Jon Ellerbusch as the Identified Official with Authority (IOwA) for Barnesville Public Schools 01-0146. This motion, made by Andrew Maier and seconded by Crystal Henderson, Passed.

Dion Bredman: Absent, Marla Field: Yea, Crystal Henderson: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

12.H. Audit Service Agreement for FY24

Vote to approve the engagement letter from Eide Bailly LLP for audit services for FY24. This motion, made by Ryan Lindbom and seconded by Andrew Maier, Passed.

Dion Bredman: Absent, Marla Field: Yea, Crystal Henderson: Yea, David Herbranson: Yea, Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

12.I. Items for Remaining Voter Approved Authority

Vote to approve presented list of items using dollars made available by remaining voter approved authority. This motion, made by Marla Field and seconded by Crystal Henderson, Passed.

Dion Bredman: Absent, Marla Field: Yea, Crystal Henderson: Yea, David Herbranson: Yea,

Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

13. Discussion/Information

13.A. First Reading of Policies

13.B. Second Reading of Policies

14. Enrollment Update

15. Dates to Remember

15.A. Regular School Board Meeting

15.A.1) Monday, July 15, 2024, 7:00 PM, Barnesville High School

16. Adjournment

Vote to adjourn the meeting at 8:17 PM. This motion, made by David Herbranson and seconded by Jacob Thompson, Passed.

Dion Bredman: Absent, Marla Field: Yea, Crystal Henderson: Yea, David Herbranson: Yea,
Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

Special School Board Meeting
Monday, July 1, 2024 7:00 PM Central

Barnesville High School
302 3rd Street South
Barnesville, MN 56514

1. Call to Order

Call meeting to order at 7:00 PM

2. Roll Call

Dion Bredman:	Present
Marla Field:	Present
Crystal Henderson:	Present
David Herbranson:	Absent
Ryan Lindbom:	Present
Andrew Maier:	Present
Jacob Thompson:	Present

Present: 6, Absent: 1.

Dr. Jon Ellerbusch - Superintendent: Present
Mr. Bryan Strand - HS Principal: Absent
Mr. Todd Henrickson - Elementary Principal: Present
Mr. Aaron Schindler - Director of Student Activities and Community Education Coordinator:
Absent
Ms. Jodi Samuelson - Finance Officer: Present

Guests Present: Ley Bouchard, Josh Schroeder, Jerry Tenderholt

3. Pledge of Allegiance

4. Approval of Agenda

Vote to approve the agenda as presented/amended. This motion, made by Andrew Maier and seconded by Dion Bredman, Passed.

David Herbranson: Absent, Dion Bredman: Yea, Marla Field: Yea, Crystal Henderson: Yea,
Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

5. Recognition of Citizens for Input Purposes

Jerry Tenderholt - There to listen to the board discussion on the November 2024 referendum.

6. New Business

6.A. 2024 Operating Referendum and Capital Project Levy

Vote to approve the Superintendent, in consultation with the School Attorney, to draft a resolution for the Board's approval at the July meeting. This resolution will address an operating and capital referendum scheduled for November 2024. It will include three ballot questions: Questions 1 and 2, which will both pertain to operating funds for a duration of five years, with Question 2 being contingent on the passage of Question 1. Question 3 will pertain to a capital project levy for a duration of ten years. This motion, made by Marla Field and seconded by Ryan Lindbom, Passed.

David Herbranson: Absent, Dion Bredman: Yea, Marla Field: Yea, Crystal Henderson: Yea, Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

7. Adjournment

Vote to adjourn the meeting at 8:01 PM. This motion, made by Dion Bredman and seconded by Andrew Maier, Passed.

David Herbranson: Absent, Dion Bredman: Yea, Marla Field: Yea, Crystal Henderson: Yea, Ryan Lindbom: Yea, Andrew Maier: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

TREASURER'S REPORT

			<u>2023-24</u>	<u>2022-23</u>
Book Balance	6/1/2024		\$785,620.63	\$559,953.73
Receipts				
	6/3/2024	1,451.68		
	6/4/2024	5,276.46		
	6/5/2024	4,406.46		
	6/6/2024	718.78		
	6/7/2024	329.51		
	6/10/2024	186.18		
	6/11/2024	4,597.25		
	6/12/2024	637,803.58		
	6/13/2024	124.52		
	6/14/2024	73.76		
	6/17/2024	398.31		
	6/18/2024	15,637.56		
	6/20/2024	310.33		
	6/21/2024	270.77		
	6/24/2024	302.17		
	6/25/2024	4,086.83		
	6/26/2024	466.55		
	6/27/2024	1,235.57		
	6/28/2024	528.92		
	6/30/2024	422.44		
Net in transit		(722.00)	<u>\$677,905.63</u>	<u>\$1,046,570.27</u>
			\$1,463,526.26	\$1,606,524.00
Disbursements			<u>\$926,482.17</u>	<u>\$1,072,622.39</u>
Book Balance	6/30/2024		\$537,044.09	\$533,901.61
Student Activities			\$173,999.11	\$157,678.99
MSDLAF Investment			\$5,637,633.17	\$5,644,866.70
Bond 2019A Investments			\$0.00	\$206,998.94
Midwest Money Market			<u>\$664,934.85</u>	<u>\$644,712.64</u>
Actual Balance			<u><u>\$7,013,611.22</u></u>	<u><u>\$7,188,158.88</u></u>

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE	BALANCE
General	\$4,332,693.84	\$2,635,358.88	\$2,743,179.81	\$4,224,872.91 *	\$3,441,233.56 ^
Student Activities	\$180,352.10	\$5,354.08	\$11,707.07	\$173,999.11	\$157,678.99
Food Service	\$213,135.87	\$86,755.98	\$78,605.26	\$221,286.59	\$189,111.85
Community Service	(\$61,302.34)	\$67,908.50	\$66,279.89	(\$59,673.73)	(\$7,426.93)
Building Construction	\$1,461,543.95	\$6,420.94	\$9,800.00	\$1,458,164.89	\$2,410,388.39
Debt Service	\$624,351.41	\$370,610.04	\$0.00	\$994,961.45	\$997,173.02
Total	<u>\$6,750,774.83</u>	<u>\$3,172,408.42</u>	<u>\$2,909,572.03</u>	<u>\$7,013,611.22</u>	<u>\$7,188,158.88</u>

* General Fund balance includes \$1,667,880 of restricted/committed funds.

^ General Fund balance includes \$1,515,263 of restricted/committed funds.

Minnesota School District Liquid Asset Fund Plus
June 2024

Max Account						\$3,025,067.07
Liquid Account						\$388,012.79
2023 Bond Proceeds Investment Account						\$1,501,553.31
Certificate of Deposit						\$723,000.00
Investment Date	Institution	Maturity Date	Rate	Investment Amount	Value at Maturity	
7/17/2023	Financial Federal Savings Bank, TN	7/16/2024	5.70%	\$150,000.00	\$158,550.00	
6/5/2024	Farmers & Merchants Union Bank, WI	6/5/2025	5.55%	\$237,000.00	\$249,798.00	
8/2/2023	Fieldpoint Private Bank & Trust, CT	8/1/2024	5.75%	\$100,000.00	\$105,750.00	
4/4/2024	Bank of China, NY	4/4/2025	5.45%	\$236,000.00	\$249,216.00	
Total Minnesota School District Liquid Asset Fund Plus						\$5,637,633.17

Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending June 30, 2024

Sequence: Fd, O/S

		B24					% YTD	Remaining
Description		Annual Budget	Period 202412	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
001	Levies	(1,200,930.00)	(244,319.17)	(1,002,642.12)	83%	0.00	83%	(198,287.88)
004	Tax Increment Finance Revenue	(10,850.00)	0.00	(1,622.66)	15%	0.00	15%	(9,227.34)
010	County Apport	(23,260.00)	(2,002.30)	(16,754.37)	72%	0.00	72%	(6,505.63)
019	Misc Local	(20,810.00)	(7.70)	(17,101.04)	82%	0.00	82%	(3,708.96)
021	Revenue from MN Dist	(323,980.00)	0.00	(323,982.07)	100%	0.00	100%	2.07
050	Fees from Patrons	(51,500.00)	(65.20)	(34,420.20)	67%	0.00	67%	(17,079.80)
060	Student Activity	(114,300.00)	(10,846.28)	(116,473.68)	102%	0.00	102%	2,173.68
061	Entry Fee	(9,500.00)	(650.00)	(10,670.00)	112%	0.00	112%	1,170.00
071	Med Assist Fr Dept of HS	(75,000.00)	(5,534.51)	(68,637.54)	92%	0.00	92%	(6,362.46)
092	Interest	(135,000.00)	(28,242.93)	(193,489.69)	143%	0.00	143%	58,489.69
093	Rent Facilities	(10,000.00)	0.00	(4,553.25)	46%	0.00	46%	(5,446.75)
096	Gifts/Bequests	(29,000.00)	(29.40)	(3,555.62)	12%	0.00	12%	(25,444.38)
099	Misc Revene	(25,880.00)	(3,633.54)	(31,160.08)	120%	0.00	120%	5,280.08
201	Endowment Fund Appr	(54,630.00)	0.00	(54,627.98)	100%	0.00	100%	(2.02)
211	Foundation Aid	(7,719,630.00)	(10,706.65)	(6,624,830.77)	86%	0.00	86%	(1,094,799.23)
213	Shared Time	0.00	0.00	(8,029.71)	0%	0.00	0%	8,029.71
227	Abatement	(1,430.00)	0.00	0.00	0%	0.00	0%	(1,430.00)
229	Disparity Reduction	(50.00)	0.00	(168.36)	337%	0.00	337%	118.36
234	Hmstd/Ag Market Value Credit	(5,820.00)	(1,554.80)	(3,011.70)	52%	0.00	52%	(2,808.30)
300	State & Grants	(170,530.00)	(53,866.00)	(152,377.95)	89%	0.00	89%	(18,152.05)
317	LTFM State Aid	(78,710.00)	(22,590.28)	(69,743.44)	89%	0.00	89%	(8,966.56)
360	Spec Ed General	(1,190,380.00)	(311,719.33)	(1,040,815.52)	87%	0.00	87%	(149,564.48)
369	Rev-Other State Agen	(118,810.00)	0.00	(40,780.49)	34%	0.00	34%	(78,029.51)
370	Misc Rev fm MDE	(116,540.00)	0.00	(107,368.26)	92%	0.00	92%	(9,171.74)
400	Federal Funds and Grants	(222,210.00)	0.00	(114,752.46)	52%	0.00	52%	(107,457.54)
401	Federal Funds & Grants	(52,650.00)	0.00	(59,452.81)	113%	0.00	113%	6,802.81
405	Fed.thru Fiscal Agnt	0.00	0.00	(3,756.00)	0%	0.00	0%	3,756.00
619	COM Rev Producing Act (Contra)	45,000.00	278.75	38,901.53	86%	0.00	86%	6,098.47
620	Sale Mat-Rev Producing Act	(90,000.00)	0.00	(85,368.93)	95%	0.00	95%	(4,631.07)

Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending June 30, 2024

Sequence: Fd, O/S

		B24					% YTD	Remaining
Description		Annual Budget	Period 202412	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
621	Sale Mat-Resale Mat	(10,350.00)	(4.65)	(5,518.20)	53%	0.00	53%	(4,831.80)
624	Sale of Equipment	(5,000.00)	0.00	(1,270.00)	25%	0.00	25%	(3,730.00)
625	Insurance Recovery	(5,000.00)	0.00	0.00	0%	0.00	0%	(5,000.00)
01	General Fund	(11,826,750.00)	(695,493.99)	(10,158,033.37)	86%	0.00	86%	(1,668,716.63)
02	Food Service							
092	Interest	(5,000.00)	0.00	0.00	0%	0.00	0%	(5,000.00)
099	Misc Revene	(1,300.00)	0.00	(161.96)	12%	0.00	12%	(1,138.04)
300	State & Grants	(425,900.00)	(34,631.18)	(414,791.28)	97%	0.00	97%	(11,108.72)
369	Rev-Other State Agen	(32,320.00)	0.00	(22,317.00)	69%	0.00	69%	(10,003.00)
400	Federal Funds and Grants	(3,100.00)	(165.38)	(2,246.31)	72%	0.00	72%	(853.69)
405	Fed.thru Fiscal Agnt	0.00	0.00	(10,000.00)	0%	0.00	0%	10,000.00
471	School Lunch Fed	(83,900.00)	(5,255.04)	(82,283.80)	98%	0.00	98%	(1,616.20)
472	Free & Reduced Meals	(101,730.00)	(8,950.30)	(99,208.45)	98%	0.00	98%	(2,521.55)
473	Commodity Cash Program	(400.00)	0.00	(443.08)	111%	0.00	111%	43.08
474	Commodities	(35,000.00)	0.00	0.00	0%	0.00	0%	(35,000.00)
476	Breakfast Revenue	(37,190.00)	(3,833.30)	(37,183.38)	100%	0.00	100%	(6.62)
477	Cash In Lieu Commod	(210.00)	(31.56)	(238.65)	114%	0.00	114%	28.65
601	Type A Pupil	(57,950.00)	422.11	(68,840.31)	119%	0.00	119%	10,890.31
606	Type A Adult	(4,900.00)	0.00	(4,932.00)	101%	0.00	101%	32.00
02	Food Service	(788,900.00)	(52,444.65)	(742,646.22)	94%	0.00	94%	(46,253.78)
04	Community Service							
001	Levies	(58,730.00)	(12,462.37)	(49,164.92)	84%	0.00	84%	(9,565.08)
019	Misc Local	(50.00)	(1.19)	(1.19)	2%	0.00	2%	(48.81)
021	Revenue from MN Dist	(37,350.00)	(46,936.72)	(46,936.72)	126%	0.00	126%	9,586.72
050	Fees from Patrons	(364,500.00)	(29,343.25)	(368,484.06)	101%	0.00	101%	3,984.06
092	Interest	(180.00)	0.00	0.00	0%	0.00	0%	(180.00)
096	Gifts/Bequests	(25,000.00)	(200.00)	(36,832.33)	147%	0.00	147%	11,832.33
227	Abatement	(10.00)	0.00	0.00	0%	0.00	0%	(10.00)
229	Disparity Reduction	(130.00)	0.00	(27.53)	21%	0.00	21%	(102.47)

Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending June 30, 2024

Sequence: Fd, O/S

		B24					% YTD	Remaining
Description		Annual Budget	Period 202412	Year To Date	% YTD	Encumbrances	+ Enc	Balance
04	Community Service							
234	Hmstd/Ag Market Value Credit	(1,570.00)	(584.69)	(509.34)	32%	0.00	32%	(1,060.66)
258	Wetland & Native	(20.00)	0.00	0.00	0%	0.00	0%	(20.00)
300	State & Grants	(78,730.00)	(24,456.97)	(70,922.88)	90%	0.00	90%	(7,807.12)
301	Non-Public Aid	(370.00)	0.00	(743.02)	201%	0.00	201%	373.02
04	Community Service	(566,640.00)	(113,985.19)	(573,621.99)	101%	0.00	101%	6,981.99
06	Building Construction							
092	Interest	(100,000.00)	(6,420.94)	(97,305.00)	97%	0.00	97%	(2,695.00)
06	Building Construction	(100,000.00)	(6,420.94)	(97,305.00)	97%	0.00	97%	(2,695.00)
07	Debt Redemption							
001	Levies	(1,592,230.00)	(369,629.71)	(1,342,945.73)	84%	0.00	84%	(249,284.27)
019	Misc Local	(1,500.00)	(19.46)	(19.46)	1%	0.00	1%	(1,480.54)
092	Interest	(500.00)	0.00	0.00	0%	0.00	0%	(500.00)
229	Disparity Reduction	(200.00)	0.00	(1,081.81)	541%	0.00	541%	881.81
234	Hmstd/Ag Market Value Credit	(27,300.00)	0.00	(20,192.76)	74%	0.00	74%	(7,107.24)
258	Wetland & Native	(682,590.00)	0.00	(680,991.18)	100%	0.00	100%	(1,598.82)
317	LTFM State Aid	(86,700.00)	0.00	(74,939.45)	86%	0.00	86%	(11,760.55)
07	Debt Redemption	(2,391,020.00)	(369,649.17)	(2,120,170.39)	89%	0.00	89%	(270,849.61)
21	Student Activities Fund							
099	Misc Revenue	(200,000.00)	0.00	0.00	0%	0.00	0%	(200,000.00)
21	Student Activities Fund	(200,000.00)	0.00	0.00	0%	0.00	0%	(200,000.00)
Report Totals:		(15,873,310.00)	(1,237,993.94)	(13,691,776.97)	86%	0.00	86%	(2,181,533.03)

Barnesville Public Schools #146

Exp Summary - Fd, Pro

Period Ending June 30, 2024

Sequence: Fd, Pro

		B24					% YTD	Remaining
Description		Annual Budget	Period 202412	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
010	Board-Education	50,350.00	8,521.40	40,648.75	81%	0.00	81%	9,701.25
020	Office/Supt	269,530.00	23,451.39	262,879.37	98%	0.00	98%	6,650.63
050	School Admin	486,830.00	53,926.19	485,981.95	100%	0.00	100%	848.05
105	General Adm. Support	11,560.00	433.71	11,435.03	99%	0.00	99%	124.97
108	Administrative Tech Services	15,000.00	0.00	11,145.92	74%	0.00	74%	3,854.08
110	Business Services	281,060.00	13,763.28	280,403.98	100%	5,617.86	102%	(4,961.84)
201	Kindergarten	318,780.00	43,541.96	286,075.01	90%	0.00	90%	32,704.99
203	Elem Ed	214,650.00	12,765.80	232,496.48	108%	11,629.13	114%	(29,475.61)
204	First Grade	401,030.00	95,609.26	396,903.03	99%	0.00	99%	4,126.97
205	Second Grade	347,030.00	53,476.24	334,041.42	96%	7.59	96%	12,980.99
206	Third Grade	288,350.00	41,827.66	280,659.48	97%	0.00	97%	7,690.52
207	Fourth Grade	283,710.00	37,830.16	269,428.05	95%	119.99	95%	14,161.96
208	Fifth Grade	288,420.00	14,186.42	284,194.48	99%	0.00	99%	4,225.52
209	Sixth Grade	249,190.00	57,238.02	238,678.49	96%	0.00	96%	10,511.51
211	Secondary Ed-Gen	137,810.00	7,182.90	116,560.09	85%	11,224.25	93%	10,025.66
212	Art	150,960.00	33,922.77	144,757.39	96%	0.00	96%	6,202.61
213	Agriculture - Non Vocational	13,690.00	1,573.41	11,733.66	86%	0.00	86%	1,956.34
215	Business	800.00	0.00	0.00	0%	0.00	0%	800.00
216	Educ. Disadvantaged	77,660.00	223.39	77,378.33	100%	0.00	100%	281.67
218	Gifted And Talented	8,640.00	195.00	8,200.35	95%	0.00	95%	439.65
220	English	241,610.00	57,028.66	246,707.99	102%	0.00	102%	(5,097.99)
230	Foreign Language	65,840.00	15,785.50	64,530.51	98%	0.00	98%	1,309.49
240	Health/Phys Ed	256,610.00	61,733.69	253,147.15	99%	0.00	99%	3,462.85
249	Dr Trg/behind Wheel	16,650.00	1,033.44	2,413.00	14%	0.00	14%	14,237.00
250	FACS	44,870.00	9,081.85	34,257.53	76%	0.00	76%	10,612.47
254	Barnesville Branderz	3,000.00	0.00	0.00	0%	0.00	0%	3,000.00
255	Industrial Educ	111,830.00	673.14	109,884.64	98%	0.00	98%	1,945.36
256	Mathematics	290,850.00	47,469.33	285,437.62	98%	0.00	98%	5,412.38
258	Inst Music	68,500.00	15,031.08	66,418.62	97%	0.00	97%	2,081.38

Barnesville Public Schools #146

Exp Summary - Fd, Pro

Period Ending June 30, 2024

Sequence: Fd, Pro

		B24					% YTD	Remaining
Description		Annual Budget	Period 202412	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
259	Vocal Music	162,860.00	22,579.82	161,700.87	99%	21.50	99%	1,137.63
260	Science	311,000.00	22,925.12	304,105.77	98%	0.00	98%	6,894.23
261	Science - River Watch	3,800.00	0.00	0.00	0%	0.00	0%	3,800.00
270	Social-Scienc/Study	284,100.00	67,384.99	281,111.18	99%	0.00	99%	2,988.82
271	Remedial Reading/Lang Arts	190,450.00	21,089.41	193,383.14	102%	0.00	102%	(2,933.14)
275	Kndrgtrn Indiv Instruction	53,860.00	20,955.92	83,824.23	156%	0.00	156%	(29,964.23)
288	Flow Thru/Sales	19,500.00	6,920.60	27,439.85	141%	0.00	141%	(7,939.85)
289	Flo Thru/Sales	23,800.00	10,321.76	36,918.71	155%	118.95	156%	(13,237.66)
292	Boys/Girls Athletic	60,560.00	18,346.16	61,375.00	101%	378.00	102%	(1,193.00)
294	Boys Athletics	197,980.00	6,609.88	196,773.70	99%	191.95	99%	1,014.35
295	One Act Play	6,070.00	0.00	5,671.90	93%	0.00	93%	398.10
296	Girls Athletics	132,920.00	7,798.69	127,629.67	96%	150.00	96%	5,140.33
298	Extra-Curricular	151,560.00	7,120.56	140,506.53	93%	0.00	93%	11,053.47
299	Concessions	47,290.00	0.00	43,276.59	92%	0.00	92%	4,013.41
301	Agriculture	71,510.00	16,874.20	73,846.14	103%	0.00	103%	(2,336.14)
331	Consumer Homemaking	44,560.00	9,668.10	35,589.35	80%	0.00	80%	8,970.65
341	Business and Office Education	103,340.00	26,466.07	103,378.51	100%	0.00	100%	(38.51)
400	General Special Education	300.00	0.00	337.00	112%	0.00	112%	(37.00)
401	Speech/Lang.impaired	138,310.00	27,481.03	135,036.30	98%	0.00	98%	3,273.70
402	M.I.-Mild-Moderate	120,370.00	31,361.48	138,410.71	115%	0.00	115%	(18,040.71)
403	M.I.-Moderate-Severe	161,640.00	14,660.35	89,688.40	55%	0.00	55%	71,951.60
404	Physically Impaired	27,340.00	0.00	921.42	3%	0.00	3%	26,418.58
405	Deaf-Hard of Hearing	13,520.00	557.70	8,589.75	64%	0.00	64%	4,930.25
406	Visually Impaired	5,700.00	0.00	1,762.42	31%	0.00	31%	3,937.58
407	Spec Learning Disabl	210,240.00	46,475.29	213,573.99	102%	0.00	102%	(3,333.99)
408	Emot/Behavior Disord	224,800.00	49,460.10	219,173.01	97%	0.00	97%	5,626.99
410	Other Health Impair	221,710.00	22,128.24	216,077.02	97%	0.00	97%	5,632.98
411	Autistic	151,130.00	34,732.82	200,683.68	133%	0.00	133%	(49,553.68)
412	Develop Delayed	7,260.00	586.68	7,168.44	99%	0.00	99%	91.56

Barnesville Public Schools #146

Exp Summary - Fd, Pro

Period Ending June 30, 2024

Sequence: Fd, Pro

		B24					% YTD	Remaining
Description		Annual Budget	Period 202412	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
416	Multiple Handicap	300.00	0.00	0.00	0%	0.00	0%	300.00
420	Special Ed General	98,390.00	0.00	89,326.44	91%	0.00	91%	9,063.56
422	Early Intervening Services	122,210.00	33,910.16	92,945.71	76%	0.00	76%	29,264.29
430	Homebound	1,260.00	0.00	0.00	0%	0.00	0%	1,260.00
610	Curric. Consult/Development	38,440.00	(1,229.23)	29,725.28	77%	0.00	77%	8,714.72
612	Technology	116,350.00	6,009.57	116,862.34	100%	0.00	100%	(512.34)
620	Educ.media/Library	80,090.00	16,945.92	79,746.59	100%	0.00	100%	343.41
625	Audio/Visual Dept.	280.00	90.00	90.00	32%	0.00	32%	190.00
630	Instruc-Related Technology	67,370.00	2,996.00	75,783.00	112%	0.00	112%	(8,413.00)
640	Staff Development	105,450.00	72,535.79	135,267.93	128%	0.00	128%	(29,817.93)
690	Other Inst Support	20,870.00	0.00	19,272.89	92%	0.00	92%	1,597.11
710	Counseling/Guidance	90,400.00	9,937.63	80,440.52	89%	0.00	89%	9,959.48
715	School Security	184,180.00	2,814.00	167,338.05	91%	0.00	91%	16,841.95
716	Drug Abuse Prevention	2,000.00	0.00	1,974.34	99%	0.00	99%	25.66
718	Other School Safety	2,350.00	0.00	2,347.69	100%	0.00	100%	2.31
720	Health Services	136,540.00	22,702.42	132,458.53	97%	0.00	97%	4,081.47
740	Social Work Services	13,890.00	0.00	15,342.91	110%	0.00	110%	(1,452.91)
760	Pupil Transport	722,380.00	13,885.94	706,058.01	98%	0.00	98%	16,321.99
770	Food Service	0.00	0.00	40.18	0%	0.00	0%	(40.18)
790	Other Pupil Services	153,500.00	125.00	110,679.25	72%	0.00	72%	42,820.75
810	Oper/Maintenance	1,115,770.00	77,910.22	1,022,080.29	92%	5,346.86	92%	88,342.85
811	Grounds Maint	27,000.00	1,384.20	15,979.46	59%	0.00	59%	11,020.54
812	Buildings Maint	71,000.00	15,737.02	77,186.91	109%	6,444.08	118%	(12,630.99)
813	Equip Maint	20,670.00	806.50	17,958.08	87%	163.08	88%	2,548.84
850	Facilities	214,620.00	56,700.00	221,830.34	103%	0.00	103%	(7,210.34)
865	LTFM Excl'd Costs -Pro 866,867	82,010.00	6,775.39	78,548.97	96%	1,500.00	98%	1,961.03
940	Prop/Other Ins	83,570.00	0.00	83,632.00	100%	0.00	100%	(62.00)
960	Other Non-Recurring Items	23,750.00	0.00	23,754.89	100%	0.00	100%	(4.89)
01	General Fund	11,736,930.00	1,540,047.15	11,341,022.20	97%	42,913.24	97%	352,994.56

Barnesville Public Schools #146

Exp Summary - Fd, Pro

Period Ending June 30, 2024

Sequence: Fd, Pro

		B24					% YTD	Remaining
Description		Annual Budget	Period 202412	Year To Date	% YTD	Encumbrances	+ Enc	Balance
02	Food Service							
770	Food Service	798,590.00	75,462.80	696,512.57	87%	0.00	87%	102,077.43
02	Food Service	798,590.00	75,462.80	696,512.57	87%	0.00	87%	102,077.43
04	Community Service							
505	Community Ed	112,230.00	10,317.25	98,479.00	88%	184.53	88%	13,566.47
506	Summer Recreation	73,600.00	32,813.18	81,737.72	111%	0.00	111%	(8,137.72)
509	Kids Club	147,600.00	20,018.44	142,579.75	97%	0.00	97%	5,020.25
580	Early Childhood	43,810.00	0.00	31,238.56	71%	0.00	71%	12,571.44
582	School Readiness	172,100.00	2,230.70	172,202.96	100%	0.00	100%	(102.96)
583	Preschool Screening	3,790.00	0.00	2,168.06	57%	0.00	57%	1,621.94
585	Youth Dev/Youth Serv	12,420.00	787.06	11,238.64	90%	0.00	90%	1,181.36
590	Other Community Programs	600.00	0.00	813.37	136%	0.00	136%	(213.37)
04	Community Service	566,150.00	66,166.63	540,458.06	95%	184.53	95%	25,507.41
06	Building Construction							
870	Bldg/Capital Improv.	776,600.00	9,800.00	710,224.21	91%	20,933.06	94%	45,442.73
06	Building Construction	776,600.00	9,800.00	710,224.21	91%	20,933.06	94%	45,442.73
07	Debt Redemption							
910	Debt Redemption	2,274,340.00	0.00	2,274,341.67	100%	0.00	100%	(1.67)
07	Debt Redemption	2,274,340.00	0.00	2,274,341.67	100%	0.00	100%	(1.67)
21	Student Activities Fund							
298	Extra-Curricular	200,000.00	0.00	0.00	0%	0.00	0%	200,000.00
21	Student Activities Fund	200,000.00	0.00	0.00	0%	0.00	0%	200,000.00
Report Totals:		16,352,610.00	1,691,476.58	15,562,558.71	95%	64,030.83	96%	726,020.46

Barnesville Public Schools #146

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	17576			WEX HEALTH INC		Wire		
			B	01	215 024	Flex Plan Medical & Dependent Care		\$446.00	
PO#:		Voucher #:	106340	Invoice	Invoice No: 061924	6/24/2024	Paid Amt:	\$446.00	
							Check Amount:	\$446.00	
0146	MB	17576			WEX HEALTH INC		Wire		
			B	01	215 024	Flex Plan Medical & Dependent Care		\$60.00	
PO#:		Voucher #:	106341	Invoice	Invoice No: 062124	6/24/2024	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
0146	MB	17591			NELNET PAYMENT SERVICES		Wire		
			E	01	005 110 000 305 000	ACH Fee		\$10.63	
PO#:		Voucher #:	106342	Invoice	Invoice No: CI-000351953	6/24/2024	Paid Amt:	\$10.63	
							Check Amount:	\$10.63	
0146	MB	17576			WEX HEALTH INC		Wire		
			B	01	215 024	Flex Plan Medical & Dependent Care		\$209.19	
PO#:		Voucher #:	106343	Invoice	Invoice No: 062524	6/26/2024	Paid Amt:	\$209.19	
							Check Amount:	\$209.19	
0146	MB	17576			WEX HEALTH INC		Wire		
			B	01	215 024	Flex Plan Medical & Dependent Care		\$393.60	
PO#:		Voucher #:	106344	Invoice	Invoice No: 062324	6/26/2024	Paid Amt:	\$393.60	
							Check Amount:	\$393.60	
0146	MB	17576			WEX HEALTH INC		Wire		
			E	01	005 110 000 305 000	Benefits Fees		\$101.75	
PO#:		Voucher #:	106359	Invoice	Invoice No: 0001966750-IN	6/26/2024	Paid Amt:	\$101.75	
							Check Amount:	\$101.75	
0146	MB	17576			WEX HEALTH INC		Wire		
			B	01	215 033	Health Savings Account		\$1,913.83	
PO#:		Voucher #:	106372	Invoice	Invoice No: S2024240	6/28/2024	Paid Amt:	\$1,913.83	
							Check Amount:	\$1,913.83	
0146	MB	12851			REMIT EDUCATORS BENEFIT CONSULTANTS		Wire		
			B	01	215 005	Tax Sheltered Annuities		\$1,354.17	
PO#:		Voucher #:	106371	Invoice	Invoice No: S2024240	6/28/2024	Paid Amt:	\$1,354.17	
							Check Amount:	\$1,354.17	
0146	MB	12860			MINNESOTA TEACHERS RETIREMENT		Wire		
			B	01	215 018	TRA		\$28,909.96	
PO#:		Voucher #:	106370	Invoice	Invoice No: S2024240	6/28/2024	Paid Amt:	\$28,909.96	
							Check Amount:	\$28,909.96	

Barnesville Public Schools #146

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	12942			MIDWEST BANK		Wire
			E 01	005 110 000 305 000	RDC Monthly fee		\$75.00
PO#:	Voucher #:	106445	Invoice	Invoice No:	070124	7/10/2024	Paid Amt: \$75.00
							Check Amount: \$75.00
0146	MB	17576			WEX HEALTH INC		Wire
			B 01	215 024	Flex Plan Medical & Dependent Care		\$100.00
PO#:	Voucher #:	106444	Invoice	Invoice No:	070524	7/10/2024	Paid Amt: \$100.00
							Check Amount: \$100.00
0146	MB	17576			WEX HEALTH INC		Wire
			B 01	215 024	Flex Plan Medical & Dependent Care		\$114.13
PO#:	Voucher #:	106442	Invoice	Invoice No:	070124	7/10/2024	Paid Amt: \$114.13
							Check Amount: \$114.13
0146	MB	87052 17424			DGF SCHOOLS		Check
			E 01	300 296 000 369 514	Entry Fees/Student Travel		\$75.00
PO#:	Voucher #:	106338	Invoice	Invoice No:	061724	6/18/2024	Paid Amt: \$75.00
			E 01	300 292 000 369 505	Entry Fees/Student Travel		\$225.00
PO#:	Voucher #:	106339	Invoice	Invoice No:	061724-2	6/18/2024	Paid Amt: \$225.00
							Check Amount: \$300.00
0146	MB	87053 10825			HUGHES, TRAVIS		Check
			E 04	005 506 321 305 000	Fees For Services		\$225.00
PO#:	Voucher #:	106335	Invoice	Invoice No:	06122024	6/18/2024	Paid Amt: \$225.00
							Check Amount: \$225.00
0146	MB	87054 15388	remit		INNOVATIVE OFFICE SOLUTIONS LLC		Check
			E 01	005 110 000 401 000	UBC61255 PEN,UNI-BALL 207 GEL,BK		\$14.52
			E 01	005 110 000 401 000	UBC60139 PEN,UNIBALL,VISN,FINE,RD		\$22.74
			E 01	005 110 000 401 000	MMMR33012AN NOTE,3X3 100SHPD 12PK,I		\$18.87
			E 01	005 110 000 401 000	UNV10201 FOLDER,CLASS,25PT,CBT		\$84.76
PO#: 50060	Voucher #:	106336	Invoice	Invoice No:	IN4564919	6/18/2024	Paid Amt: \$140.89
			E 01	005 110 000 401 000	UNV39912 PEN,GEL,CLR BARL,0.7MM.BK		\$12.94
			E 01	005 110 000 401 000	UNV39913 PEN,GEL,CLR BARL,0.7MM.BE		\$6.47
			E 01	005 110 000 401 000	SWI35450 STAPLES,FULL STRIP,5M/BX		\$11.00
			E 01	005 110 000 401 000	VCT7010 RIBBON,CALC,RED/BLK INK		\$9.80
			E 01	005 110 000 401 000	UNV36003 ENVELOPE,#10 PEELSEAL,WHT		\$14.82
			E 01	005 110 000 401 000	QUA46065 APPLICATOR,ENVELOPE GLUE		\$3.27
			E 01	005 110 000 401 000	COS035537 STAMP,ACCU,RECEIVED		\$9.17
			E 01	005 110 000 401 000	UNV72220 CLIP,JUMBO,SMOOTH,1K/PK		\$11.62
PO#: 50080	Voucher #:	106337	Invoice	Invoice No:	IN4564988	6/18/2024	Paid Amt: \$79.09
							Check Amount: \$219.98

Barnesville Public Schools #146

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87055	17670	REMIT	KLEINWOLTERINK, JOSEPH		Check
				E 04	005 506 321 305 000 Fees For Services		\$45.00
	PO#:	Voucher #:	106334	Invoice	Invoice No: 061224	6/18/2024	Paid Amt: \$45.00
							Check Amount: \$45.00
0146	MB	87056	17252	remit	PIERCE LEE ROOFING, LLC		Check
				E 01	005 865 383 350 000 ding from air handler doors		\$321.99
				E 01	005 865 383 350 000 skylight patch		\$493.98
	PO#: 50084	Voucher #:	106330	Invoice	Invoice No: 002624	6/18/2024	Paid Amt: \$815.97
							Check Amount: \$815.97
0146	MB	87057	11245	REMIT	SCHOOL SPECIALTY LLC		Check
				E 01	100 205 000 430 000 2105327 Sax Genuine Canvas Panels, 8 x 10		\$35.09
				E 01	100 205 000 430 000 008256 Crayola Washable Paint, White, Pint I		\$4.35
				E 01	100 205 000 430 000 085620 School Smart Paper Bag, Flat Bottom		\$19.43
				E 01	100 205 000 401 000 2095592 LetterMark Multi-Purpose Paper, 20 l		\$15.59
				E 01	100 205 000 430 000 1565396 School Smart Wood Ruler with Metal		\$18.19
	PO#: 50047	Voucher #:	106329	Invoice	Invoice No: 208134192524	6/18/2024	Paid Amt: \$92.65
							Check Amount: \$92.65
0146	MB	87058	10140		STEIN'S INC		Check
				E 01	005 810 000 410 000 Control Master II Kit, Buckeye		\$69.18
				E 01	005 810 000 410 000 Action Cap, Buckeye, Each		\$11.44
				E 01	005 810 000 410 000 Action Lock Kit II, Yellow, 3 oz gallon		\$67.10
				E 01	005 810 000 410 000 Blue All Purpose Cleaner		\$302.04
				E 01	005 810 302 530 000 Easy Shine Applicator Kit		\$390.77
				E 01	005 812 000 420 000 Easy Shine Pouches		\$73.22
				E 01	005 810 302 530 000 Freight		\$5.00
	PO#: 50085	Voucher #:	106331	Invoice	Invoice No: 938331	6/18/2024	Paid Amt: \$918.75
				E 01	005 810 000 350 000 Repair of Versamatic VS14		\$133.15
	PO#: 50087	Voucher #:	106332	Invoice	Invoice No: 938747	6/18/2024	Paid Amt: \$133.15
				E 01	005 812 000 420 000 Brown felt strip pads		\$155.00
	PO#: 50086	Voucher #:	106333	Invoice	Invoice No: 938378	6/18/2024	Paid Amt: \$155.00
							Check Amount: \$1,206.90
0146	MB	87059	13920		YEARBOOK		Check
				E 01	300 289 000 401 000 General Supplies		\$50.00
	PO#:	Voucher #:	106328	Invoice	Invoice No: 061824	6/18/2024	Paid Amt: \$50.00
							Check Amount: \$50.00
0146	MB	87060	14911	REMIT	AMAZON CAPITAL SERVICES		Check
				E 04	005 506 321 401 000 Champro Game 12' Softballs		\$90.88
				E 04	005 506 321 401 000 Baseball/Softball Scorebook		\$27.80

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	87060	14911	REMIT	AMAZON CAPITAL SERVICES		Check		
				E 04	005 506 321 401 000	Sports Duffle Bag-Extra Large Travel Bag	\$39.89		
				E 04	005 506 321 401 000	Rawlings Little League Baseballs	\$129.98		
				E 04	005 506 321 401 000	Champro Game 11 inch Softballs	\$68.32		
PO#: 50079	Voucher #:	106347	Invoice	Invoice No:	1VJQ-7VCK-GX7G	6/26/2024	Paid Amt:	\$356.87	
			E 04	005 505 321 401 000	Aurora Commercial Grade 200-Sheet Auto Fe	\$381.76			
			E 04	005 505 321 401 000	Amazon Basics Paper Shredder Sharpening a	\$12.35			
			E 04	005 505 321 401 000	7-10 Gallon Clear Garbage Bags (110 Bags) 2	\$13.69			
PO#: 50078	Voucher #:	106348	Invoice	Invoice No:	1JMQ-9TW1-9JG1	6/26/2024	Paid Amt:	\$407.80	
			E 01	005 105 000 401 000	Updated MN Labor Law poster	\$83.97			
PO#: 50076	Voucher #:	106349	Invoice	Invoice No:	1VMD-M3HH-J1RQ	6/26/2024	Paid Amt:	\$83.97	
			E 01	005 110 000 401 000	Adding Machine Tape	\$13.68			
			E 01	005 110 000 401 000	55X Toner	\$259.99			
			E 01	005 110 000 401 000	High Capacity Staples	\$30.76			
			E 01	005 110 000 401 000	Key tags	\$13.99			
PO#: 50061	Voucher #:	106350	Invoice	Invoice No:	1GYY-H4LY-1WJX	6/26/2024	Paid Amt:	\$318.42	
							Check Amount:	\$1,167.06	
0146	MB	87061	17788	REMIT	CREATIVE TRAVELER FM		Check		
				E 04	005 506 321 305 000	Kids Painting Parties	\$1,240.00		
PO#:	Voucher #:	106352	Invoice	Invoice No:	0000025	6/26/2024	Paid Amt:	\$1,240.00	
							Check Amount:	\$1,240.00	
0146	MB	87062	15388	remit	INNOVATIVE OFFICE SOLUTIONS LLC		Check		
				E 01	005 110 000 401 000	COS035535 STAMP,ACCU,PAID,RD/BE	\$9.17		
PO#: 50080	Voucher #:	106345	Invoice	Invoice No:	IN4570426	6/26/2024	Paid Amt:	\$9.17	
			E 01	005 110 000 401 000	BOSSTCR211538 STAPLES,B8 POWER CRC	\$11.00			
			E 01	005 110 000 401 000	COS035541 STAMP,ACCU,EMAIL,RD/BE,RD	\$9.17			
PO#: 50080	Voucher #:	106346	Invoice	Invoice No:	IN4566049	6/26/2024	Paid Amt:	\$20.17	
							Check Amount:	\$29.34	
0146	MB	87063	17287	remit	LITERACY RESOURCES LLC		Check		
				E 01	100 203 302 460 000	Heggerty Library, Grade 1	\$718.00		
				E 01	100 203 302 460 000	Shipping	\$57.44		
PO#: 49982	Voucher #:	106358	Invoice	Invoice No:	353088	6/26/2024	Paid Amt:	\$775.44	
							Check Amount:	\$775.44	
0146	MB	87064	17731	REMIT	REALLY GREAT READING COMPANY LLC		Check		
				E 01	100 203 302 460 000	Letter Tile Box	\$278.00		
				E 01	100 203 302 460 000	Shipping	\$60.24		

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87064	17731	REMIT	REALLY GREAT READING COMPANY LLC		Check
				E 01	100 203 302 460 000 Phonics Printed Magnetic White Board	\$224.00	
	PO#: 49981	Voucher #:	106357	Invoice	Invoice No: 47546	6/26/2024	Paid Amt: \$562.24
							Check Amount: \$562.24
0146	MB	87065	17471		REINHART FOODSERVICE LLC		Check
				E 02	005 770 469 490 000 Food	\$1,117.70	
				E 02	005 770 701 401 000 General Supplies	\$106.33	
	PO#:	Voucher #:	106351	Invoice	Invoice No: 171352	6/26/2024	Paid Amt: \$1,224.03
							Check Amount: \$1,224.03
0146	MB	87066	14314	remit	RICK'S TIRE & TOWING		Check
				E 01	005 760 733 350 000 Oil Change	\$46.00	
				E 01	005 760 733 350 000 Service	\$35.00	
				E 01	005 760 733 350 000 A/C Recharge	\$100.00	
	PO#: 50090	Voucher #:	106356	Invoice	Invoice No: 10254	6/26/2024	Paid Amt: \$181.00
							Check Amount: \$181.00
0146	MB	87067	11245	REMIT	SCHOOL SPECIALTY LLC		Check
				E 01	005 110 000 401 000 1058915 Pendaflex Extra Capacity Reinforced	\$156.90	
				E 01	005 110 000 401 000 1070709 TOPS Legal Pads, 8-1/2 x 11-3/4 Inc	\$40.10	
				E 01	005 110 000 401 000 1329898 Post-it Flags in Dispenser, 1 x 1-7/10	\$11.17	
				E 01	005 110 000 401 000 1124235 Brother P-touch Tze Laminated Tape	\$59.08	
	PO#: 50063	Voucher #:	106355	Invoice	Invoice No: 208134214168	6/26/2024	Paid Amt: \$267.25
							Check Amount: \$267.25
0146	MB	87068	11398		THOMPSON GREENERY		Check
				E 01	005 811 000 420 000 Colored Bags of 2 cu ft mulch	\$383.52	
	PO#: 50094	Voucher #:	106354	Invoice	Invoice No: 12914	6/26/2024	Paid Amt: \$383.52
							Check Amount: \$383.52
0146	MB	87069	16119		WORLD OF OFFICIATING,		Check
				E 01	300 296 000 305 517 officiating admin fee	\$99.00	
	PO#:	Voucher #:	106353	Invoice	Invoice No: Spring 2024	6/26/2024	Paid Amt: \$99.00
							Check Amount: \$99.00
0146	MB	87070	14973		BOOM, CHAD		Check
				E 04	005 506 321 305 000 Softball Ump	\$140.00	
	PO#:	Voucher #:	106373	Invoice	Invoice No: 062524	6/28/2024	Paid Amt: \$140.00
							Check Amount: \$140.00
0146	MB	87071	12853		EA - BARNESVILLE		Check
				B 01	215 025 Nea-Mea-Bea Dues Payable	\$2,218.36	
	PO#:	Voucher #:	106220	Invoice	Invoice No: S2024230	6/28/2024	Paid Amt: \$2,218.36

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87071	12853		EA - BARNESVILLE		Check
				B 01 215 025	Nea-Mea-Bea Dues Payable	\$2,216.47	
	PO#:	Voucher #:	106361	Invoice	Invoice No: S2024240	6/28/2024	Paid Amt: \$2,216.47
							Check Amount: \$4,434.83
0146	MB	87072	10825		HUGHES, TRAVIS		Check
				E 04 005 506 321 305 000	Fees For Services	\$125.00	
	PO#:	Voucher #:	106377	Invoice	Invoice No: 062724	6/28/2024	Paid Amt: \$125.00
							Check Amount: \$125.00
0146	MB	87073	17772		ISOLAR LLC		Check
				E 01 005 850 000 530 000	Project Cost - Grant Funds	\$39,900.00	
				E 06 005 870 000 530 000	Project Cost - Construction Funds	\$9,800.00	
				E 01 005 850 000 530 000	Project Cost - Construction Funds	\$16,800.00	
	PO#: 49965	Voucher #:	106378	Invoice	Invoice No: Barnesville Schools2	6/28/2024	Paid Amt: \$66,500.00
							Check Amount: \$66,500.00
0146	MB	87074	17670	REMIT	KLEINWOLTERINK, JOSEPH		Check
				E 04 005 506 321 305 000	Fees For Services	\$25.00	
	PO#:	Voucher #:	106376	Invoice	Invoice No: 061224	6/28/2024	Paid Amt: \$25.00
							Check Amount: \$25.00
0146	MB	87075	16818		MN SCHOOL EMPLOYEES ASSOCIATION		Check
				B 01 215 025	Nea-Mea-Bea Dues Payable	\$371.35	
	PO#:	Voucher #:	106366	Invoice	Invoice No: S2024240	6/28/2024	Paid Amt: \$371.35
							Check Amount: \$371.35
0146	MB	87076	17789		PULCZINSKI, MICHAEL A		Check
				E 04 005 506 321 305 000	Fees For Services	\$120.00	
	PO#:	Voucher #:	106375	Invoice	Invoice No: 061424	6/28/2024	Paid Amt: \$120.00
							Check Amount: \$120.00
0146	MB	87077	17790		TIMM, HARRISON		Check
				E 04 005 506 321 305 000	Fees For Services	\$80.00	
	PO#:	Voucher #:	106374	Invoice	Invoice No: 061424	6/28/2024	Paid Amt: \$80.00
							Check Amount: \$80.00
0146	MB	87078	15412		AFLAC		Check
				B 01 215 029	Supplemental Insurance-Voluntary	\$493.54	
	PO#:	Voucher #:	106389	Invoice	Invoice No: 370745	7/1/2024	Paid Amt: \$493.54
							Check Amount: \$493.54
0146	MB	87079	15055	remit	BSN SPORTS LLC		Check
				E 01 300 298 302 530 000	Men's Track Singlet 25	\$273.00	
				E 01 300 298 302 530 000	Men's Elite Short	\$299.25	



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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87079	15055	remit	BSN SPORTS LLC		Check
				E 01	300 298 302 530 000 Shipping		\$29.10
	PO#: 49979	Voucher #:	106390	Invoice	Invoice No: 925868109	7/1/2024	Paid Amt: \$601.35
				E 01	300 296 000 401 512 Baden Game Balls		\$216.00
				E 01	300 296 000 401 512 Baden PPractice Balls		\$480.00
				E 01	300 296 000 401 512 Freight		\$20.00
	PO#: 50016	Voucher #:	106212	Invoice	Invoice No: 925825373	7/1/2024	Paid Amt: \$716.00
							Check Amount: \$1,317.35
0146	MB	87080	16086	remit	COLONIAL LIFE INSURANCE COMPANY		Check
				B 01	215 029 Supplemental Insurance-Voluntary		\$213.08
	PO#:	Voucher #:	106388	Invoice	Invoice No: 41790570613126	7/1/2024	Paid Amt: \$213.08
							Check Amount: \$213.08
0146	MB	87081	15411		DELTA DENTAL OF MINNESOTA		Check
				B 01	215 032 premiums		\$2,976.68
	PO#:	Voucher #:	106387	Invoice	Invoice No: CNS0001578010	7/1/2024	Paid Amt: \$2,976.68
							Check Amount: \$2,976.68
0146	MB	87083	17086		EMPLOYERS PREFERRED INS CO		Check
				E 01	100 203 000 270 000 Workers Comp		\$10,573.50
				E 01	300 211 000 270 000 Workers Comp		\$10,573.50
	PO#:	Voucher #:	106380	Invoice	Invoice No: EIG 2877768 05	7/1/2024	Paid Amt: \$21,147.00
							Check Amount: \$21,147.00
0146	MB	87084	15730		ESSENTIA HEALTH		Check
				E 01	300 790 000 305 000 monthly sports medicine agreement		\$125.00
	PO#:	Voucher #:	106386	Invoice	Invoice No: 0125.3010.1707.01	7/1/2024	Paid Amt: \$125.00
							Check Amount: \$125.00
0146	MB	87085	17553		FARGO AIR MUSEUM		Check
				E 04	005 506 321 366 000 Adult Entrance Fees		\$30.00
	PO#:	Voucher #:	106381	Invoice	Invoice No: 070124	7/1/2024	Paid Amt: \$30.00
							Check Amount: \$30.00
0146	MB	87086	15395		MADISON NATIONAL LIFE		Check
				B 01	215 027 Life & LTD		\$1,101.30
	PO#:	Voucher #:	106384	Invoice	Invoice No: July 2024	7/1/2024	Paid Amt: \$1,101.30
							Check Amount: \$1,101.30
0146	MB	87087	10222		MREA		Check
				E 01	005 010 000 820 000 Dues and Membership		\$2,040.00
	PO#:	Voucher #:	106385	Invoice	Invoice No: 2425-5000-1551-01	26 7/1/2024	Paid Amt: \$2,040.00
							Check Amount: \$2,040.00



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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87088	17550		OTTER COVE CHILDREN'S MUSEUM		Check
				E 04	005 506 321 369 000 Student Entrance to Otter Cove	\$250.00	
PO#:	50097	Voucher #:	106379	Invoice	Invoice No: 070124	7/1/2024	Paid Amt: \$250.00
							Check Amount: \$250.00
0146	MB	87089	14697		TESSMAN SEED COMPANY		Check
				E 01	005 811 000 420 000 Grass seed	\$0.00	
				E 01	005 811 000 420 000 Misc	\$2,815.00	
PO#:	50077	Voucher #:	106383	Invoice	Invoice No: S397147-IN	7/1/2024	Paid Amt: \$2,815.00
							Check Amount: \$2,815.00
0146	MB	87090	15977	REMIT	ELAN FINANCIAL SERVICES		Check
				E 01	005 020 000 401 000 Zoom/ChatGPT Subscriptions	\$27.50	
				E 01	300 294 000 369 504 Section Golf expenses (Students)	\$1,596.60	
				E 01	300 296 000 369 514 Section Golf expenses (Students)	\$1,596.60	
				E 01	300 296 000 366 514 Section Golf expenses (Adults)	\$600.97	
				E 01	300 294 000 366 504 Section Golf expenses (Adults)	\$600.97	
				E 04	005 509 321 401 000 Brightwheel subscription	\$150.00	
				E 01	300 260 000 430 000 HS Science supplies	\$99.00	
				E 01	005 640 316 366 000 Staff Development (District/Preschol)	\$100.00	
				E 01	100 288 000 401 000 HS Auxiliary reimb	\$2,625.24	
				E 01	300 292 000 369 505 State Track Student Exp	\$1,024.38	
				E 01	300 292 000 366 505 State Track exp (Coaches)	\$760.92	
				E 01	300 292 000 369 505 State Track Exp (Coaches)	\$639.96	
				B 01	231 000 MASA Dues	\$1,345.00	
				E 04	005 505 321 401 000 ChatGPT subscription	\$20.00	
PO#:		Voucher #:	106382	Invoice	Invoice No: June 2024	7/1/2024	Paid Amt: \$11,187.14
				E 01	300 289 000 401 000 rounding	\$1.00	
PO#:		Voucher #:	106391	Invoice	Invoice No: June 2024	7/1/2024	Paid Amt: \$1.00
							Check Amount: \$11,188.14
0146	MB	87091	15412		AFLAC		Check
				B 01	215 029 Supplemental Insurance-Voluntary	\$493.54	
PO#:		Voucher #:	106543	Invoice	Invoice No: 709340	7/12/2024	Paid Amt: \$493.54
							Check Amount: \$493.54
0146	MB	87092	17791		ARCHAMBEAU, KRAIG K		Check
				E 04	005 506 321 305 000 Softball Ump	\$140.00	
PO#:		Voucher #:	106446	Invoice	Invoice No: 062724	7/12/2024	Paid Amt: \$140.00
							Check Amount: \$140.00
0146	MB	87093	10685		BARNESVILLE BUS COMPANY, INC.		Check
				E 01	300 294 733 360 507 Track	\$254.75	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87093	10685		BARNESVILLE BUS COMPANY, INC.		Check
				E 04	005 506 321 360 000 Summer Rec		\$3,414.50
				E 04	005 506 321 360 000 Field Trips		\$478.00
				E 04	005 509 321 360 000 Kids Club		\$125.00
PO#:		Voucher #:	106447	Invoice	Invoice No: June 24 Xtra	7/12/2024	Paid Amt: \$4,272.25
							Check Amount: \$4,272.25
0146	MB	87094	12156		BARNESVILLE C-STORE		Check
				E 01	005 760 733 442 000 Gasoline		\$33.12
PO#:		Voucher #:	106477	Invoice	Invoice No: 9314-2	7/12/2024	Paid Amt: \$33.12
				E 01	005 760 733 442 000 Gasoline		\$63.60
PO#:		Voucher #:	106478	Invoice	Invoice No: 5583-1	7/12/2024	Paid Amt: \$63.60
				E 01	005 760 733 442 000 Gasoline		\$51.83
PO#:		Voucher #:	106479	Invoice	Invoice No: 8688-2	7/12/2024	Paid Amt: \$51.83
				E 01	005 811 000 442 000 Gasoline		\$28.42
PO#:		Voucher #:	106471	Invoice	Invoice No: 1394-2	7/12/2024	Paid Amt: \$28.42
				E 01	005 811 000 442 000 Gasoline		\$24.43
PO#:		Voucher #:	106472	Invoice	Invoice No: 2343-2	7/12/2024	Paid Amt: \$24.43
				E 01	005 811 000 442 000 Gasoline		\$29.98
PO#:		Voucher #:	106473	Invoice	Invoice No: 3998-2	7/12/2024	Paid Amt: \$29.98
				E 01	005 811 000 442 000 Gasoline		\$29.80
PO#:		Voucher #:	106474	Invoice	Invoice No: 1510-1	7/12/2024	Paid Amt: \$29.80
				E 01	005 811 000 442 000 Gasoline		\$32.69
PO#:		Voucher #:	106475	Invoice	Invoice No: 6251-1	7/12/2024	Paid Amt: \$32.69
				E 01	005 811 000 442 000 Gasoline		\$25.90
PO#:		Voucher #:	106476	Invoice	Invoice No: 90-2	7/12/2024	Paid Amt: \$25.90
							Check Amount: \$319.77
0146	MB	87095	16618		BARNESVILLE DRUG & HARDWARE		Check
				E 01	005 810 000 410 000 Custodial Supplies		\$103.12
PO#:		Voucher #:	106480	Invoice	Invoice No: 179536	7/12/2024	Paid Amt: \$103.12
				E 01	005 810 000 410 000 Custodial Supplies		\$153.95
PO#:		Voucher #:	106481	Invoice	Invoice No: 179694	7/12/2024	Paid Amt: \$153.95
							Check Amount: \$257.07
0146	MB	87096	10025		BARNESVILLE RECORD-REVIEW		Check
				E 01	005 010 000 380 000 Minutes		\$2,666.40
				E 01	005 105 000 380 000 Employment Ads		\$96.00
				E 01	005 105 000 380 000 Advertising		\$358.00
				E 01	005 020 000 401 000 Subscriptions	28	\$44.00
				E 01	100 203 000 401 000 Subscriptions		\$88.00
				E 01	300 211 000 401 000 Subscriptions		\$88.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87096	10025		BARNESVILLE RECORD-REVIEW		Check
				E 04	005 505 321 380 000 Advertising (Com Ed)		\$48.00
PO#:	Voucher #:	106448	Invoice	Invoice No:	063024	7/12/2024	Paid Amt: \$3,388.40
							Check Amount: \$3,388.40
0146	MB	87097	16356		BOLGREAN, JEFF		Check
				R 04	005 506 321 050 000 refund baseball fee		\$80.00
PO#:	Voucher #:	106449	Invoice	Invoice No:	07082024	7/12/2024	Paid Amt: \$80.00
							Check Amount: \$80.00
0146	MB	87098	17031		BOND TRUST SERVICES CORPORATION		Check
				E 07	005 910 000 720 000 Bond Interest		\$10,050.00
PO#:	Voucher #:	106485	Invoice	Invoice No:	87508	7/12/2024	Paid Amt: \$10,050.00
				E 07	005 910 000 720 000 Bond 2019A Interest		\$389,700.00
PO#:	Voucher #:	106486	Invoice	Invoice No:	87509	7/12/2024	Paid Amt: \$389,700.00
				E 07	005 910 000 720 000 2023A Bond Interest		\$56,500.00
PO#:	Voucher #:	106487	Invoice	Invoice No:	87510	7/12/2024	Paid Amt: \$56,500.00
							Check Amount: \$456,250.00
0146	MB	87099	17031		BOND TRUST SERVICES CORPORATION		Check
				E 01	005 110 000 305 000 Bond Paying Agent Fee		\$475.00
PO#:	Voucher #:	106488	Invoice	Invoice No:	88957	7/12/2024	Paid Amt: \$475.00
							Check Amount: \$475.00
0146	MB	87100	15055	remit	BSN SPORTS LLC		Check
				E 01	300 294 302 530 502 Custom Purple pant		\$722.50
				E 01	300 289 000 401 000 custom black pant		\$464.45
				E 01	300 294 302 530 502 custom black pant		\$258.05
				E 01	300 289 000 401 000 Shipping		\$49.10
PO#: 49816	Voucher #:	106484	Invoice	Invoice No:	926020700	7/12/2024	Paid Amt: \$1,494.10
							Check Amount: \$1,494.10
0146	MB	87101	10001		CITY OF BARNESVILLE		Check
				E 01	005 810 000 332 000 Electricity		\$11,388.77
				E 01	005 810 000 331 000 Water-Sewage		\$1,046.55
				E 01	005 810 000 330 000 Garbage		\$23.78
				E 04	005 505 321 320 000 Communication		\$33.27
				E 01	005 810 000 320 000 Communication		\$687.90
PO#:	Voucher #:	106470	Invoice	Invoice No:	10118415	7/12/2024	Paid Amt: \$13,180.27
							Check Amount: \$13,180.27



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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87102	14803		DAKOTA REFRIGERATION		Check
				E 01	005 812 000 350 000 Training Room Ice Machine Maintenance		\$449.24
	PO#: 50132	Voucher #:	106489	Invoice	Invoice No: F201750	7/12/2024	Paid Amt: \$449.24
							Check Amount: \$449.24
0146	MB	87103	13019	remit	DRAWING BOARD PRINTING		Check
				E 01	300 211 000 401 000 re-order of 5,000 window envelopes with logo i		\$340.20
				E 01	300 211 000 401 000 SHIPPING		\$29.95
	PO#: 50046	Voucher #:	106542	Invoice	Invoice No: 6094591	7/12/2024	Paid Amt: \$370.15
							Check Amount: \$370.15
0146	MB	87104	15344		EDUCATORS BENEFIT CONSULTANTS		Check
				E 01	005 110 000 305 000 Fees For Services		\$69.18
	PO#:	Voucher #:	106490	Invoice	Invoice No: 33252	7/12/2024	Paid Amt: \$69.18
							Check Amount: \$69.18
0146	MB	87105	16960	REMIT	ESGI, LLC		Check
				E 01	100 203 000 461 000 ESGI 12 month renewal		\$738.00
				E 01	100 203 000 461 000 ESGI 12 month renewal (complimentary)		\$0.00
	PO#: 50092	Voucher #:	106491	Invoice	Invoice No: INVES001037	7/12/2024	Paid Amt: \$738.00
							Check Amount: \$738.00
0146	MB	87106	10052		FARMERS COOPERATIVE OIL CO		Check
				E 01	005 810 000 442 000 Gasoline		\$60.27
	PO#:	Voucher #:	106469	Invoice	Invoice No: 5567-2	7/12/2024	Paid Amt: \$60.27
				E 01	005 760 733 442 000 Gasoline		\$40.90
	PO#:	Voucher #:	106467	Invoice	Invoice No: 5487-2	7/12/2024	Paid Amt: \$40.90
				E 01	005 810 000 442 000 Gasoline		\$55.00
	PO#:	Voucher #:	106468	Invoice	Invoice No: 9020-1	7/12/2024	Paid Amt: \$55.00
							Check Amount: \$156.17
0146	MB	87107	15413	remit	FIDELITY SECURITY LIFE		Check
				B 01	215 031 Vision Premium		\$524.11
	PO#:	Voucher #:	106482	Invoice	Invoice No: 3090149	7/12/2024	Paid Amt: \$524.11
				B 01	215 031 Vision Premium		\$524.11
	PO#:	Voucher #:	106483	Invoice	Invoice No: 3110950	7/12/2024	Paid Amt: \$524.11
							Check Amount: \$1,048.22
0146	MB	87108	17558	REMIT	FRONTLINE TECHNOLOGIES GROUP LLC		Check
				E 01	005 105 000 405 000 Applicant Tracking, unlimited usage for interna		\$3,423.75
	PO#: 49985	Voucher #:	106493	Invoice	Invoice No: INVUS199549	7/12/2024	Paid Amt: \$3,423.75
							Check Amount: \$3,423.75

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87109	10060		FUCHS SANITATION, INC		Check
				E 01	005 810 000 330 000 Garbage		\$1,205.83
PO#:		Voucher #:	106492	Invoice	Invoice No: 133660	7/12/2024	Paid Amt: \$1,205.83
							Check Amount: \$1,205.83
0146	MB	87110	17263		H2I GROUP INC		Check
				E 06	005 870 000 530 000 New Volleyball Standards for BSA		\$13,400.00
PO#: 50117		Voucher #:	106494	Invoice	Invoice No: 238237	7/12/2024	Paid Amt: \$13,400.00
							Check Amount: \$13,400.00
0146	MB	87111	16279		HAUCK, CHELSEY		Check
				R 04	005 506 321 050 000 Refund		\$80.00
PO#:		Voucher #:	106450	Invoice	Invoice No: 062924	7/12/2024	Paid Amt: \$80.00
							Check Amount: \$80.00
0146	MB	87112	10825		HUGHES, TRAVIS		Check
				E 04	005 506 321 305 000 Fees For Services		\$350.00
PO#:		Voucher #:	106534	Invoice	Invoice No: 062024	7/12/2024	Paid Amt: \$350.00
				E 04	005 506 321 305 000 Fees For Services		\$140.00
PO#:		Voucher #:	106533	Invoice	Invoice No: 070224	7/12/2024	Paid Amt: \$140.00
							Check Amount: \$490.00
0146	MB	87113	10904		JOHNSON CONTROLS, INC		Check
				E 01	005 812 000 350 000 FY25 service agreement		\$43,252.00
PO#: 49857		Voucher #:	106532	Invoice	Invoice No: 1-133441840455	7/12/2024	Paid Amt: \$43,252.00
				E 01	005 812 000 350 000 Replace failed IOM & CGM (shorted due to wa		\$6,444.08
PO#: 50095		Voucher #:	106451	Invoice	Invoice No: 1-133416574390	7/12/2024	Paid Amt: \$6,444.08
							Check Amount: \$49,696.08
0146	MB	87114	16348	remit	KEMPS LLC		Check
				E 02	005 770 469 495 000 Milk		\$63.15
PO#:		Voucher #:	106453	Invoice	Invoice No: 5260582	7/12/2024	Paid Amt: \$63.15
				E 02	005 770 469 495 000 Milk		\$76.30
PO#:		Voucher #:	106454	Invoice	Invoice No: 5242344	7/12/2024	Paid Amt: \$76.30
				E 02	005 770 469 495 000 Milk		\$87.23
PO#:		Voucher #:	106455	Invoice	Invoice No: 5231043	7/12/2024	Paid Amt: \$87.23
							Check Amount: \$226.68
0146	MB	87115	14364		KENNEDY & GRAVEN, CHARTERED		Check
				E 01	005 105 000 305 000 Legal Fees		\$725.00
PO#:		Voucher #:	106452	Invoice	Invoice No: 182250	7/12/2024	Paid Amt: \$725.00
							Check Amount: \$725.00
0146	MB	87116	10190	remit	LAKE AGASSIZ EDUCATION COOPERATIVE		Check
				E 01	200 420 740 396 000 Sp Ed Sal Pur F Other D		\$10,303.90

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87116	10190	remit	LAKE AGASSIZ EDUCATION COOPERATIVE		Check
				E 01	200 401 740 396 000 Sp Ed Sal Pur F Other D	\$2,856.49	
				E 01	200 401 740 397 000 Ben Purchased Fr Another Dist	\$7,929.72	
				E 01	200 404 740 396 000 Sp Ed Sal Pur F Other D	\$106.77	
				E 01	200 406 740 396 000 Sp Ed Sal Pur F Other D	\$204.23	
				E 01	100 740 374 347 000 Licensed Social Worker	\$9,130.40	
				E 01	100 740 000 347 000 Licensed Social Worker	\$11,061.20	
PO#:		Voucher #:	106457	Invoice	Invoice No: June 2024	7/12/2024	Paid Amt: \$41,592.71
							Check Amount: \$41,592.71
0146	MB	87117	14269		LAKES COUNTRY SERVICE COOP		Check
				E 01	200 406 740 394 000 FY 24 Vision/O&M Services	\$2,647.04	
				E 01	200 406 740 397 000 Ben Purchased Fr Another Dist	\$1,288.29	
				E 01	200 406 740 366 000 Ben Purchased Fr Another Dist	\$990.25	
PO#:		Voucher #:	106456	Invoice	Invoice No: 99669	7/12/2024	Paid Amt: \$4,925.58
							Check Amount: \$4,925.58
0146	MB	87118	15161	remit	MARSH & MCLENNAN AGENCY		Check
				E 01	005 940 000 340 000 Package Policy	\$97,425.00	
				E 01	005 940 000 340 000 MN Fire Safety Surcharge	\$534.07	
PO#:		Voucher #:	106520	Invoice	Invoice No: 42225	7/12/2024	Paid Amt: \$97,959.07
				E 01	005 940 000 340 000 Excess Liability	\$3,642.00	
PO#:		Voucher #:	106522	Invoice	Invoice No: 42227	7/12/2024	Paid Amt: \$3,642.00
				E 01	005 760 733 340 000 Auto	\$9,990.00	
PO#:		Voucher #:	106521	Invoice	Invoice No: 42226	7/12/2024	Paid Amt: \$9,990.00
				E 01	005 940 000 340 000 Cyber	\$9,195.29	
PO#:		Voucher #:	106523	Invoice	Invoice No: 42123	7/12/2024	Paid Amt: \$9,195.29
				E 01	005 940 000 340 000 Volunteer Accident coverage	\$300.00	
PO#:		Voucher #:	106524	Invoice	Invoice No: 42213	7/12/2024	Paid Amt: \$300.00
							Check Amount: \$121,086.36
0146	MB	87119	10439		MASSP		Check
				E 01	300 050 000 820 000 Yearly Dues - MASSP, NASSP, Western Divisi	\$890.00	
PO#:		Voucher #:	106496	Invoice	Invoice No: 2972	7/12/2024	Paid Amt: \$890.00
							Check Amount: \$890.00
0146	MB	87120	10165		MINN. SCHOOL BOARDS ASSOC.		Check
				E 01	005 010 000 820 000 Association Dues (7/1 to 6/30)	\$4,489.00	
				E 01	005 010 000 405 000 BoardBook Subscription Tier II	\$3,225.00	
				E 01	005 010 000 820 000 Policy Services Renewal	\$750.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87120	10165		MINN. SCHOOL BOARDS ASSOC.		Check
				E 01	005 010 000 820 000 Additional committees		\$400.00
PO#:		Voucher #:	106495	Invoice	Invoice No: INV-10530-L0Z4J0	7/12/2024	Paid Amt: \$8,864.00
							Check Amount: \$8,864.00
0146	MB	87121	10416		MINNESOTA UI		Check
				E 01	100 203 000 280 000 Unemployment Comp		\$1,907.41
				E 01	005 790 000 281 000 Between Term Unemployment		\$11,672.51
PO#:		Voucher #:	106458	Invoice	Invoice No: 17235194	7/12/2024	Paid Amt: \$13,579.92
							Check Amount: \$13,579.92
0146	MB	87122	13860		MN FFA REGION I SEC/TREASURER		Check
				E 01	300 301 830 433 000 Ag department Activity FEE 2024-25 year		\$275.00
PO#: 50098		Voucher #:	106497	Invoice	Invoice No: 2024-25	7/12/2024	Paid Amt: \$275.00
							Check Amount: \$275.00
0146	MB	87123	10556	Iss	MOORHEAD AREA PUBLIC SCHOOLS		Check
				E 01	200 420 740 396 000 Sp Ed Sal Pur F Other D		\$2,897.26
				E 01	200 420 740 366 000 Gen.trv,Meals, Rooms		\$154.83
PO#:		Voucher #:	106459	Invoice	Invoice No: 0015-B	7/12/2024	Paid Amt: \$3,052.09
							Check Amount: \$3,052.09
0146	MB	87124	10452	remit	NAPA CENTRAL		Check
				E 01	005 813 000 350 000 Wiper Blades		\$29.38
PO#:		Voucher #:	106464	Invoice	Invoice No: 404349	7/12/2024	Paid Amt: \$29.38
							Check Amount: \$29.38
0146	MB	87125	15415		NCPERS GROUP LIFE INS.		Check
				B 01	215 028 PERA Life Insurance		\$128.00
PO#:		Voucher #:	106498	Invoice	Invoice No: 108802082024	7/12/2024	Paid Amt: \$128.00
							Check Amount: \$128.00
0146	MB	87126	17792		NOME SCHOOLHOUSE INN & EVENT CENTER		Check
				E 04	005 506 321 369 000 Fiber 101 Tour		\$300.00
				E 04	005 506 321 369 000 Fiber 101 Tour Chaperones and Bus Driver		\$0.00
				E 04	005 506 321 369 000 Wet Felt Soaping Activity		\$150.00
PO#: 50133		Voucher #:	106545	Invoice	Invoice No: 000222	7/12/2024	Paid Amt: \$450.00
							Check Amount: \$450.00
0146	MB	87127	17214		PAPER 101		Check
				E 01	300 211 000 401 000 2 Pallets of Paper (80 cases) W103		\$2,768.00
				E 01	300 211 000 401 000 CASE OF PASTEL 8.5 x 11 C115 PUMPKIN		\$57.49
				E 01	300 211 000 401 000 Liftgate to Ground Service - LIFT		\$0.00

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87127	17214		PAPER 101		Check
				E 01	300 211 000 401 000 Part # JULY	\$0.00	
	PO#: 50018	Voucher #:	106499	Invoice	Invoice No: 259556-00	7/12/2024	Paid Amt: \$2,825.49 Check Amount: \$2,825.49
0146	MB	87128	17379	REMIT	POWERSCHOOL GROUP LLC		Check
				E 01	005 630 000 505 000 Schoology LMS Subscription	\$9,440.00	
	PO#: 50026	Voucher #:	106500	Invoice	Invoice No: INV397556	7/12/2024	Paid Amt: \$9,440.00 Check Amount: \$9,440.00
0146	MB	87129	12076	remit	PREMIUM WATERS - FARGO		Check
				E 01	005 720 000 401 000 General Supplies	\$81.09	
	PO#:	Voucher #:	106462	Invoice	Invoice No: 502958-06-24	7/12/2024	Paid Amt: \$81.09 Check Amount: \$81.09
0146	MB	87130	10166		REGION I		Check
				E 01	005 110 000 316 000 Data Processing Svcs	\$2,448.17	
				E 01	005 110 302 316 000 Data Processing Svcs	\$2,081.94	
	PO#:	Voucher #:	106502	Invoice	Invoice No: 14279	7/12/2024	Paid Amt: \$4,530.11
				E 01	100 620 302 470 000 Media Resources	\$1,124.88	
				E 01	300 620 302 470 000 Media Resources	\$1,124.89	
	PO#:	Voucher #:	106503	Invoice	Invoice No: 14055	7/12/2024	Paid Amt: \$2,249.77 Check Amount: \$6,779.88
0146	MB	87131	17471		REINHART FOODSERVICE LLC		Check
				E 02	005 770 469 490 000 Food	\$602.75	
	PO#:	Voucher #:	106538	Invoice	Invoice No: 181276	7/12/2024	Paid Amt: \$602.75 Check Amount: \$602.75
0146	MB	87132	12265	remit	RENAISSANCE LEARNING INC.		Check
				E 01	100 203 000 461 000 1-Year Subscription Renewal	\$4,318.50	
	PO#: 50083	Voucher #:	106501	Invoice	Invoice No: INV5328759	7/12/2024	Paid Amt: \$4,318.50 Check Amount: \$4,318.50
0146	MB	87133	14553	REMIT	ROCHESTER TELECOM SYSTEMS		Check
				E 01	005 810 000 320 000 Communication	\$33.38	
				E 04	005 505 321 320 000 Communication	\$0.36	
	PO#:	Voucher #:	106537	Invoice	Invoice No: 35678	7/12/2024	Paid Amt: \$33.74 Check Amount: \$33.74
0146	MB	87134	16301	remit	rSCHOOLTODAY (DWC)		Check
				E 01	300 298 000 401 000 Facility Scheduler and Activity Scheduler	\$1,128.00	
	PO#: 50118	Voucher #:	106504	Invoice	Invoice No: 101923	34 7/12/2024	Paid Amt: \$1,128.00 Check Amount: \$1,128.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87135	15496		S & L COMPUTER SERVICES INC		Check
				E 01	005 612 000 305 000 Telephone Support		\$337.50
	PO#: 50131	Voucher #: 106518	Invoice	Invoice No: 1892546	7/12/2024	Paid Amt:	\$337.50
						Check Amount:	\$337.50
0146	MB	87136	15043		SCHATZ, TAYLOR		Check
				E 04	005 505 321 305 000 TKD		\$372.00
	PO#:	Voucher #: 106544	Invoice	Invoice No: 071024	7/12/2024	Paid Amt:	\$372.00
						Check Amount:	\$372.00
0146	MB	87137	12665	REMIT	SCHOLASTIC INC		Check
				E 01	100 206 000 460 000 Scholastic news print and digital magazine		\$179.70
				E 01	100 206 000 460 000 Freight		\$17.97
	PO#: 50128	Voucher #: 106516	Invoice	Invoice No: M7491339 3	7/12/2024	Paid Amt:	\$197.67
						Check Amount:	\$197.67
0146	MB	87138	11245	REMIT	SCHOOL SPECIALTY LLC		Check
				E 04	005 505 321 401 000 1493165 Bostitch B8 Powercrown Staples for l		\$13.90
				E 04	005 505 321 401 000 1069630 Swingline Full Strip Desk Stapler, S.F		\$28.53
				E 04	005 505 321 401 000 2005525 Scotch Super Hold Tape, 0.75 x 100		\$30.35
				E 04	005 505 321 401 000 1369042 Scotch 810 Magic Tape, 0.50 x 1296		\$6.95
				E 04	005 505 321 401 000 1369894 ScotchBlue Original Painter's		\$24.16
				E 04	005 505 321 401 000 1104941 Adam 2 Parts Carbonless Duplicate		\$51.45
				E 04	005 505 321 401 000 2006222 Avery Hi-Liter Desk Style Highlighters		\$10.39
	PO#: 50081	Voucher #: 106461	Invoice	Invoice No: 308104524825	7/12/2024	Paid Amt:	\$165.73
				E 04	005 505 321 401 000 200-0272 Delta Education Adding Machine Ta		\$18.80
	PO#: 50081	Voucher #: 106460	Invoice	Invoice No: 208134288230	7/12/2024	Paid Amt:	\$18.80
						Check Amount:	\$184.53
0146	MB	87139	17169	remit	SEESAW LEARNING INC		Check
				E 01	100 203 000 405 000 Seesaw Yearly Renewal		\$3,276.00
	PO#: 50091	Voucher #: 106515	Invoice	Invoice No: 2023-94861	7/12/2024	Paid Amt:	\$3,276.00
						Check Amount:	\$3,276.00
0146	MB	87140	10140		STEIN'S INC		Check
				E 01	005 810 000 410 000 Kaiblooy cleaner		\$0.00
				E 01	005 810 000 410 000 scraper blades		\$0.00
				E 01	005 810 000 410 000 doodle bug pad		\$0.00
				E 01	005 810 000 410 000 hand towel		\$0.00
				E 01	005 810 000 410 000 toilet tissue		\$0.00
				E 01	005 810 000 410 000 Misc		\$1,159.71
	PO#: 50111	Voucher #: 106505	Invoice	Invoice No: 939658	35 7/12/2024	Paid Amt:	\$1,159.71

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87140	10140		STEIN'S INC		Check
				E 01	005 810 000 410 000	Foam Eliminator	\$85.89
PO#: 50130		Voucher #:	106519	Invoice	Invoice No: 940890	7/12/2024	Paid Amt: \$85.89
				E 01	005 810 000 410 000	Jump shot floor finish	\$0.00
				E 01	005 810 000 410 000	Athletic Floor Finish scree clean	\$0.00
				E 01	005 810 000 410 000	Bona discs	\$0.00
				E 01	005 810 000 410 000	Bona discs	\$0.00
				E 01	005 810 000 410 000	T bar applicator	\$0.00
				E 01	005 810 000 410 000	T bar refill	\$0.00
				E 01	005 810 000 410 000	Bona multi disc head	\$0.00
				E 01	005 810 000 410 000	freight	\$0.00
				E 01	005 810 000 410 000	Total	\$10,523.53
PO#: 50109		Voucher #:	106510	Invoice	Invoice No: 938123	7/12/2024	Paid Amt: \$10,523.53
				E 01	005 810 000 410 000	20" black strip pads	\$0.00
				E 01	005 810 000 410 000	Total	\$111.34
PO#: 50108		Voucher #:	106506	Invoice	Invoice No: 939723	7/12/2024	Paid Amt: \$111.34
				E 01	005 810 000 410 000	Scotch Brite black strip pads 20"x14"	\$0.00
				E 01	005 810 000 410 000	sqaure red buff bad	\$0.00
				E 01	005 810 000 410 000	freight	\$0.00
				E 01	005 810 000 410 000	Total	\$1,006.99
PO#: 50106		Voucher #:	106509	Invoice	Invoice No: 938320	7/12/2024	Paid Amt: \$1,006.99
				E 01	005 810 000 410 000	20" black strip pads	\$0.00
				E 01	005 810 000 410 000	Red buffing pad	\$0.00
				E 01	005 810 000 410 000	14" surface prep pads	\$0.00
				E 01	005 810 000 410 000	gel scrub	\$0.00
				E 01	005 810 000 410 000	freight	\$0.00
				E 01	005 810 000 410 000	Total	\$989.91
PO#: 50105		Voucher #:	106508	Invoice	Invoice No: 938622	7/12/2024	Paid Amt: \$989.91
				E 01	005 810 000 410 000	Eco E12 Glass Cleaner	\$0.00
				E 01	005 810 000 410 000	Eco E15 Hydrogen peroxide cleaner	\$0.00
				E 01	005 810 000 410 000	Eco E33 Floor cleaner	\$0.00
				E 01	005 810 000 410 000	Eco E23 Neutral Dis.	\$0.00
				E 01	005 810 000 410 000	Eco # 12 bottles glass cleaner	\$0.00
				E 01	005 810 000 410 000	Eco #15 bottles Hydrogen Perox.	\$0.00
				E 01	005 810 000 410 000	Eco #23 bottles Nuetral Dis.	\$0.00
				E 01	005 810 000 410 000	Total	\$1,187.45
PO#: 50104		Voucher #:	106507	Invoice	Invoice No: 939280	36 7/12/2024	Paid Amt: \$1,187.45
				E 01	005 810 000 410 000	Proclaim concrete seal	\$0.00
				E 01	005 810 000 410 000	Juggernaut stripper	\$0.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87140	10140		STEIN'S INC		Check
				E 01	005 810 000 410 000	20" black strip pads	\$0.00
				E 01	005 810 000 410 000	doodle bug pad	\$0.00
				E 01	005 810 000 410 000	12" black strip pads	\$0.00
				E 01	005 810 000 410 000	Total	\$4,255.20
PO#: 50107	Voucher #:	106511	Invoice	Invoice No:	938122	7/12/2024	Paid Amt: \$4,255.20
			E 01	005 810 000 410 000	Hose Assy Black Cat	\$51.62	
PO#: 50126	Voucher #:	106513	Invoice	Invoice No:	940332	7/12/2024	Paid Amt: \$51.62
			E 01	005 810 000 410 000	Glass Cleaner	\$50.27	
			E 01	005 810 000 410 000	Neutral Disinfectant	\$50.27	
			E 01	005 810 000 410 000	Hydrogen Peroxide Cleaner	\$50.27	
			E 01	005 810 000 410 000	Glass Cleaner	\$218.36	
			E 01	005 810 000 410 000	Hydrogen Peroxide Cleaner	\$246.14	
			E 01	005 810 000 410 000	Floor Cleaner	\$281.22	
			E 01	005 810 000 410 000	Neutral Disinfect	\$234.48	
			E 01	005 810 000 410 000	Freight	\$5.00	
PO#: 50127	Voucher #:	106512	Invoice	Invoice No:	940402	7/12/2024	Paid Amt: \$1,136.01
			E 06	005 870 000 401 885	Kaivac cleaning machine	\$4,740.05	
PO#: 50056	Voucher #:	106536	Invoice	Invoice No:	939458	7/12/2024	Paid Amt: \$4,740.05
			E 01	005 810 000 410 000	Hand Towels	\$646.80	
			E 01	005 810 000 410 000	Toilet Tissue	\$353.44	
			E 01	005 810 000 410 000	Freight	\$5.00	
PO#: 50125	Voucher #:	106514	Invoice	Invoice No:	939973	7/12/2024	Paid Amt: \$1,005.24
Check Amount:							\$26,252.94
0146	MB	87141	16215	remit	TEACHER SYNERGY LLC		Check
				E 01	100 208 000 460 000	Fourth and Fifth Grade Spelling Curriculum	\$222.00
				E 01	100 208 000 460 000	Ugly Novel Study Packet	\$11.00
				E 01	100 208 000 460 000	WINK Novel reading packet	\$16.80
				E 01	100 208 000 460 000	Loser Novel Reading packet	\$9.00
PO#: 50102	Voucher #:	106517	Invoice	Invoice No:	269214702	7/12/2024	Paid Amt: \$258.80
Check Amount:							\$258.80
0146	MB	87142	10295		US FOODS		Check
				E 02	005 770 469 401 000	supplies	\$681.13
				E 02	005 770 469 495 000	Milk	\$108.88
PO#:	Voucher #:	106463	Invoice	Invoice No:	5299289	7/12/2024	Paid Amt: \$790.01
Check Amount:							\$790.01

Barnesville Public Schools #146

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87143	16653		VERIFIED FIRST		Check
				E 01	005 105 000 305 000 Background Checks		\$291.06
PO#:	Voucher #:	106539	Invoice	Invoice No:	INV-000486649	7/12/2024	Paid Amt: \$291.06
							Check Amount: \$291.06
0146	MB	87144	10002	remit	VESTIS		Check
				E 02	005 770 701 382 000 Laundry/Dry Cleaning		\$173.19
PO#:	Voucher #:	106540	Invoice	Invoice No:	2520416478	7/12/2024	Paid Amt: \$173.19
				E 02	005 770 701 382 000 Laundry/Dry Cleaning		\$173.19
PO#:	Voucher #:	106541	Invoice	Invoice No:	2520409046	7/12/2024	Paid Amt: \$173.19
							Check Amount: \$346.38
0146	MB	87145	13590		WE TRAVEL PC INC		Check
				E 01	005 612 000 405 000 Security Services - District Staff DNS Filter pc:		\$99.00
PO#: 50124	Voucher #:	106528	Invoice	Invoice No:	13683	7/12/2024	Paid Amt: \$99.00
				E 01	005 612 000 319 000 BHS Pc and Mac Management		\$750.00
PO#: 50124	Voucher #:	106525	Invoice	Invoice No:	13682	7/12/2024	Paid Amt: \$750.00
				E 01	005 715 342 405 000 Cyber Security - Avanan Email Security		\$540.00
				E 01	005 715 342 405 000 Cyber Security - Google Workspace Backup		\$420.00
				E 01	005 715 342 405 000 Cyber Security - Server Protection		\$250.00
				E 01	005 715 342 405 000 Cyber Security - Advanced EDR PCS		\$730.00
				E 01	005 715 342 405 000 Cyber Security - Macs		\$350.00
				E 01	005 715 342 405 000 Vulnerability Scanning and Compliance		\$250.00
				E 01	005 715 342 405 000 Staff Cyber Security Ongoing Training		\$274.00
PO#: 50124	Voucher #:	106526	Invoice	Invoice No:	13681	7/12/2024	Paid Amt: \$2,814.00
				E 01	005 612 000 405 000 ISD146.com and SMTP Services (JMC), Hosti		\$799.00
PO#: 50124	Voucher #:	106527	Invoice	Invoice No:	13642	7/12/2024	Paid Amt: \$799.00
				E 01	005 612 302 465 000 Macbook Air M2 with setup		\$8,991.00
				E 01	005 612 302 465 000 iMac - Tech Casey Office		\$999.00
				E 01	005 612 302 465 000 BenQ idea Cam S1		\$169.99
				E 01	005 612 302 465 000 Dell Towers PC Rotation		\$5,400.00
PO#: 50124	Voucher #:	106529	Invoice	Invoice No:	13632	7/12/2024	Paid Amt: \$15,559.99
				E 01	005 612 000 405 000 BHS Cloud WiFi Hosting Server - Annual Cont		\$1,535.00
PO#: 50119	Voucher #:	106530	Invoice	Invoice No:	13547	7/12/2024	Paid Amt: \$1,535.00
				E 01	005 715 342 405 000 Cloud Services - Firewall - Unifi 24/7 Cloud Su		\$3,490.00
PO#: 50119	Voucher #:	106531	Invoice	Invoice No:	13574	7/12/2024	Paid Amt: \$3,490.00
				E 01	005 630 302 305 000 Technology Coordinator		\$532.00
PO#:	Voucher #:	106535	Invoice	Invoice No:	1088	7/12/2024	Paid Amt: \$532.00
							Check Amount: \$25,578.99

Barnesville Public Schools #146

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	87146	16972		XCEL ENERGY		Check
				E 01	005 810 000 333 000 Natural Gas		\$1,243.78
	PO#:	Voucher #:	106465	Invoice	Invoice No: 883556579	7/12/2024	Paid Amt: \$1,243.78
							Check Amount: \$1,243.78
0146	MB	87147	16972		XCEL ENERGY		Check
				E 01	005 810 000 333 000 Natural Gas		\$1,705.08
	PO#:	Voucher #:	106466	Invoice	Invoice No: 883557465	7/12/2024	Paid Amt: \$1,705.08
							Check Amount: \$1,705.08
0146	MB	87148	17793	REMIT	ACTIVE INTERNET TECHNOLOGIES		Check
				E 01	005 612 000 320 000 Mass Notification system		\$8,876.00
	PO#:	Voucher #:	106566	Invoice	Invoice No: inv065826	7/12/2024	Paid Amt: \$8,876.00
							Check Amount: \$8,876.00
0146	MB	87149	13450		CROWN TROPHY		Check
				E 01	300 294 000 401 507 Baseball awards		\$102.95
	PO#: 50089	Voucher #:	106565	Invoice	Invoice No: 67278	7/12/2024	Paid Amt: \$102.95
							Check Amount: \$102.95
0146	MB	87150	16615		JIFFY JONS INC		Check
				E 01	005 811 000 350 000 Jiffy Jon Rent (Softball)		\$464.00
	PO#:	Voucher #:	106561	Invoice	Invoice No: 75185	7/12/2024	Paid Amt: \$464.00
							Check Amount: \$464.00
							Report Total: \$1,185,222.95

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

Fund	Description	Total
01	General Fund	\$688,732.72
02	Food Service	\$3,189.85
04	Community Service	\$9,110.33
06	Building Construction	\$27,940.05
07	Debt Redemption	\$456,250.00
Report Total		\$1,185,222.95

Student Activity Account

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
1146	MN	18467	1434		AMAZON CAPITAL SERVICES		Check
				E 01	300 298 000 401 410 FFA Food for Fair Booth	\$957.63	
	PO#: 1480	Voucher #:	5371	Invoice	Invoice No: 1D73-WL76-1CL7	7/1/2024	Paid Amt: \$957.63
							Check Amount: \$957.63
1146	MN	18468	1267		CLAY COUNTY FAIR		Check
				E 01	300 298 000 401 410 Food Stand Fee Fair	\$200.00	
	PO#:	Voucher #:	5373	Invoice	Invoice No: 07102024	7/1/2024	Paid Amt: \$200.00
							Check Amount: \$200.00
1146	MN	18469	1065		MIDWEST BANK		Check
				E 01	300 298 000 401 410 Start Up Cash For Fair	\$2,000.00	
	PO#:	Voucher #:	5372	Invoice	Invoice No: 07102024	7/1/2024	Paid Amt: \$2,000.00
							Check Amount: \$2,000.00
1146	MN	18470	1774		MENARDS		Check
				E 01	300 298 000 401 410 FFA Garden	\$69.78	
	PO#:	Voucher #:	5375	Invoice	Invoice No: 94376	7/11/2024	Paid Amt: \$69.78
							Check Amount: \$69.78
1146	MN	18471	1818		PEARSON, LORI ANN		Check
				E 01	300 298 000 401 410 FFA Tshirts	\$900.00	
	PO#:	Voucher #:	5374	Invoice	Invoice No: 0553	7/11/2024	Paid Amt: \$900.00
							Check Amount: \$900.00
							Report Total: \$4,127.41

CLAIMS PRESENTED TO THE BOARD OF EDUCATION					
Monday, July 15, 2024					
Amundson, Jayla			\$495.09		
	Summer Rec		\$495.09		
Anderson, Zachary			\$216.00		
	Summer Rec		\$216.00		
Andres, Liam			\$1,483.92		
	Custodial Expense		\$1,483.92		
Askegaard, Matthew			\$900.00		
	Sick Day Payout		\$900.00		
Baker, Tessa			\$100.00		
	Community Ed		\$100.00		
Barnes, Addyson			\$62.15		
	Summer Rec		\$62.15		
Bauer, Rylee			\$210.60		
	Summer Rec		\$210.60		
Berg, Jaxon			\$517.88		
	Summer Rec		\$517.88		
Bergman, Emmalyn			\$400.49		
	Summer Rec		\$400.49		
Blanco, Amira			\$1,336.12		
	Kids Club		\$1,336.12		
Blilie, Macie			\$1,542.16		
	Kids Club		\$1,142.78		
	Summer Rec		\$399.38		
Blomberg, Cassandra			\$3,300.00		
	Kids Club		\$3,300.00		
Boom, Julie			\$1,500.00		
	Summer Rec		\$1,500.00		
Braton, Benjamin			\$515.53		
	Summer Rec		\$515.53		
Braton, Paige			\$41.43		
	Summer Rec		\$41.43		
Braton, Sharon			\$3,087.72		
	Summer Food Service		\$3,087.72		
Buisman, Anthony			\$1,380.88		
	Custodial Expense		\$1,380.88		
Cossette, Anika			\$62.15		
	Summer Rec		\$62.15		
Cossette, Ella			\$62.15		
	Summer Rec		\$62.15		
Cox, Elias			\$614.55		
	Summer Rec		\$614.55		

Ellerbusch, Annabelle			\$2,259.27		
	Kids Club	\$2,259.27			
Ellerbusch, Jon			\$7,015.44		
	Vacation Days Pay Out	\$7,015.44			
Field, Erica			\$436.26		
	Summer Rec	\$436.26			
Field, Marla			\$1,348.60		
	School Board Expense	\$1,348.60			
Follingstad, Ava			\$79.41		
	Summer Rec	\$79.41			
Follingstad, Isabella			\$13.81		
	Summer Rec	\$13.81			
Frderick, Sophie			\$124.29		
	Summer Rec	\$124.29			
Gerner, Elizabeth			\$100.00		
	Community Ed	\$100.00			
Gilbertson, Lisa			\$959.85		
	Summer Rec	\$146.96			
	Staff Development	\$812.89			
Glynn, Kale			\$625.00		
	Summer Rec	\$625.00			
Grabow, Shari			\$247.00		
	Personal Day Payout	\$55.00			
	Staff Development	\$192.00			
Green, Reuben			\$978.98		
	Custodial Expense	\$978.98			
Gross, Kennedy			\$269.05		
	Summer Rec	\$206.05			
	Activity Worker	\$63.00			
Grosz, Jacob			\$2,290.00		
	Personal Day Payout	\$110.00			
	Summer Rec	\$2,180.00			
Gylland, Jennifer			\$802.50		
	Personal Day Payout	\$165.00			
	Sick Day Payout	\$637.50			
Henderson, Crystal			\$780.00		
	Schoool Board Expense	\$780.00			
Henrickson, Todd			\$2,916.72		
	Cell Phone	\$900.00			
	Personal Day Payout	\$806.67			
	Sick Day Payout	\$1,210.05			
Hermes, Anthony			\$220.00		
	Personal Day Payout	\$220.00			

Hinsz, Aubryn			\$124.29		
	Summer Rec	\$124.29			
Hinsz, Tracy			\$2,822.10		
	Sick Day Payout	\$712.50			
	Summer School	\$1,469.60			
	Summer Rec	\$640.00			
Honrud, Alissa			\$420.02		
	Summer Rec	\$420.02			
Huesman, Ava			\$227.87		
	Summer Rec	\$227.87			
Jenkins, Carrie			\$310.00		
	Summer Rec	\$310.00			
John, Abby			\$124.29		
	Summer Rec	\$124.29			
Julsrud, Wanda			\$55.17		
	Transportation	\$55.17			
Justesen, Chastity			\$750.00		
	Sick Day Payout	\$750.00			
Kara, Roxanne			\$7.60		
	Custodial Expense	\$7.60			
Kluck, Melissa			\$212.94		
	Transportation	\$212.94			
Kraft, Kayla			\$625.00		
	Summer Rec	\$625.00			
Krause, Jamin			\$900.00		
	Cell Phone	\$900.00			
Kuik, Julie			\$31.79		
	Clerical	\$31.79			
Lien, Sara			\$492.80		
	Clerical	\$492.80			
Lindbom, Ryan			\$1,544.74		
	School Board Expense	\$1,544.74			
Maier, Andrew			\$1,040.00		
	School Board Expense	\$1,040.00			
Martin, Megan			\$192.00		
	Staff Development	\$192.00			
Martinson, Karie			\$110.00		
	Personal Day Payout	\$110.00			
Martz, Stacy			\$1,270.00		
	Personal Day Payout	\$220.00			
	Sick Day Payout	\$1,050.00			
Meyer, Sandra			\$310.00		
	Summer Rec	\$310.00			
Nelson, Abbey			\$2,090.31		
	Kids Club	\$2,090.31			

Nibbe, Alissa			\$3,440.25		
	Community Ed	\$1,940.25			
	Summer Rec	\$1,500.00			
Nielsen, Emma			\$574.30		
	Summer Rec	\$574.30			
Olson, Tori			\$1,055.16		
	Sick Day Payout	\$975.00			
	Summer Rec	\$80.16			
Olson, Troy			\$960.00		
	Community Ed	\$960.00			
Paulson, Siri			\$14.00		
	Activity Work	\$14.00			
Pauna, Macie			\$31.07		
	Summer Rec	\$31.07			
Peloubet-Messer, Christine			\$1,483.76		
	Summer Rec	\$1,291.76			
	Staff Development	\$192.00			
Petersen, Charlie			\$334.90		
	Summer Rec	\$334.90			
Peterson, Henry			\$1,473.62		
	Custodial Expense	\$1,473.62			
Rice, Jacy			\$100.00		
	Community Ed	\$100.00			
Russell, Dovante			\$587.06		
	Summer Rec	\$587.06			
Samuelson, Jodi			\$111.90		
	School Board Expense	\$65.00			
	Staff Development	\$46.90			
Schaub, Michael			\$955.00		
	Personal Day Payout	\$55.00			
	Sick Day Payout	\$900.00			
Schilling, Ava			\$683.60		
	Kids Club	\$683.60			
Schindler, Aaron			\$4,227.50		
	Cell Phone	\$900.00			
	Summer Rec	\$3,327.50			
Smith, Heidi			\$110.00		
	Personal Day Payout	\$110.00			
Snow, Kayla			\$531.03		
	Kids Club	\$531.03			
Sossa, Brooke			\$2,075.83		
	Kids Club	\$2,075.83			
Spillum, Emma			\$1,450.05		
	Kids Club	\$1,450.05			

Spillum, Mary			\$3,465.38		
	Kids Club	\$3,300.38			
	Personal Day Payout	\$165.00			
Strand, Bryan			\$1,168.89		
	Cell Phone	\$900.00			
	Personal Day Payout	\$268.89			
Strand, Jacob			\$370.53		
	Summer Rec	\$370.53			
Strand, Kailee			\$1,255.00		
	Personal Day Payout	\$55.00			
	Summer Rec	\$1,200.00			
Suter, Chad			\$1,215.00		
	Personal Day Payout	\$165.00			
	Sick Day Payout	\$1,050.00			
Thompson, Jacob			\$1,840.00		
	School Board Expense	\$1,840.00			
Thompson, Piper			\$48.34		
	Summer Rec	\$48.34			
Tonsfeldt, Michelle			\$37.50		
	Sick Day Payout	\$37.50			
Trowbridge, Lillian			\$200.25		
	Summer Rec	\$200.25			
Trowbridge, Philip			\$1,500.00		
	Summer Rec	\$1,500.00			
Voxland, Bria			\$904.56		
	Kids Club	\$904.56			
Willers , Alison			\$192.00		
	Staff Devlopment	\$192.00			
Zander, Cindy			\$990.00		
	Personal Day Payout	\$165.00			
	Sick Day Payout	\$825.00			
	TOTAL	86,342.40	\$86,342.40		
MSDLAF TRANSFERS TO MIDWEST BANK					
7/2/24	TRANSFER		\$380,000		
					\$380,000
MIDWEST BANK CREDIT CARD EXPENDITURES					
Jon Ellerbusch					\$1,578.36
	Zoom subscription		\$7.50		
	ChatGPT Subscription		\$20.00		
	Dues		\$1,345.00		
	Staff Development		\$205.86		

Todd Henrickson					\$283.13
		Girls Golf Section Expense		\$265.96	
		Zoom Subscription		\$17.17	
Bryan Strand					\$4,650.61
		Golf Section Expense		\$4,650.61	
Jodi Samuelson					\$99.00
		HS Science subscription		\$99.00	
Aaron Schindler					\$4,577.54
		State Track Expense		\$1,785.30	
		ChatGPT Subscription		\$20.00	
		Brighthwheel Subscription		\$150.00	
		Auxiliary Exp.		\$2,622.24	
Total Credit Card Expense					\$11,188.64

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

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Barnesville High School - Board Report July 15, 2024

Past Months Events

1. There have been two school trips this summer, thanks to both trip leaders as well as the chaperones that went with.
 1. Mr. DelGreco led a group to Spain - 15 students, 3 chaperones 11 days.
 2. Mrs. Teeples led a group to Ireland with 16 participants plus 3 chaperones for 10 days

Future High School Events

2. Secretaries will begin again August 5th
 1. Hours will be 7:30 a.m. to 4:00 p.m.
3. Policy change on cell phones - we are going back to old policy and not allowing in the classrooms - huge distraction and more and more schools are moving to this policy.

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 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 bathrooms and locker rooms or other

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 at lockers. A student going to their locker during class to check a cell phone is in direct violation of Barnesville High School policy. **Cell phones are not allowed in the classroom, only exception would be**

for photography class in art where they are used as cameras. No cell phones should be on any students body, pockets, etc during a class. They must remain in their lockers or off campus.

If a student will not relinquish a 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 the cell phone will be returned at the end of the school day in which it was taken.. If the violation is in regard to a phone being used in the bathroom/locker room or a possibility of a teacher being recorded then the student will be suspended until the 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.

1. 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)

- 1.

TODD HENRICKSON - ELEMENTARY PRINCIPAL

Board Report – July 15, 2024

- **Handbook Changes/Additions**
 - **Highlighted in Yellow**
 - Pages 6-7
 - Page 8
 - Page 9
 - Page 11
 - Page 14
 - Page 20
 - Page 25-26
 - Page 36
 - Page 41-44
 - Page 52
- **June 24 – Elementary Special Ed Interviews were held**
- **June 28 – MTSS Coordinator Position Interviews were held**
- **Elementary Summer School**
 - July 29th – Aug 2nd / 9:00-11:30
 - Aug 12th – Aug 16th / 9:00 – 11:30
 - LETRS Training takes place the week of Aug 5th – Aug 9th
- **Aug 5th – Elementary Office will officially open**
- **Positions to be filled**
 - School Nurse
 - 6th Grade Teacher
 - Title I Paraprofessional

Elementary Summer Calendar:

July	29	9:00 – 1 st Week of Summer School Begins
Aug	2	11:30 – 1 st Week of Summer School Ends
	5	7:30 – Elementary Office Staff Back
	12	9:00 – 2 nd Week of Summer School Begins
	16	11:30 – 2 ND Week of Summer School Ends
	19	9:00 – SpEd Training – Licensed Staff - Hawley
		7:00 – School Board Meeting – HS Library
	20	8:15 – WIN Workshop – Hawley
	22	9:00 – SpEd Training - Paraprofessionals – Hawley
	26	8:00 – New Teacher Workshop
	27-29	8:00 – Staff Workshop
	28	4:00 – Back-to-School Night
Sep	3	8:00 – 1 st Day of School

BOARD REPORT -- AARON SCHINDLER
ACTIVITIES DIRECTOR/COMMUNITY ED COORDINATOR
July 15, 2024

ACTIVITY INFORMATION:

- **Annual Activities Rules Meeting**
 - **Will either be Tuesday, August 6th or Wednesday, August 7th**
 - Barnesville Block Party on August 6th could be an issue. We will discuss it at the booster club meeting next week.
 - 7:00 PM- PAC
 - 6:00 PM- Meal provided by the Booster Club
- **Fall Athletic Start Dates**
 - **Monday, August 12th**
 - Volleyball Grades 9-12
 - Time: 8:00 am - 11:00 am
 - Site: BSA and Middle Gym
 - Football Grades 9-12
 - Time: 8:00 am - 12:00 pm
 - Site: Barnesville High School and Fairgrounds
 - Cross Country Grades 7-12
 - Time: 3:00 pm - 5:00 pm
 - Site: Barnesville High School
 - **Monday, August 26th**
 - Volleyball Grades 7-8
 - Time: 4:00 pm - 6:00 pm
 - Site: Elementary Gym
 - Football Grades 7-8
 - Time: 4:00 pm
 - Site: High School
- **2024-2025 Available Positions**
 - JH Basketball Coach
 - Esports Advisor
- **BSA Update**
 - Trophy Cases and Records Wall are scheduled to be installed this week!

- **Community Education**

- Softball and Baseball finished up on July 11th.
 - We hosted the leagues 3rd/4th grade and 5th/6th grade softball tournaments.
 - Thank you to everyone involved for setting that up.
 - Our first time hosting in almost 10 years.
- Jungle Book Musical
 - 77 students participated!
- Speed and Strength/Quickness and Agility 6th-11th grade.
 - Over 130 students are currently participating!
- Football and Volleyball Camps
 - Will be happening in the next two weeks.

- **Handbook Changes –**

- Coaching Changes-Will continue to update
- Updated Activity Fees, Student/Family Maxes, and Season Pass amounts.
- Changed language for time of ineligibility.
 - Added the word **dress** so it states that a student may be allowed to practice or scrimmage but will not be allowed to dress or participate in a contest or activity.
 - This clears up the issue of whether an ineligible student can dress or just wear street clothes on the bench.
- Added the words **or 4 events whichever is greater** for Category I first violations.
 - When the 2 additional weeks of penalty was added to the MSHSL penalty we assumed that meant 2 events as well. This will clear up the issue of interpretation and set in stone that it will either be 4 weeks or 4 events whichever is greater.
- Eliminated the words **provided by the school** under violations.
 - We no longer offer classes to first time offenders to reduce their penalty as Mrs. Henrickson used to do the classes.
 - Students will have to complete classes outside of school.



Barnesville Public School Regular School Board Meeting

7:00 PM on Monday, July 15, 2024
High School Library

Superintendent's Monthly Board Report

1. Superintendent's Letter for Prospective Resident Packets!

I have written a letter for Karen Lauer at the City to be included in the housing packets for Barnesville. This letter highlights the strengths and offerings of Barnesville Public Schools, aiming to attract prospective families to our district.

Click [here](#)

2. Revised Job Description for MTSS Coordinator

Below is a link to the revised job description for the MTSS Coordinator position. Many Title responsibilities have been transferred to this role, following the adjustment of the Title Teacher's position to a 0.5 FTE special education role.

Click [here](#)

3. SolarEdge Monitoring

Our solar panels have been generating energy for the past few weeks. I have received a username and password to monitor the daily and monthly production. I am also exploring options for public access to view this information..

- E. Board Committee Reports
- 9. Removal of Consent Items for Discussion
- 10. 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) Increase Weekly Hours for HR/Payroll Assistant
- 2) Lane Change for McKinzie Solum from MA + 10 to MA + 20
- 3) Matty Tschider as Special Education Teacher
- 4) George Haj as C-team Girls Basketball Coach
- 5) George Haj as 9th Grade Football Coach
- 6) Holly Inniger's Resignation as MTSS Coordinator and PaY Advisor

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June 20, 2024

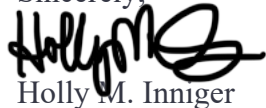
Mr. Henrickson and School Board Members
Barnesville Public Schools
PO Box 189
Barnesville, MN 56514

I am writing to formally tender my resignation from my position as the MTSS Coordinator and PaY Advisor for Barnesville Public Schools. I have accepted a position with Lakes Country Service Cooperative that will provide me with the opportunity to further grow and develop in the field of education.

It has been an honor to be part of such a dedicated and passionate team in Barnesville for the past 25 years. This was the home I raised my family in, with my boys having the best experiences in school through academics, the arts, and athletics. I will always cherish the memories and relationships that I have formed through teaching, coaching, and advising. Please know that this decision was not made lightly, as the individuals that I worked with on a daily basis have become like family, but there are things that I have yet to accomplish in my career. I am committed to ensuring a smooth transition for the next MTSS Coordinator, and am more than willing to assist in any way possible.

Thank you once again for the opportunity to be part of the Barnesville community. I will always look back on my time here with fondness and gratitude.

Sincerely,

A handwritten signature in black ink, appearing to read "Holly M. Inniger". The signature is stylized with a large, looped "H" and "M".

Holly M. Inniger

- 7) Trisha O'Leary's Resignation as School Nurse
- 8) Liz Schindler's Resignation as Cross Country Coach
- B. Donations
 - 1) \$1,200 Donation from Gateway Chevrolet for Fishing Team
- C. Approval of Policies

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SCHOOL BOARD OFFICERS

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 202
SERIES 200 SCHOOL BOARD

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

A. Chair

- 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
- 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

- 1. The treasurer shall deposit the funds of the school district in the official depository.
- 2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
- 3. In the event there are insufficient funds on hand to pay valid orders presented

SCHOOL BOARD OFFICERS

**BARNESVILLE PUBLIC SCHOOL
ISD 146**

**POLICY 202
SERIES 200 SCHOOL BOARD**

to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the Commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

SCHOOL BOARD OFFICERS

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1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References:

Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District) MSBA/MASA Model Policy 201 (Legal Status of the School Board) MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

SCHOOL BOARD MEETING MINUTES

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 204
SERIES 200 SCHOOL BOARD

204 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

- A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- B. Recordings of Closed Meetings
 - 1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
 - 2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's

Adopted:

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SCHOOL BOARD MEETING MINUTES

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SERIES 200 SCHOOL BOARD

Records Retention Schedule.

3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the

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subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Boards of Independent School Districts))
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Form of Public Notices)
Minn. Stat. § 331A.08, Subd. 3 (Computation of Time)
Op. Atty. Gen. 161-a-20 (Dec. 17, 1970)
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

OPEN MEETINGS AND CLOSED MEETINGS

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 205
SERIES 200 SCHOOL BOARD

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum of school board members or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.
 - 2. Special Meetings
 - a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the bulletin board at

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the District Office. The school board's actions at the special meeting are limited to those topics included in the notice.

- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.

OPEN MEETINGS AND CLOSED MEETINGS

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- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under. Minnesota Statutes chapter 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes section 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative offices.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

OPEN MEETINGS AND CLOSED MEETINGS

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D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is

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reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a

OPEN MEETINGS AND CLOSED MEETINGS

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licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.

- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota Statutes section 13D.05 to discuss educational or certain other nonpublic data.
- e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

(2) active investigative data collected or created by a law enforcement agency;

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or

(4) an individual's personal medical records.

b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the school district;

(2) to review confidential or nonpublic appraisal data; and

(3) to develop or consider offers or counteroffers for the purchase

Adopted:

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or sale of real or personal property.

- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting.

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A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)
Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures)
Minn. Rules Part 5510.2810 (Petition for Mediation)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019) Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References:

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin "C" (Minnesota's Open Meeting Law)

**PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT
PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS**

**BARNESVILLE PUBLIC SCHOOL
ISD 146**

**POLICY 206
SERIES 200 SCHOOL BOARD**

**206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT
PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS**

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used

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to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);

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3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), whether or not they live in the School District, and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives

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or spokespersons to speak on behalf of the group or organization.

5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the

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meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

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MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

**BARNESVILLE PUBLIC SCHOOL
ISD 146**

**POLICY 210
SERIES 200 SCHOOL BOARD**

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 - 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price

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at which the goods or services could be obtained elsewhere.

- b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
- c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
- 5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (**Note:** *This section applies only when the school district has a population of 1,000 or less according to the last federal census.*)
- 6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that

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other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

EMPLOYEE BACKGROUND CHECKS

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 404
SERIES 400 EMPLOYEES/PERSONNEL

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history

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consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the individual executes a written consent form giving the school district access to the results of the check; and
 - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic

EMPLOYEE BACKGROUND CHECKS

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coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.

- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

VETERAN'S PREFERENCE

**BARNESVILLE PUBLIC SCHOOL
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**POLICY 405
SERIES 400 EMPLOYEES/PERSONNEL**

405 VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

VETERAN'S PREFERENCE

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- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

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407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Minnesota Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct

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result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.

- F. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

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414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minnesota Statutes chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child's physical or mental health when reasonably able to do so;

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2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minnesota Statutes section 260C.007, subdivision. 6, clause (5);
7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules chapter 9503.

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- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes section 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes section 609.341, subdivision 15), or by a person in a current or recent position

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of authority (as defined in Minnesota Statutes section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes section 243.166, subdivision 1b(a) or (b).

- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise., The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any

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way that is habitual or excessive.

- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local

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welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

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Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

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415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to comply fully with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. "Abuse" means:
 - 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
 - 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.
 - 3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

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4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. "Mandated reporter" means a professional or professional's delegate while engaged in education.
- G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.
- I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.

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- J. "School personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. "Vulnerable adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes section 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to provide adequately for the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The report shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

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The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy should appear in school personnel handbooks as appropriate.
- B. The school district will develop a method of discussing this policy with employees as appropriate.
- C. This policy should be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Government Data Practices; Definitions)
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER
COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

**BARNESVILLE PUBLIC SCHOOL
ISD 146**

**POLICY 420
SERIES 400 EMPLOYEES/PERSONNEL**

**420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND
DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS
CONDITIONS**

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in

**STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER
COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

**BARNESVILLE PUBLIC SCHOOL
ISD 146**

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SERIES 400 EMPLOYEES/PERSONNEL**

consultation with the educational planning team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school nurse, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

**STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER
COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

**BARNESVILLE PUBLIC SCHOOL
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**POLICY 420
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H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B

**STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER
COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

**BARNESVILLE PUBLIC SCHOOL
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vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 142 (Testing in School Clinics)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

OVERDOSE MEDICATION

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 516.5
SERIES 500 STUDENTS

516.5 OVERDOSE MEDICATION

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)¹, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is the Nurse.
- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **"Standing Order"** means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:

OVERDOSE MEDICATION

**BARNESVILLE PUBLIC SCHOOL
ISD 146**

**POLICY 516.5
SERIES 500 STUDENTS**

1. Administration type
2. Dosage
3. Date of issuance
4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. School District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a school district-wide collaborative planning and implementation team ("School District Planning Team") who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

1. The School District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
2. The School District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The School District Planning Team will develop school district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school district board, these guidelines and procedures will be attached and incorporated

Adopted:

Revised: 10.15.2024

Effective: 7.15.2024

OVERDOSE MEDICATION

**BARNESVILLE PUBLIC SCHOOL
ISD 146**

**POLICY 516.5
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into this policy. At a minimum, these guidelines and procedures will:

- a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The School District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the School District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, school district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and school district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the

OVERDOSE MEDICATION

**BARNESVILLE PUBLIC SCHOOL
ISD 146**

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SERIES 500 STUDENTS**

school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the School District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)

Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

11. New Business	
A. Resolution Relating To Increasing The General Education Revenue Of The School District, Approving New Referendum Revenue Authorizations, Approving A Capital Project Levy Authorization, And Calling A Special Election Thereon	111

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 146
(BARNESVILLE PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: JULY 15, 2024

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 146 (Barnesville Public Schools), State of Minnesota, was duly held in the School District on July 15, 2024, at __:____ o'clock p.m.

The following members were present:

and the following were absent:

Member _____ moved the adoption of the following Resolution:

**RESOLUTION RELATING TO INCREASING THE GENERAL EDUCATION
REVENUE OF THE SCHOOL DISTRICT, APPROVING NEW REFERENDUM
REVENUE AUTHORIZATIONS, APPROVING A CAPITAL PROJECT LEVY
AUTHORIZATION, AND CALLING A SPECIAL ELECTION THEREON**

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

1. The School Board hereby determines and declares that it is necessary and expedient for the School District to increase its general education revenue by \$500 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil." The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.08515% of the referendum market value of the School District for taxes payable in 2025, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for five (5) years unless otherwise revoked or reduced as provided by law. The question on the approval of this referendum revenue authorization shall be School District Question 1 on the School District ballot at the special election held to approve said authorization.

2. The School Board hereby determines and declares that it is also necessary and expedient for the School District to increase its general education revenue by \$250 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term “per adjusted pupil unit” as “per pupil.” The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.04257% of the referendum market value of the School District for taxes payable in 2025, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for five (5) years unless otherwise revoked or reduced as provided by law. The question on the approval of this referendum revenue authorization shall be School District Question 2 on the School District ballot at the special election held to approve said authorization. The passage of School District Question 2 shall be contingent upon the passage of School District Question 1 as described above and herein.

3. The School Board hereby determines and declares that it is also necessary and expedient for the School District to submit a capital project levy authorization to the voters for their approval. The capital project levy authorization will be in the amount of 2.291% times the net tax capacity of the School District. The proposed capital project levy will raise approximately \$300,000 for taxes payable in 2025, the first year it is to be levied, and would be authorized for ten (10) years. The estimated total cost of the projects to be funded by the proposed capital project levy authorization during that time period is approximately \$3,000,000. The additional revenue from the proposed capital project levy authorization will be used to provide funds for the acquisition, installation, replacement, support and maintenance of software, software licenses, computers, improved technology equipment, networks, infrastructure, and the costs of technology related personnel and training, and the acquisition of curriculum, textbooks and materials. The program will be commenced prior to November 1, 2029, which date is not more than five (5) years from the date of the special election authorizing the approval of the capital project levy authorization. The question on the approval of the capital project levy authorization shall be School District Question 3 on the school district ballot at the special election held to approve said authorization.

4. With respect to School District Question 3, the administration of the School District is hereby authorized and directed to consult with the Minnesota Department of Education and cause a proposal to be prepared and submitted to the Commissioner of Education for the Commissioner’s Review and Comment on behalf of the School Board, and to take such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended. Any such actions taken by the administration prior to the date of this resolution are hereby ratified, confirmed, and approved in all respects. The actual holding of the special election on School District Question 3 specified above shall be contingent upon the receipt of a positive or unfavorable (provided applicable statutory requirements are met) Review and Comment from the Commissioner of Education on the projects included in that question.

5. The ballot questions specified above shall be submitted to the qualified voters of the School District at a special election, which is hereby called and directed to be held in conjunction with the State General Election on Tuesday, November 5, 2024. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.

6. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those polling places and precincts or parts of precincts located within the boundaries of the School District and which have been established by the cities or towns located in whole or in part within the School District. The voting hours at those polling places shall be the same as those for the State General Election.

7. The Clerk is hereby authorized and directed to cause written notice of said special election to be given to the county auditor of each county in which the School District is located, in whole or in part, and to the Commissioner of Education, as specified by law prior to the date of said election. The notice shall specify the date of said special election and the title and language for the ballot questions to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

8. The Clerk is hereby authorized and directed to cause a Notice of the election to be mailed to each taxpayer in the School District at least fifteen (15) but no more than forty-five (45) days prior to the date of the special election. The Notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9(b). The Clerk is also directed to cause a copy of this Notice to be submitted to the Commissioner of Education and to the County Auditor of each county in which the School District is located in whole or in part at least fifteen (15) days prior to the day of the election.

9. The Clerk is hereby authorized and directed to cause notice of said special election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said special election.

10. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said special election and to cause two sample ballots to be posted in each polling place and combined polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot.

11. The Clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election. The notice of election so posted and published shall state each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

12. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections or to obtain assistance from the county auditor with respect to the administration of the School District's election, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, the processing of absentee ballots, election administration and cost sharing.

13. The Clerk and members of the administration are further authorized and directed to cause a ballot to be prepared for use at said election in substantially the following form, with such changes in form, color, instructions, and content as may be necessary to accommodate an optical scan voting system, to correct typographical errors, or to comply with the form and content requirements of applicable state election laws:

[Form of Ballot on the Following Page]

Special Election Ballot

Independent School District No. 146 (Barnesville Public Schools)

November 5, 2024

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

School District Question 1 Approval of School District Referendum Revenue Authorization

The school board of Independent School District No. 146 (Barnesville Public Schools) has proposed to increase its general education revenue by \$500 per pupil. The proposed referendum revenue authorization would be applicable for five years beginning with taxes payable in 2025 unless otherwise revoked or reduced as provided by law.

☐

Yes

Shall the increase in the revenue proposed by the school board of Independent School District No. 146 be approved?

☐

No

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

School District Question 2
Approval of Additional School District
Referendum Revenue Authorization

The school board of Independent School District No. 146 (Barnesville Public Schools) has also proposed to increase its general education revenue by \$250 per pupil. The proposed referendum revenue authorization would be applicable for five years beginning with taxes payable in 2025 unless otherwise revoked or reduced as provided by law.

☐

Yes

If School District Question 1 is approved, shall the increase in the revenue proposed by the school board of Independent School District No. 146 be approved?

☐

No

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

School District Question 3
Approval of Capital Project Levy Authorization

The school board of Independent School District No. 146 (Barnesville Public Schools) has also proposed a capital project levy authorization of 2.291% times the net tax capacity of the school district. The additional revenue from the proposed authorization will be used to provide funds for the acquisition, installation, replacement, support and maintenance of software, software licenses, computers, improved technology equipment, networks, infrastructure, and the costs of technology related personnel and training, and the acquisition of curriculum, textbooks and materials. The proposed capital project levy authorization will raise approximately \$300,000 for taxes payable in 2025, the first year it is to be levied, and would be authorized for ten years. The estimated total cost of the projects to be funded over that time period is approximately \$3,000,000. The projects to be funded have received a positive Review and Comment from the Commissioner of Education.

☐

Yes

Shall the capital project levy authorization proposed by the school board of Independent School District No. 146 be approved?

☐

No

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

14. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

15. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

16. The individuals designated as judges for the State General Election shall act as election judges for this special election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the School Board for canvass in the manner provided for other school district elections. The special election must be canvassed between the third and the tenth day following the special election.

17. If the capital project levy authorization proposed in School District Question 3 is approved, a capital project referendum account shall be created as a separate account in the general fund of the School District. All proceeds from the capital project levies must be deposited in the capital project referendum account. Interest income attributable to the capital project referendum account must be credited to the capital project referendum account. Money in the capital project referendum account may be used only for the costs of acquisition and betterment of the approved projects. The funds in the capital project referendum account may be accumulated and not be expended until sufficient funds are available, may be accumulated and not be expended until additional funds from a bond issue are available, or may be expended on an ongoing basis for approved project costs. Any funds remaining in the capital project referendum account that are not applied to the payment of the costs of the approved projects before their final completion shall be transferred to the School District's debt redemption fund.

18. The Clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02 available on the School District's website. The Clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The Clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by
_____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF CLAY)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 146 (Barnesville Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of the special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this _____ day of _____, 2024.

School District Clerk

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 146
(BARNESVILLE PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: _____, 2024

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 146 (Barnesville Public Schools), State of Minnesota, was held in the School District on _____, 2024, at ____:00 o'clock p.m., for the purpose, in part, of establishing dates for filing affidavits of candidacy for the 2024 School District general election.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

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

1. The period for filing Affidavits of Candidacy for the office of school board member of Independent School District No. 146 shall begin on July 30, 2024, and shall close on August 13, 2024. An Affidavit of Candidacy must be filed in the office of the School District Clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

2. The Clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the School District at least two (2) weeks prior to the first day to file Affidavits of Candidacy.

3. The Clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the School District at least ten (10) days prior to the first day to file Affidavits of Candidacy. Publication and posting of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 146
(BARNESVILLE PUBLIC SCHOOLS)
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing Affidavits of Candidacy for the office of School Board member of Independent School District No. 146 shall begin on July 30, 2024, and shall close at 5:00 o'clock p.m. on August 13, 2024.

The general election shall be held on Tuesday, November 5, 2024. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the School District Clerk, Independent School District No. 146, Independent School District No. 146, 302 3rd Street SE, Barnesville, MN 56514. The filing fee for this office is \$2.

A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the School District from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The Affidavits of Candidacy must be filed in the office of the School District Clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

Dated: _____, 2024

BY ORDER OF THE SCHOOL BOARD

/s/
School District Clerk
Independent School District No. 146
(Barnesville Public Schools)
State of Minnesota

The motion for the adoption of the foregoing resolution was duly seconded by _____ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF CLAY)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 146 (Barnesville Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to establishing dates for filing affidavits of candidacy, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this ____ day of _____, 2024.

School District Clerk



Office of the Minnesota Secretary of State
AFFIDAVIT OF CANDIDACY

Filing # _____
Cash/Check # _____
Amount \$ _____

Instructions

All information on this form is available to the public. Information provided will be published on the [Secretary of State's website](#). If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (Minn. Stat. 2048.03)

Candidate Information

Name, Office, and Party

Candidate Name (as it will appear on the ballot) _____

Office Sought _____ District # _____

Political Party or Principle (State or Federal offices only) _____

Name of Incumbent (Judicial seats only) _____

Contact Information

Required (federal, judicial, county attorney, and county sheriff candidates are exempt) Check box if you do not have an email address ☐

Phone number _____ Email (non-government issued) _____

Address Information

Residence Address Required (unless box is checked; federal, judicial, county attorney, and county sheriff candidates are exempt)

☐ My residence address is to be classified as private data.
I certify a police report has been submitted, an order for protection has been issued, or I have a reasonable fear for my or my family's safety; or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

Residence Address _____

City _____ State _____ Zip Code _____

Campaign Contact Information (Address required if box above is checked)

Campaign Address _____

City _____ State _____ Zip Code _____

Campaign Website _____

Affirmation

For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.

If filing for a state or local office, I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I have not filed for the same or any other office at the upcoming primary or general election except as authorized by Minn. Stat. 2048.06, subd. 9;
- I am, or will be on assuming office, 21 years of age or more;
- I will have maintained residence in this district for at least 30 days before the general election; and
- If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.

If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:

- United States Senator – I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
- United States Representative – I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
- Governor or Lieutenant Governor – I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with _____
- Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney – I am learned in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is _____ and a copy of my license is attached.
- Supreme Court Justice, Court of Appeals Judge, or District Court Judge – I will not turn 70 years of age before the first Monday of next January.
- State Senator or State Representative – I will have maintained residence in Minnesota not less than one year and in this district for six months on the day of the general or special election.
- County Sheriff – I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is _____ and a copy of my license is attached.
- School Board Member – I have not been convicted of an offense for which registration is required under Minn. Stat. 243.166.
- County, Municipal, School District, or Special District Office – I meet any other qualifications for that office prescribed by law.

Candidate Signature _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary public or other officer empowered to take and certify acknowledgement

(Notary stamp)

Rev. 7/2023

Office of the Minnesota Secretary of State

ADDRESS OF RESIDENCE FORM

Instructions

This form is to be attached to the Affidavit of Candidacy when a candidate has checked the Private Data box.

The address of residence is classified as private data at the request of the candidate. The address of residence is used by the filing officer who received the affidavit of candidacy, upon written request of a registered voter, to determine whether the address of residence listed by the candidate is actually located in the area represented by the office sought, pursuant to *Minnesota Statutes*, section 204B.06, subd. 1b (b). While the candidate is not required to provide the address of residence, failure to provide the address of residence will result in an incomplete affidavit of candidacy and the rejection of the affidavit of candidacy, which will result in the omission of the candidate's name from any ballot in the election for which the candidate attempts to file the affidavit of candidacy and pay the filing fee. This information will be available to the filing officer to whom the written request is delivered, to employees of that filing officer and to other elections officials with whom that filing officer consults in order to obtain information necessary to make the determination whether the address of residence listed by the candidate is actually located in the area represented by the office sought.

Candidate and Address of Residence

Candidate Name
Office Sought
Street Address
City MN ZIP Code

Statement

Pursuant to *Minnesota Statutes* 204B.06, subd. 1b (c), I certify that a police report has been submitted, an order for protection has been issued, or I have a reasonable fear for my or my family's safety; or my address is otherwise private by Minnesota law.

Signature of candidate Date

Filing Officer Verification of Residence

For offices where a residency requirement must be satisfied by the close of the filing period (Governor, Lieutenant Governor, State Senator, and State Representative). Must be completed by the filing officer within one business day of receiving the filing.

I have determined that the address provided by the candidate on this form is within the area represented by the office the candidate is seeking.

Signature of filing officer Date

Revised 7/2023

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 146
(BARNESVILLE PUBLIC SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 146 (Barnesville Public Schools), State of Minnesota, was held in the School District on _____, 2024, at _____:_____ o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD
MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL
ELECTION**

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

1. It is necessary for the School District to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each. The Clerk shall include on the general election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such Affidavits as though they had been included by name in this resolution. The Clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.
2. The general election is hereby called and directed to be held in conjunction with the State General Election on Tuesday, November 5, 2024.
3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the School District and which have been established by the cities or towns located in whole or in part within the School District. The voting hours at those polling places shall be the same as those for the State General Election.
4. The Clerk is hereby authorized and directed to cause written notice of said general election to be provided to the County Auditor of each county in which the School District is located, in whole or in part, at least eighty-four (84) days before the date of said election. The

notice shall specify the date of said election and the office or offices to be voted on at said general election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

5. The Clerk is hereby authorized and directed to cause notice of said general election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said election.

6. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said election and to cause two sample ballots to be posted in polling places located within the School District on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

7. The Clerk is hereby authorized and directed to cause notice of said election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election. The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

8. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with state, city, township and county election authorities conducting the state general and other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

9. The Clerk and members of the administration are further authorized and directed to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color, instructions and content as may be necessary to accommodate an optical scan voting system, to correct typographical errors, or to comply with the form and content requirements of applicable state election laws:

[Form of Ballot on the Following Page]

General Election Ballot

Independent School District No. 146 (Barnesville Public Schools)

November 5, 2024

Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this: .

School Board Member

Vote for Up to Three

☐

Name

☐

Name

☐

Name

☐

Name

☐

Name

☐

Name

☐

write-in, if any

☐

write-in, if any

☐

write-in, if any

10. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

11. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

12. If the School District will be contracting to print the ballots for this election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

13. The individuals designated as judges for the State General Election shall act as election judges for this general election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the School Board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

14. The School District Clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02 available on the School District's website. The Clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The Clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF CLAY)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 146 (Barnesville Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this _____ day of _____, 2024.

School District Clerk

SCHOOL BOARD RESOLUTION

INDEPENDENT SCHOOL DISTRICT NO. 146

ADOPTING THE SCHOOL DISTRICT'S FISCAL YEAR (FY) 26

LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN

WHEREAS, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2023, section 123B.595, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year LTFM facilities plan by July 31 for commissioner approval.

WHEREAS, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member _____ moved for the resolution adoption and the motion was duly seconded by School Board Member _____ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against _____.

THEREFORE, BE IT RESOLVED THAT, the School Board of Independent School District No. 0146 approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 26 on the 15th of July, 2024.

SCHOOL BOARD CLERK SIGNATURE



Fiscal Year (FY) 2026 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

General Information: Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2023, 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, 2024. 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, Intermediate/Cooperative/Joint Powers

Barnesville

District Number and Type:

0146-01

Date Submitted:

07/16/2024

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 2023, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2023, section 123B.57, subd. 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 2023, section 123B.595, subd. 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 2023, section 123B.595, subd. 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 2023, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2026 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2023, section 123B.57, subd. 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 2023, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2026 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 2023, section 123B.595, subd. 10, paragraph (a), clauses (1), (2) and (4) 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 2023, section 123B.595, subd. 11. **Effective FY 2025 and if applicable, provisions for a gender-neutral, single-user restroom are included in The LTFM plan (Finance Code 384 must be used with Course Code 684).**
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.41, subd. 3[2023]).
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 [2023]). **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 Unit Director:

Name – Superintendent or Cooperative Director (Please print)

Date:

Dr. Jon Ellerbusch

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024										
146	<= Type in School District Number													
	BARNESVILLE PUBLIC SCHOOL DIST.													
				Change only if requiring levy adjustments	Payable 2024 LLC Certification	Current Estimate								
Calculations for Ten Year Projection				Pay 24 LLC #	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
1	Type your district number in cell A2 (Minneapolis = 1.2)													
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b													
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33													
4	Look-up data from following tabs													
5	Initial Formula Revenue													
6	Current year APU	57	940.00	943.45	989.79	989.79	989.79	989.79	989.79	989.79	989.79	989.79	989.79	989.79
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)					943.45	989.79	989.79	989.79	989.79	989.79	989.79	989.79	989.79
7	District average building age (uncapped)	401	56.54	56.55	57.55	58.55	59.55	60.55	61.55	62.55	63.55			
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)			402	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)			403	357,200	358,510	376,121	376,121	376,121	376,121	376,121	376,121	376,121	376,121
11	Added revenue for Eligible H&S Projects > \$100,000 / site													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess			701		-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)			754		-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)			700		-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)			753		-	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab					-	-	-	-	-	-	-	-	-
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue					-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)			765		-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site			405		-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)			406		-	-	-	-	-	-	-	-	-
	Added revenue for Pre-K remodeling (for VPK approvals only)													
20a	Net debt service for bonds approved for Pre-K remodeling			766		-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling			407		-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue					-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)			408		358,510	376,121	376,121	376,121	376,121	376,121	376,121	376,121	376,121

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection					Revised 5/09/2024							
146	<= Type in School District Number											
	BARNESVILLE PUBLIC SCHOOL DIST.											
		Change only if requiring levy adjustments	Payable 2024 LLC Certification	Current Estimate								
Calculations for Ten Year Projection												
	Pay 24 LLC #	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	
	Old Formula revenue											
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2026)	409	-	-	-	-	-	-	-	-	-	
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	700		-	-	-	-	-	-	-	-	
23	Debt Excess allocated to line 22			-	-	-	-	-	-	-	-	
24	Old formula alt facilities debt revenue (1A) - debt excess	763		-	-	-	-	-	-	-	-	
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	764		-	-	-	-	-	-	-	-	
26	Old formula alt facilities pay as you go revenue (1A)	410	-	-	-	-	-	-	-	-	-	
26b (18)	Pay-as-you-go revenue for H&S projects over \$100,000 per site	411		-	-	-	-	-	-	-	-	
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2026)	413		-	-	-	-	-	-	-	-	
27a	LTFM "H&S >100K per site" bonds	765		-	-	-	-	-	-	-	-	
27b	LTFM "other" bonds for 1A hold harmless	767		-	-	-	-	-	-	-	-	
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	416		60,381	63,347	63,347	63,347	63,347	63,347	63,347	63,347	
29	Total old formula revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	417	60,160	60,381	63,347	63,347	63,347	63,347	63,347	63,347	63,347	
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	418	357,200	358,510	376,121	376,121	376,121	376,121	376,121	376,121	376,121	
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	419	-	-	-	-	-	-	-	-	-	
32	District LTFM Revenue (30) - (31)	420	357,200	358,510	376,121	376,121	376,121	376,121	376,121	376,121	376,121	
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	421	-	-	-	-	-	-	-	-	-	
34	Grand Total LTFM Revenue (32) + (33)	422	357,200	358,510	376,121	376,121	376,121	376,121	376,121	376,121	376,121	
	Aid and Levy Shares of Total Revenue											
35	For ANTC & APU, three year prior date		2022	2022	2023	2024	2025	2026	2027	2028	2029	
36	Three year prior Ag Modified ANTC	35	8,338,882	8,338,882	9,923,270	10,320,201	10,733,009	11,162,329	11,608,822	12,073,175	12,556,102	
37	Three year prior Adjusted PU (New Weights)	54	979.64	979.66	991.95	959.93	943.45	989.79	989.79	989.79	989.79	
38	ANTC / APU = (36) / (37)	424	8,512.19	8,512.03	10,003.80	10,751.00	11,376.37	11,277.46	11,728.56	12,197.70	12,685.61	
39	State average ANTC / APU with ag value adjustment	425	12,230.05	12,230.05	13,617.01	14,207.10	14,848.85	15,443.00	16,061.00	16,703.00	17,371.00	
40	Equalizing Factor = 123% of (39)	426	15,042.96	15,042.96	16,748.92	17,474.73	18,264.09	18,994.89	19,755.03	20,544.69	21,366.33	
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	427	56.59%	56.58%	59.73%	61.52%	62.29%	59.37%	59.37%	59.37%	59.37%	
42	State (aid) share of Equalized Revenue (1 - (41))	428	43.41%	43.42%	40.27%	38.48%	37.71%	40.63%	40.63%	40.63%	40.63%	
43	Equalized Revenue (lesser of (34) or (6) * (8))	423	357,200	358,510	376,121	376,121	376,121	376,121	376,121	376,121	376,121	
44	Initial LTFM State Aid (42) * (43)	429	155,077	155,648	151,471	144,719	141,842	152,814	152,818	152,812	152,810	
45	Old formula Grandfathered Alternative Facilities Aid	431	-	-	-	-	-	-	-	-	-	
46	Total LTFM State Aid (Greater of (44) or (45))	432	155,077	155,648	151,471	144,719	141,842	152,814	152,818	152,812	152,810	
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	435	202,123	202,862	224,649	231,401	234,279	223,307	223,303	223,309	223,310	
48	Debt Service Portion of Revenue (non-grandfather districts)											
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	763+764+ 765+766		-	-	-	-	-	-	-	-	
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	767		189,105	189,315	189,368	189,263	-	-	-	-	
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05			-	-	-	-	-	-	-	-	
51	Total Debt Service Revenue = (49) + (50) + (50b)	768		189,105	189,315	189,368	189,263	-	-	-	-	
52	Equalized debt Service Revenue (lesser of (43) or (51))	436		189,105	189,315	189,368	189,263	-	-	-	-	
53	Debt Service Aid = (52) * (42)	438		82,100	76,241	72,863	71,374	-	-	-	-	
54	Equalized Debt Service Levy = (52) - (53)	439		107,005	113,074	116,505	117,888	-	-	-	-	

FY 2033	FY 2034
989.79	989.79
989.79	989.79
64.55	65.55
\$ 380.00	\$ 380.00
1.00000	1.00000
376,121	376,121
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
376,121	376,121

[illegible]

[illegible]

Detail Line Instructions for Ten Year Revenue Projection Spreadsheet

Note: Column "D" for FY 2024 is blank, and blue shaded cells should only be filled in for changes requiring prior year levy adjustments on the Levy Limitation and Certification system.

1 Type your district number in cell A2

example: 6 for South St. Paul (Minneapolis = 1.2)

Initial Formula Revenue

6 Current year APU

6a Additional Pre-K Pupil Units (line 19 of Pre-K application)

Adjusted Pupil Units: out year data held constant. ADMWE data for FY 2025 & FY 2026

Add data from the "FY 2019 Site Application for Voluntary Pre-kindergarten Program" form.

Average Building Age data as of January 2024 plus 1: out years = previous year plus one.

Enter changes on this line, not in the ave age tab.

7 District average building age (uncapped)

Added revenue for Eligible H&S Projects > \$100,000 / site
(1A = 28 largest districts; 1B remaining districts)

- 11 Eligible projects include Indoor Air Quality, Fire prevention and suppression, and Asbestos Abatement (IAQFAA)
- 12 Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess
- 13 Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)

1B existing debt schedules as of May 3, 2024

Step 1: The pay 25 total debt excess =
June 30, 2023 UFARS fund 7-464 balance

- Pay 23 debt excess
- Pay 24 Debt excess
- 5% of pay 25 debt service levy

Step 2: Alt Facilities portion of the pay 25 debt excess = pay 25 total debt excess * alt facilities debt service levy / total debt service levy.
If a portion of the existing 1A debt schedules fund H&S Projects>\$100,000, enter that amount here. Unless 1A districts anticipate more revenue under the new program than the hold harmless, this entry can be skipped. MDE makes no assumption for the split so assumes 0%.

14 Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)

- 15 Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)
- 16a Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab
- 16b New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue
- 18 Pay as you go revenue for eligible new H&S projects > \$100,000 / site
- 20a Net debt service for bonds approved for Pre-K remodeling
- 20b Pay as you go for projects approved for Pre-K remodeling
- Old Formula revenue**
- 21 Old formula H&S revenue (estimated annual costs for all eligible projects < \$500,000)
- 22 Old formula alt facilities debt revenue (1A) - gross before debt excess
- 23 Debt Excess allocated to line 22
- 25 Old formula alt facilities debt revenue (1B) = (12) - (13)
- 26 Old formula alt facilities pay as you go revenue (1A)
- 26b (18) Pay-as-you-go revenue for H&S projects over \$100,000 per site
- 27 Old formula alt facilities pay as you go revenue (1B) >\$500,000

see debt excess calculation in line 13

LTFM Health & Safety debt schedules as of May 3, 2024

new projects debt portion that is being levied above initial revenue
new projects pay-go portion

2016 legislation permits bonding for Voluntary Pre-k to be included in the LTFM program (VPK approvals only, School Readiness Plus is not included)
2016 legislation permits annual levies for Voluntary Pre-k to be included in the LTFM program (VPK approvals only, School Readiness Plus is not included.)

"Hold harmless" section

regular Health and Safety MS 123B.57
1A debt schedules as of May 3, 2024
see debt excess calculation in line 13
line 12 minus line 13 from above

repeated from line 18.
If there are no bonds, lines 21 plus 27 should equal the sum of the first 9 items on the ten year expenditure spreadsheet.

30 **Total LTFM Revenue for Individual District Projects**
= (Greater of [(10) + (19)] or (29))

31 District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System

32 **District LTFM Revenue (30) - (31)**

formula

Optional revenue reduction (under-levy) amount expressed as positive number.
To include on your payable 2025 levy, enter this amount into the Levy Information System, General and Community Service screen, line 8.

formula

33 LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)

Additional amount for intermediate/cooperative districts. Special spreadsheet for Intermediate/Cooperative districts.
145

34 Grand Total LTFM Revenue (32) + (33)

Formula. Revenue to new reserved account. Account balance may be negative or positive and carried forward.

Aid and Levy Shares of Total Revenue

- 36 Three year prior Ag Modified ANTC
- 37 Three year prior Adjusted PU (New Weights)

FY 2023 estimated ANTC data from DOR. Out years plus 4% annually
FY 2023-27 3YP is EDRS data. Out years no growth

lines 38-47 formulae

Debt Service Portion of Revenue

- 50 Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab
- 50b New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05

UFARS fund 7 separation

LTFM Other (deferred maintenance mostly) debt schedules as of May 3, 2024
New bonds (other than Indoor Air Quality, Fire, and Asbestos Abatement greater than \$100,000 per site)

lines 51-55 formulae

Equalization aid applied to LTFM debt service levies before applying to general fund levies

General Fund Portion of Revenue

UFARS fund 1 separation

lines 57-62 formulae

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

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

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

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

Levy Information System memo to Superintendents email

End of Worksheet

Convert MPLS to 1.2

Certified data in yellow background in Ten-Year tab, col E

			851,185.14		312,554,241.68
col1 district	col2	col3	col4 APU	col5 Bldg Ave Age	col6 Initial Revenue
1			1,051.20	55.11	399,456.00
1.2			29,185.20	61.20	11,090,376.00
2			253.00	35.89	96,140.00
4			476.78	49.93	181,176.40
6			3,012.94	51.96	1,144,917.20
11			42,077.76	44.27	15,989,548.80
12			7,141.40	42.00	2,713,732.00
13			3,733.20	56.20	1,418,616.00
14			2,832.80	58.52	1,076,464.00
15			4,399.60	42.71	1,671,848.00
16			6,471.44	38.72	2,459,147.20
22			2,892.80	38.61	1,099,264.00
23			877.60	43.71	333,488.00
25			62.00	23.00	15,482.29
31			5,125.60	33.12	1,843,107.17
32			613.11	46.59	232,981.80
36			380.60	32.82	135,619.74
38			1,684.00	29.89	546,491.68
47			4,756.20	32.09	1,657,087.25
51			2,025.60	31.35	689,456.37
75			866.60	42.27	329,308.00
77			8,845.91	53.25	3,361,445.80
81			114.20	54.65	43,396.00
84			640.20	53.81	243,276.00
85			638.80	46.17	242,744.00
88			2,383.20	44.10	905,616.00
91			723.20	42.75	274,816.00
93			330.40	66.87	125,552.00
94			2,969.30	40.75	1,128,334.00
95			300.80	34.54	112,801.72
97			627.40	10.39	70,774.30
99			1,380.00	44.32	524,400.00
100			353.80	45.64	134,444.00
108			1,037.40	48.60	394,212.00
110			4,375.00	26.75	1,270,624.99
111			1,668.80	40.57	634,144.00
112			9,872.00	30.12	3,228,313.24
113			772.00	47.02	293,360.00
115			1,478.00	37.92	561,640.00
116			1,370.80	27.71	412,407.14
118			353.20	31.53	120,909.44
129			1,609.60	51.84	611,648.00
138			2,973.20	33.76	1,089,788.23

139	960.60	34.96	364,610.82
146	940.00	56.54	357,200.00
150	1,165.80	38.57	443,004.00
152	7,635.40	28.03	2,323,648.55
162	1,004.80	40.89	381,824.00
166	479.00	41.71	182,020.00
173	556.40	61.60	211,432.00
177	1,269.00	39.54	482,220.00
181	6,267.34	39.28	2,381,589.20
182	1,078.80	40.65	409,944.00
186	1,928.20	34.50	722,248.63
191	8,295.80	49.14	3,152,404.00
192	7,316.00	31.28	2,484,597.22
194	13,444.40	33.73	4,923,492.95
195	951.00	32.18	332,263.10
196	31,644.43	38.72	12,024,883.40
197	5,528.00	46.43	2,100,640.00
199	3,451.00	44.68	1,311,380.00
200	4,374.20	41.86	1,662,196.00
203	707.40	46.68	268,812.00
204	2,363.80	26.53	680,868.95
206	4,501.40	26.00	1,270,680.91
213	918.80	40.65	349,144.00
227	975.80	37.15	370,804.00
229	473.20	50.21	179,816.00
238	273.20	73.46	103,816.00
239	704.80	8.00	61,216.91
241	3,534.40	50.27	1,343,072.00
242	532.80	39.84	202,464.00
252	1,128.00	42.35	428,640.00
253	773.20	42.17	293,816.00
255	1,661.20	29.73	536,206.88
256	2,577.60	42.60	979,488.00
261	368.60	35.11	140,068.00
264	99.15	88.59	37,677.00
270	7,080.40	53.85	2,690,552.00
271	10,932.76	54.61	4,154,448.80
272	9,689.60	37.86	3,682,048.00
273	9,449.40	49.17	3,590,772.00
276	12,363.40	48.57	4,698,092.00
277	2,602.00	50.10	988,760.00
278	3,221.20	45.49	1,224,056.00
279	23,231.80	43.17	8,828,084.00
280	4,209.80	64.79	1,599,724.00
281	11,522.00	54.90	4,378,360.00
282	2,010.80	55.28	764,104.00
283	4,903.00	61.65	1,863,140.00
284	14,184.00	37.11	5,389,920.00
286	2,340.40	39.21	889,352.00

294	2,346.52	69.64	891,677.60
297	380.40	76.45	144,552.00
299	775.00	36.00	294,500.00
300	1,164.60	43.92	442,548.00
306	377.00	36.95	143,260.00
308	647.60	35.25	246,088.00
309	1,780.06	39.57	676,422.80
314	827.20	42.96	314,336.00
316	1,106.60	81.21	420,508.00
317	909.80	40.85	345,724.00
318	4,353.80	29.30	1,385,005.98
319	563.60	93.12	214,168.00
323	28.60	2.00	621.03
330	236.75	55.99	89,965.00
332	1,668.40	39.04	633,992.00
333	527.60	33.55	192,182.07
345	1,640.60	35.74	623,428.00
347	4,309.57	43.34	1,637,636.60
356	227.00	61.28	86,260.00
361	961.60	59.68	365,408.00
362	393.60	37.89	149,568.00
363	209.52	44.57	79,617.60
378	605.20	42.42	229,976.00
381	1,446.00	42.96	549,480.00
390	437.00	31.03	147,224.05
391	704.00	36.71	267,520.00
402	170.00	73.37	64,600.00
403	131.40	85.87	49,932.00
404	194.80	59.82	74,024.00
413	2,796.60	34.28	1,040,846.58
414	491.80	55.53	186,884.00
415	227.80	72.68	86,564.00
423	2,790.00	38.07	1,060,200.00
424	516.40	37.00	196,232.00
432	691.80	46.96	262,884.00
435	819.60	35.75	311,448.00
441	491.80	44.54	186,884.00
447	144.40	53.84	54,872.00
458	260.00	70.78	98,800.00
463	961.40	45.85	365,332.00
465	1,700.00	52.89	646,000.00
466	2,312.80	46.59	878,864.00
473	458.80	39.64	174,344.00
477	3,482.20	35.20	1,323,236.00
480	692.80	41.18	263,264.00
482	2,562.60	53.71	973,788.00
484	1,362.40	36.20	517,712.00
485	1,060.40	32.00	368,413.26
486	385.32	45.74	146,421.60

487	357.20	36.52	135,736.00
492	5,363.36	65.32	2,038,076.80
495	484.20	18.32	96,308.76
497	334.06	33.42	121,212.24
499	283.20	56.39	107,616.00
500	549.80	46.65	208,924.00
505	395.80	72.68	150,404.00
507	370.20	31.78	127,733.81
508	2,185.80	38.34	830,604.00
511	618.20	46.85	234,916.00
514	141.00	77.09	53,580.00
518	4,571.00	31.34	1,555,341.52
531	2,536.60	31.41	865,038.58
533	1,166.60	38.00	443,308.00
534	2,202.60	42.21	836,988.00
535	18,296.00	42.79	6,952,480.00
542	434.60	38.95	165,148.00
544	3,276.40	46.57	1,245,032.00
545	386.80	45.35	146,984.00
547	543.20	53.86	206,416.00
548	923.80	46.49	351,044.00
549	1,830.20	18.12	360,057.86
550	623.80	37.95	237,044.00
553	902.00	39.20	342,760.00
561	270.80	71.28	102,904.00
564	1,908.40	50.78	725,192.00
577	434.80	39.65	165,224.00
578	1,698.20	45.49	645,316.00
581	454.60	57.24	172,748.00
592	190.40	57.20	72,352.00
593	1,179.60	38.75	448,248.00
595	2,026.20	33.53	737,617.85
599	535.40	53.84	203,452.00
600	261.60	37.34	99,408.00
601	628.16	49.60	238,700.80
621	12,470.80	46.18	4,738,904.00
622	11,192.40	35.82	4,253,112.00
623	8,059.60	46.32	3,062,648.00
624	8,891.60	50.78	3,378,808.00
625	33,456.80	57.50	12,713,584.00
630	431.40	38.82	163,932.00
635	75.80	61.93	28,804.00
640	435.80	34.63	163,853.33
656	3,363.23	43.31	1,278,027.40
659	4,133.60	37.22	1,570,768.00
671	374.20	42.13	142,196.00
676	220.40	49.35	83,752.00
682	1,229.80	41.18	467,324.00
690	1,106.80	32.30	388,138.95

695	735.00	98.90	279,300.00
696	551.80	98.85	209,684.00
698	169.20	37.57	64,296.00
700	2,262.40	28.48	699,559.94
701	2,321.00	76.95	881,980.00
704	2,005.60	38.85	762,128.00
706	-	-	-
707	76.60	31.71	26,371.85
709	8,748.42	42.03	3,324,399.60
712	630.00	21.46	146,786.40
716	1,676.80	42.43	637,184.00
717	1,994.40	35.42	757,872.00
719	9,608.80	27.42	2,860,567.21
720	8,324.00	27.39	2,475,367.34
721	4,393.00	33.30	1,588,257.77
726	3,066.80	34.25	1,140,411.49
727	3,462.40	31.53	1,185,268.55
728	15,252.60	31.23	5,171,677.27
738	1,159.00	39.22	440,420.00
739	804.80	42.38	305,824.00
740	1,405.60	41.97	534,128.00
741	984.80	41.54	374,224.00
742	9,845.18	39.20	3,741,168.40
743	1,246.40	44.56	473,632.00
745	1,978.40	29.94	643,104.36
748	4,365.80	27.21	1,289,757.11
750	2,612.40	42.47	992,712.00
756	941.40	53.96	357,732.00
761	5,257.91	53.42	1,998,005.80
763	978.60	22.00	233,745.60
768	476.20	47.88	180,956.00
771	150.60	68.31	57,228.00
775	841.80	42.10	319,884.00
777	751.64	39.75	285,623.20
786	527.80	46.67	200,564.00
787	592.80	48.93	225,264.00
801	199.80	63.95	75,924.00
803	387.60	56.03	147,288.00
811	539.00	43.09	204,820.00
813	1,291.40	52.79	490,732.00
815	1.00	2.00	21.71
818	555.40	43.00	211,052.00
820	498.60	40.95	189,468.00
821	1,074.30	29.09	339,300.77
829	1,874.00	56.07	712,120.00
831	6,063.00	39.60	2,303,940.00
832	3,519.60	36.20	1,337,448.00
833	20,749.20	36.72	7,884,696.00
834	9,143.40	41.52	3,474,492.00

836	230.80	83.20	87,704.00
837	667.80	53.86	253,764.00
840	1,154.40	50.04	438,672.00
846	657.40	64.77	249,812.00
850	341.00	15.19	56,237.72
852	126.60	73.82	48,108.00
857	643.00	51.46	244,340.00
858	1,072.20	53.90	407,436.00
861	2,511.50	52.00	954,370.00
876	2,205.00	32.03	766,798.20
877	5,591.80	38.53	2,124,884.00
879	2,634.20	36.59	1,000,996.00
881	845.00	39.06	321,100.00
882	4,482.60	39.07	1,703,388.00
883	1,744.20	35.39	662,796.00
885	7,124.80	24.55	1,899,064.54
891	650.00	57.96	247,000.00
911	5,403.80	42.90	2,053,444.00
912	1,640.40	42.06	623,352.00
914	305.80	34.99	116,170.80
2071	1,050.20	24.32	277,300.81
2125	989.80	29.78	320,027.79
2134	822.80	12.19	108,896.40
2135	1,016.40	33.64	371,224.13
2137	567.60	52.85	215,688.00
2142	2,114.00	38.14	803,320.00
2143	771.20	61.34	293,056.00
2144	3,659.00	34.60	1,374,529.49
2149	1,380.00	42.35	524,400.00
2154	-	-	-
2155	1,242.40	36.43	472,112.00
2159	505.60	69.26	192,128.00
2164	1,729.00	45.71	657,020.00
2165	1,079.30	42.75	410,134.00
2167	784.40	20.62	175,606.99
2168	855.80	51.17	325,204.00
2169	752.45	68.51	285,931.00
2170	1,022.60	54.21	388,588.00
2171	265.80	42.74	101,004.00
2172	720.00	41.43	273,600.00
2174	937.30	46.02	356,174.00
2176	631.00	62.68	239,780.00
2180	785.00	23.32	198,753.03
2184	1,239.80	46.96	471,124.00
2190	673.40	69.35	255,892.00
2198	628.80	58.57	238,944.00
2215	256.20	47.78	97,356.00
2310	1,165.80	25.25	319,595.74
2311	538.20	21.21	123,936.70

2342	805.60	47.04	306,128.00
2358	245.77	63.18	93,392.60
2364	664.20	41.70	252,396.00
2365	635.20	58.92	241,376.00
2396	946.60	43.57	359,708.00
2397	992.80	60.64	377,264.00
2448	669.60	64.18	254,448.00
2527	-	-	-
2534	645.80	68.48	245,404.00
2536	336.80	53.84	127,984.00
2580	784.40	20.87	177,736.07
2609	464.60	23.69	119,497.77
2683	237.60	67.70	90,288.00
2687	1,436.40	24.80	386,760.96
2689	1,145.20	16.86	209,630.50
2711	951.40	49.22	361,532.00
2752	1,988.40	49.59	755,592.00
2753	1,055.00	39.43	400,900.00
2754	450.60	53.04	171,228.00
2759	-	-	-
2769	1,201.00	37.14	456,380.00
2805	1,427.20	41.63	542,336.00
2835	714.20	43.78	271,396.00
2853	914.40	44.28	347,472.00
2854	-	-	-
2856	316.80	78.48	120,384.00
2859	1,511.20	41.86	574,256.00
2860	1,169.20	56.46	444,296.00
2884	393.80	74.12	149,644.00
2886	302.80	61.25	115,064.00
2888	347.80	62.29	132,164.00
2889	778.80	29.03	245,464.41
2890	566.60	72.57	215,308.00
2895	1,225.40	51.03	465,652.00
2897	1,181.40	35.74	448,932.00
2898	490.80	67.51	186,504.00
2899	1,592.00	57.67	604,960.00
2902	720.00	4.00	31,268.57
2903	535.20	55.45	203,376.00
2904	627.70	49.88	238,526.00
2905	2,049.80	39.96	778,924.00
2906	359.60	64.70	136,648.00
2907	585.20	60.71	222,376.00
2908	608.00	57.88	231,040.00
2909	2,548.40	80.32	968,392.00
2910	749.20	26.57	216,124.94

DAT_YER	DST_NUM	DST_TYE	LVY_ADJ_PUN_EST_2	DST_AVE_AGE_EST	LTM_INI_REV
24-25	1	1	1051.2	55.11	399456
24-25	1.2	3	29185.2	61.2	11090376
24-25	2	1	253	35.89	96140
24-25	4	1	476.78	49.93	181176.4
24-25	6	3	3012.94	51.96	1144917.2
24-25	11	1	42077.76	44.27	15989548.8
24-25	12	1	7141.4	42	2713732
24-25	13	1	3733.2	56.2	1418616
24-25	14	1	2832.8	58.52	1076464
24-25	15	1	4399.6	42.71	1671848
24-25	16	1	6471.44	38.72	2459147.2
24-25	21	1	0	0	0
24-25	22	1	2892.8	38.61	1099264
24-25	23	1	877.6	43.71	333488
24-25	24	1	0	0	0
24-25	25	1	62	23	15482.29
24-25	31	1	5125.6	33.12	1843107.17
24-25	32	1	613.11	46.59	232981.8
24-25	36	1	380.6	32.82	135619.74
24-25	38	1	1684	29.89	546491.68
24-25	47	1	4756.2	32.09	1657087.25
24-25	51	1	2025.6	31.35	689456.37
24-25	55	1	0	0	0
24-25	57	1	0	0	0
24-25	58	1	0	0	0
24-25	60	1	0	0	0
24-25	62	1	0	0	0
24-25	70	1	0	0	0
24-25	72	1	0	0	0
24-25	75	1	866.6	42.27	329308
24-25	77	1	8845.91	53.25	3361445.8
24-25	78	1	0	0	0
24-25	79	1	0	0	0
24-25	81	1	114.2	54.65	43396
24-25	84	1	640.2	53.81	243276
24-25	85	1	638.8	46.17	242744
24-25	88	1	2383.2	44.1	905616
24-25	91	1	723.2	42.75	274816
24-25	93	1	330.4	66.87	125552
24-25	94	1	2969.3	40.75	1128334
24-25	95	1	300.8	34.54	112801.72
24-25	97	1	627.4	10.39	70774.3
24-25	99	1	1380	44.32	524400
24-25	100	1	353.8	45.64	134444
24-25	108	1	1037.4	48.6	394212
24-25	110	1	4375	26.75	1270624.99

24-25	111	1	1668.8	40.57	634144
24-25	112	1	9872	30.12	3228313.24
24-25	113	1	772	47.02	293360
24-25	114	1	0	0	0
24-25	115	1	1478	37.92	561640
24-25	116	1	1370.8	27.71	412407.14
24-25	117	1	0	0	0
24-25	118	1	353.2	31.53	120909.44
24-25	119	1	0	0	0
24-25	126	1	0	0	0
24-25	127	1	0	0	0
24-25	128	1	0	0	0
24-25	129	1	1609.6	51.84	611648
24-25	138	1	2973.2	33.76	1089788.23
24-25	139	1	960.6	34.96	364610.82
24-25	140	1	0	0	0
24-25	141	1	0	0	0
24-25	145	1	0	0	0
24-25	146	1	940	56.54	357200
24-25	147	1	0	0	0
24-25	150	1	1165.8	38.57	443004
24-25	152	1	7635.4	28.03	2323648.55
24-25	158	1	0	0	0
24-25	161	1	0	0	0
24-25	162	1	1004.8	40.89	381824
24-25	166	1	479	41.71	182020
24-25	173	1	556.4	61.6	211432
24-25	175	1	0	0	0
24-25	177	1	1269	39.54	482220
24-25	178	1	0	0	0
24-25	181	1	6267.34	39.28	2381589.2
24-25	182	1	1078.8	40.65	409944
24-25	186	1	1928.2	34.5	722248.63
24-25	191	1	8295.8	49.14	3152404
24-25	192	1	7316	31.28	2484597.22
24-25	194	1	13444.4	33.73	4923492.95
24-25	195	1	951	32.18	332263.1
24-25	196	1	31644.43	38.72	12024883.4
24-25	197	1	5528	46.43	2100640
24-25	199	1	3451	44.68	1311380
24-25	200	1	4374.2	41.86	1662196
24-25	201	1	0	0	0
24-25	202	1	0	0	0
24-25	203	1	707.4	46.68	268812
24-25	204	1	2363.8	26.53	680868.95
24-25	205	1	0	0	0
24-25	206	1	4501.4	26	1270680.91
24-25	207	1	0	0	0
24-25	208	1	0	0	0

24-25	209	1	0	0	0
24-25	213	1	918.8	40.65	349144
24-25	217	1	0	0	0
24-25	218	1	0	0	0
24-25	219	1	0	0	0
24-25	222	1	0	0	0
24-25	223	1	0	0	0
24-25	224	1	0	0	0
24-25	225	1	0	0	0
24-25	227	1	975.8	37.15	370804
24-25	228	1	0	0	0
24-25	229	1	473.2	50.21	179816
24-25	232	1	0	0	0
24-25	233	1	0	0	0
24-25	234	1	0	0	0
24-25	236	1	0	0	0
24-25	237	1	0	0	0
24-25	238	1	273.2	73.46	103816
24-25	239	1	704.8	8	61216.91
24-25	240	1	0	0	0
24-25	241	1	3534.4	50.27	1343072
24-25	242	1	532.8	39.84	202464
24-25	243	1	0	0	0
24-25	244	1	0	0	0
24-25	245	1	0	0	0
24-25	252	1	1128	42.35	428640
24-25	253	1	773.2	42.17	293816
24-25	254	1	0	0	0
24-25	255	1	1661.2	29.73	536206.88
24-25	256	1	2577.6	42.6	979488
24-25	258	1	0	0	0
24-25	260	1	0	0	0
24-25	261	1	368.6	35.11	140068
24-25	262	1	0	0	0
24-25	263	1	0	0	0
24-25	264	1	99.15	88.59	37677
24-25	265	1	0	0	0
24-25	270	1	7080.4	53.85	2690552
24-25	271	1	10932.76	54.61	4154448.8
24-25	272	1	9689.6	37.86	3682048
24-25	273	1	9449.4	49.17	3590772
24-25	276	1	12363.4	48.57	4698092
24-25	277	1	2602	50.1	988760
24-25	278	1	3221.2	45.49	1224056
24-25	279	1	23231.8	43.17	8828084
24-25	280	1	4209.8	64.79	1599724
24-25	281	1	11522	54.9	4378360
24-25	282	1	2010.8	55.28	764104
24-25	283	1	4903	61.65	1863140

24-25	284	1	14184	37.11	5389920
24-25	286	1	2340.4	39.21	889352
24-25	294	1	2346.52	69.64	891677.6
24-25	297	1	380.4	76.45	144552
24-25	299	1	775	36	294500
24-25	300	1	1164.6	43.92	442548
24-25	301	1	0	0	0
24-25	306	1	377	36.95	143260
24-25	308	1	647.6	35.25	246088
24-25	309	1	1780.06	39.57	676422.8
24-25	314	1	827.2	42.96	314336
24-25	316	1	1106.6	81.21	420508
24-25	317	1	909.8	40.85	345724
24-25	318	1	4353.8	29.3	1385005.98
24-25	319	1	563.6	93.12	214168
24-25	323	2	28.6	2	621.03
24-25	324	1	0	0	0
24-25	325	1	0	0	0
24-25	328	1	0	0	0
24-25	330	1	236.75	55.99	89965
24-25	332	1	1668.4	39.04	633992
24-25	333	1	527.6	33.55	192182.07
24-25	341	1	0	0	0
24-25	345	1	1640.6	35.74	623428
24-25	346	1	0	0	0
24-25	347	1	4309.57	43.34	1637636.6
24-25	351	1	0	0	0
24-25	352	1	0	0	0
24-25	353	1	0	0	0
24-25	354	1	0	0	0
24-25	356	1	227	61.28	86260
24-25	361	1	961.6	59.68	365408
24-25	362	1	393.6	37.89	149568
24-25	363	1	209.52	44.57	79617.6
24-25	371	1	0	0	0
24-25	376	1	0	0	0
24-25	377	1	0	0	0
24-25	378	1	605.2	42.42	229976
24-25	381	1	1446	42.96	549480
24-25	390	1	437	31.03	147224.05
24-25	391	1	704	36.71	267520
24-25	392	1	0	0	0
24-25	393	1	0	0	0
24-25	394	1	0	0	0
24-25	395	1	0	0	0
24-25	402	1	170	73.37	64600
24-25	403	1	131.4	85.87	49932
24-25	404	1	194.8	59.82	74024
24-25	408	1	0	0	0

24-25	409	1	0	0	0
24-25	411	1	0	0	0
24-25	412	1	0	0	0
24-25	413	1	2796.6	34.28	1040846.58
24-25	414	1	491.8	55.53	186884
24-25	415	1	227.8	72.68	86564
24-25	417	1	0	0	0
24-25	418	1	0	0	0
24-25	421	1	0	0	0
24-25	422	1	0	0	0
24-25	423	1	2790	38.07	1060200
24-25	424	1	516.4	37	196232
24-25	425	1	0	0	0
24-25	426	1	0	0	0
24-25	427	1	0	0	0
24-25	432	1	691.8	46.96	262884
24-25	435	1	819.6	35.75	311448
24-25	436	1	0	0	0
24-25	437	1	0	0	0
24-25	440	1	0	0	0
24-25	441	1	491.8	44.54	186884
24-25	442	1	0	0	0
24-25	443	1	0	0	0
24-25	444	1	0	0	0
24-25	446	1	0	0	0
24-25	447	1	144.4	53.84	54872
24-25	451	1	0	0	0
24-25	453	1	0	0	0
24-25	454	1	0	0	0
24-25	456	1	0	0	0
24-25	457	1	0	0	0
24-25	458	1	260	70.78	98800
24-25	459	1	0	0	0
24-25	460	1	0	0	0
24-25	461	1	0	0	0
24-25	463	1	961.4	45.85	365332
24-25	464	1	0	0	0
24-25	465	1	1700	52.89	646000
24-25	466	1	2312.8	46.59	878864
24-25	473	1	458.8	39.64	174344
24-25	477	1	3482.2	35.2	1323236
24-25	480	1	692.8	41.18	263264
24-25	482	1	2562.6	53.71	973788
24-25	483	1	0	0	0
24-25	484	1	1362.4	36.2	517712
24-25	485	1	1060.4	32	368413.26
24-25	486	1	385.32	45.74	146421.6
24-25	487	1	357.2	36.52	135736
24-25	492	1	5363.36	65.32	2038076.8

24-25	495	1	484.2	18.32	96308.76
24-25	497	1	334.06	33.42	121212.24
24-25	499	1	283.2	56.39	107616
24-25	500	1	549.8	46.65	208924
24-25	504	1	0	0	0
24-25	505	1	395.8	72.68	150404
24-25	507	1	370.2	31.78	127733.81
24-25	508	1	2185.8	38.34	830604
24-25	511	1	618.2	46.85	234916
24-25	513	1	0	0	0
24-25	514	1	141	77.09	53580
24-25	516	1	0	0	0
24-25	518	1	4571	31.34	1555341.52
24-25	521	1	0	0	0
24-25	522	1	0	0	0
24-25	523	1	0	0	0
24-25	524	1	0	0	0
24-25	525	1	0	0	0
24-25	526	1	0	0	0
24-25	531	1	2536.6	31.41	865038.58
24-25	533	1	1166.6	38	443308
24-25	534	1	2202.6	42.21	836988
24-25	535	1	18296	42.79	6952480
24-25	542	1	434.6	38.95	165148
24-25	543	1	0	0	0
24-25	544	1	3276.4	46.57	1245032
24-25	545	1	386.8	45.35	146984
24-25	547	1	543.2	53.86	206416
24-25	548	1	923.8	46.49	351044
24-25	549	1	1830.2	18.12	360057.86
24-25	550	1	623.8	37.95	237044
24-25	553	1	902	39.2	342760
24-25	561	1	270.8	71.28	102904
24-25	564	1	1908.4	50.78	725192
24-25	566	1	0	0	0
24-25	570	1	0	0	0
24-25	573	1	0	0	0
24-25	576	1	0	0	0
24-25	577	1	434.8	39.65	165224
24-25	578	1	1698.2	45.49	645316
24-25	581	1	454.6	57.24	172748
24-25	582	1	0	0	0
24-25	583	1	0	0	0
24-25	584	1	0	0	0
24-25	592	1	190.4	57.2	72352
24-25	593	1	1179.6	38.75	448248
24-25	595	1	2026.2	33.53	737617.85
24-25	597	1	0	0	0
24-25	599	1	535.4	53.84	203452

24-25	600	1	261.6	37.34	99408
24-25	601	1	628.16	49.6	238700.8
24-25	603	1	0	0	0
24-25	604	1	0	0	0
24-25	611	1	0	0	0
24-25	612	1	0	0	0
24-25	614	1	0	0	0
24-25	615	1	0	0	0
24-25	621	1	12470.8	46.18	4738904
24-25	622	1	11192.4	35.82	4253112
24-25	623	1	8059.6	46.32	3062648
24-25	624	1	8891.6	50.78	3378808
24-25	625	1	33456.8	57.5	12713584
24-25	627	1	0	0	0
24-25	628	1	0	0	0
24-25	630	1	431.4	38.82	163932
24-25	631	1	0	0	0
24-25	633	1	0	0	0
24-25	635	1	75.8	61.93	28804
24-25	636	1	0	0	0
24-25	637	1	0	0	0
24-25	638	1	0	0	0
24-25	640	1	435.8	34.63	163853.33
24-25	641	1	0	0	0
24-25	646	1	0	0	0
24-25	647	1	0	0	0
24-25	648	1	0	0	0
24-25	649	1	0	0	0
24-25	650	1	0	0	0
24-25	651	1	0	0	0
24-25	652	1	0	0	0
24-25	653	1	0	0	0
24-25	654	1	0	0	0
24-25	655	1	0	0	0
24-25	656	1	3363.23	43.31	1278027.4
24-25	657	1	0	0	0
24-25	659	1	4133.6	37.22	1570768
24-25	669	1	0	0	0
24-25	670	1	0	0	0
24-25	671	1	374.2	42.13	142196
24-25	676	1	220.4	49.35	83752
24-25	678	1	0	0	0
24-25	682	1	1229.8	41.18	467324
24-25	690	1	1106.8	32.3	388138.95
24-25	691	1	0	0	0
24-25	692	1	0	0	0
24-25	693	1	0	0	0
24-25	695	1	735	98.9	279300
24-25	696	1	551.8	98.85	209684

24-25	697	1	0	0	0
24-25	698	1	169.2	37.57	64296
24-25	699	1	0	0	0
24-25	700	1	2262.4	28.48	699559.94
24-25	701	1	2321	76.95	881980
24-25	704	1	2005.6	38.85	762128
24-25	706	1	0	0	0
24-25	707	1	76.6	31.71	26371.85
24-25	708	1	0	0	0
24-25	709	1	8748.42	42.03	3324399.6
24-25	710	1	0	0	0
24-25	712	1	630	21.46	146786.4
24-25	716	1	1676.8	42.43	637184
24-25	717	1	1994.4	35.42	757872
24-25	719	1	9608.8	27.42	2860567.21
24-25	720	1	8324	27.39	2475367.34
24-25	721	1	4393	33.3	1588257.77
24-25	726	1	3066.8	34.25	1140411.49
24-25	727	1	3462.4	31.53	1185268.55
24-25	728	1	15252.6	31.23	5171677.27
24-25	731	1	0	0	0
24-25	732	1	0	0	0
24-25	733	1	0	0	0
24-25	734	1	0	0	0
24-25	735	1	0	0	0
24-25	736	1	0	0	0
24-25	737	1	0	0	0
24-25	738	1	1159	39.22	440420
24-25	739	1	804.8	42.38	305824
24-25	740	1	1405.6	41.97	534128
24-25	741	1	984.8	41.54	374224
24-25	742	1	9845.18	39.2	3741168.4
24-25	743	1	1246.4	44.56	473632
24-25	745	1	1978.4	29.94	643104.36
24-25	748	1	4365.8	27.21	1289757.11
24-25	750	1	2612.4	42.47	992712
24-25	756	1	941.4	53.96	357732
24-25	761	1	5257.91	53.42	1998005.8
24-25	762	1	0	0	0
24-25	763	1	978.6	22	233745.6
24-25	768	1	476.2	47.88	180956
24-25	769	1	0	0	0
24-25	771	1	150.6	68.31	57228
24-25	775	1	841.8	42.1	319884
24-25	777	1	751.64	39.75	285623.2
24-25	784	1	0	0	0
24-25	786	1	527.8	46.67	200564
24-25	787	1	592.8	48.93	225264
24-25	789	1	0	0	0

24-25	790	1	0	0	0
24-25	791	1	0	0	0
24-25	792	1	0	0	0
24-25	793	1	0	0	0
24-25	801	1	199.8	63.95	75924
24-25	803	1	387.6	56.03	147288
24-25	806	1	0	0	0
24-25	809	1	0	0	0
24-25	810	1	0	0	0
24-25	811	1	539	43.09	204820
24-25	813	1	1291.4	52.79	490732
24-25	815	2	1	2	21.71
24-25	818	1	555.4	43	211052
24-25	819	1	0	0	0
24-25	820	1	498.6	40.95	189468
24-25	821	1	1074.3	29.09	339300.77
24-25	827	1	0	0	0
24-25	829	1	1874	56.07	712120
24-25	830	1	0	0	0
24-25	831	1	6063	39.6	2303940
24-25	832	1	3519.6	36.2	1337448
24-25	833	1	20749.2	36.72	7884696
24-25	834	1	9143.4	41.52	3474492
24-25	836	1	230.8	83.2	87704
24-25	837	1	667.8	53.86	253764
24-25	840	1	1154.4	50.04	438672
24-25	846	1	657.4	64.77	249812
24-25	850	1	341	15.19	56237.72
24-25	852	1	126.6	73.82	48108
24-25	857	1	643	51.46	244340
24-25	858	1	1072.2	53.9	407436
24-25	861	1	2511.5	52	954370
24-25	876	1	2205	32.03	766798.2
24-25	877	1	5591.8	38.53	2124884
24-25	879	1	2634.2	36.59	1000996
24-25	880	1	0	0	0
24-25	881	1	845	39.06	321100
24-25	882	1	4482.6	39.07	1703388
24-25	883	1	1744.2	35.39	662796
24-25	885	1	7124.8	24.55	1899064.54
24-25	891	1	650	57.96	247000
24-25	892	1	0	0	0
24-25	893	1	0	0	0
24-25	894	1	0	0	0
24-25	896	1	0	0	0
24-25	911	1	5403.8	42.9	2053444
24-25	912	1	1640.4	42.06	623352
24-25	913	1	0	0	0
24-25	914	1	305.8	34.99	116170.8

24-25	918	1	0	0	0
24-25	2071	1	1050.2	24.32	277300.81
24-25	2125	1	989.8	29.78	320027.79
24-25	2134	1	822.8	12.19	108896.4
24-25	2135	1	1016.4	33.64	371224.13
24-25	2137	1	567.6	52.85	215688
24-25	2142	1	2114	38.14	803320
24-25	2143	1	771.2	61.34	293056
24-25	2144	1	3659	34.6	1374529.49
24-25	2148	1	0	0	0
24-25	2149	1	1380	42.35	524400
24-25	2153	1	0	0	0
24-25	2154	1	0	0	0
24-25	2155	1	1242.4	36.43	472112
24-25	2159	1	505.6	69.26	192128
24-25	2163	1	0	0	0
24-25	2164	1	1729	45.71	657020
24-25	2165	1	1079.3	42.75	410134
24-25	2167	1	784.4	20.62	175606.99
24-25	2168	1	855.8	51.17	325204
24-25	2169	1	752.45	68.51	285931
24-25	2170	1	1022.6	54.21	388588
24-25	2171	1	265.8	42.74	101004
24-25	2172	1	720	41.43	273600
24-25	2174	1	937.3	46.02	356174
24-25	2176	1	631	62.68	239780
24-25	2180	1	785	23.32	198753.03
24-25	2183	1	0	0	0
24-25	2184	1	1239.8	46.96	471124
24-25	2190	1	673.4	69.35	255892
24-25	2198	1	628.8	58.57	238944
24-25	2215	1	256.2	47.78	97356
24-25	2310	1	1165.8	25.25	319595.74
24-25	2311	1	538.2	21.21	123936.7
24-25	2342	1	805.6	47.04	306128
24-25	2358	1	245.77	63.18	93392.6
24-25	2359	1	0	0	0
24-25	2364	1	664.2	41.7	252396
24-25	2365	1	635.2	58.92	241376
24-25	2396	1	946.6	43.57	359708
24-25	2397	1	992.8	60.64	377264
24-25	2448	1	669.6	64.18	254448
24-25	2527	1	0	0	0
24-25	2534	1	645.8	68.48	245404
24-25	2536	1	336.8	53.84	127984
24-25	2580	1	784.4	20.87	177736.07
24-25	2609	1	464.6	23.69	119497.77
24-25	2683	1	237.6	67.7	90288
24-25	2687	1	1436.4	24.8	386760.96

24-25	2689	1	1145.2	16.86	209630.5
24-25	2711	1	951.4	49.22	361532
24-25	2752	1	1988.4	49.59	755592
24-25	2753	1	1055	39.43	400900
24-25	2754	1	450.6	53.04	171228
24-25	2758	1	0	0	0
24-25	2759	1	0	0	0
24-25	2769	1	1201	37.14	456380
24-25	2805	1	1427.2	41.63	542336
24-25	2835	1	714.2	43.78	271396
24-25	2853	1	914.4	44.28	347472
24-25	2854	1	0	0	0
24-25	2856	1	316.8	78.48	120384
24-25	2859	1	1511.2	41.86	574256
24-25	2860	1	1169.2	56.46	444296
24-25	2862	1	0	0	0
24-25	2884	1	393.8	74.12	149644
24-25	2886	1	302.8	61.25	115064
24-25	2887	1	0	0	0
24-25	2888	1	347.8	62.29	132164
24-25	2889	1	778.8	29.03	245464.41
24-25	2890	1	566.6	72.57	215308
24-25	2895	1	1225.4	51.03	465652
24-25	2897	1	1181.4	35.74	448932
24-25	2898	1	490.8	67.51	186504
24-25	2899	1	1592	57.67	604960
24-25	2902	1	720	4	31268.57
24-25	2903	1	535.2	55.45	203376
24-25	2904	1	627.7	49.88	238526
24-25	2905	1	2049.8	39.96	778924
24-25	2906	1	359.6	64.7	136648
24-25	2907	1	585.2	60.71	222376
24-25	2908	1	608	57.88	231040
24-25	2909	1	2548.4	80.32	968392
24-25	2910	1	749.2	26.57	216124.94

108,919,689.07	50,679,470.17	577,898,174.93	718,401,535.04
col7	col8	col9	col10
Added Revenue	Old Law H&S	Total Old	Sum District
-	-	67,276.80	399,456.00
-	3,655,675.00	42,374,307.59	42,374,307.59
216,733.58	11,300.00	244,225.58	312,873.58
-	-	30,513.92	181,176.40
-	375,000.00	567,828.16	1,144,917.20
-	2,121,220.00	2,121,220.00	15,989,548.80
-	429,400.00	886,449.60	2,713,732.00
-	-	238,924.80	1,418,616.00
2,055,267.70	459,100.00	2,499,566.90	3,131,731.70
783,274.47	-	1,064,848.87	2,455,122.47
-	75,825.00	489,997.16	2,459,147.20
-	-	185,139.20	1,099,264.00
416,055.58	28,072.00	500,293.98	749,543.58
-	10,570.05	13,177.59	15,482.29
-	-	310,418.05	1,843,107.17
264,260.32	-	303,499.36	497,242.12
-	-	22,841.22	135,619.74
-	-	92,040.70	546,491.68
-	-	279,088.38	1,657,087.25
-	-	116,118.97	689,456.37
-	-	55,462.40	329,308.00
2,391,222.68	640,000.00	6,726,820.75	6,726,820.75
-	-	7,308.80	43,396.00
-	53,000.00	93,972.80	243,276.00
-	-	40,883.20	242,744.00
-	-	152,524.80	905,616.00
596,827.00	75,000.00	718,111.80	871,643.00
294,577.50	-	315,723.10	420,129.50
251,711.59	-	441,746.79	1,380,045.59
-	-	18,998.18	112,801.72
-	-	11,919.88	70,774.30
134,153.56	-	222,473.56	658,553.56
857,323.00	-	879,966.20	991,767.00
188,003.00	-	254,396.60	582,215.00
879,578.23	-	1,093,578.23	2,150,203.22
177,898.12	-	284,701.32	812,042.12
-	708,720.00	9,301,438.64	9,301,438.64
261,006.32	-	310,414.32	554,366.32
65,835.00	-	160,427.00	627,475.00
-	-	69,458.04	412,407.14
-	31,500.00	51,863.70	120,909.44
1,129,546.55	-	1,232,560.95	1,741,194.55
-	111,328.00	294,871.28	1,089,788.23

-	-	61,408.14	364,610.82
-	-	60,160.00	357,200.00
56,648.00	-	131,259.20	499,652.00
1,567,979.64	-	1,459,330.97	3,891,628.19
386,157.53	29,989.00	480,453.73	767,981.53
436,704.55	80,750.00	548,110.55	618,724.55
86,520.00	-	122,129.60	297,952.00
-	86,918.00	168,134.00	482,220.00
2,207,789.05	306,916.00	3,866,267.16	4,589,378.25
-	62,391.00	131,434.20	409,944.00
-	-	121,641.87	722,248.63
-	418,876.00	7,917,783.00	7,917,783.00
190,058.22	-	608,516.70	2,674,655.44
-	986,852.00	25,511,499.47	25,511,499.47
69,640.52	138,000.00	263,600.62	401,903.62
-	-	11,663,637.36	12,024,883.40
-	509,453.00	863,245.00	2,100,640.00
523,023.55	-	743,887.55	1,834,403.55
-	-	279,948.80	1,662,196.00
497,637.52	-	542,911.12	766,449.52
137,934.51	-	252,607.18	818,803.46
129,728.00	-	343,737.42	1,400,408.91
-	-	58,803.20	349,144.00
-	37,673.00	100,124.20	370,804.00
-	-	30,284.80	179,816.00
-	-	17,484.80	103,816.00
-	32,944.00	43,254.22	61,216.91
2,558,158.99	163,110.00	2,947,470.59	3,901,230.99
501,439.83	-	535,539.03	703,903.83
212,024.81	-	284,216.81	640,664.81
-	-	49,484.80	293,816.00
-	97,250.00	187,558.53	536,206.88
81,543.49	156,640.00	403,149.89	1,061,031.49
-	-	23,590.40	140,068.00
648,390.10	44,980.00	699,715.70	699,715.70
605,209.40	3,351,370.00	21,875,444.27	21,875,444.27
-	992,952.00	14,591,828.94	14,591,828.94
-	621,598.00	11,970,467.13	11,970,467.13
-	286,908.00	19,658,545.26	19,658,545.26
-	600,000.00	8,271,757.20	8,271,757.20
-	-	166,528.00	988,760.00
2,173,882.06	-	1,380,038.86	3,397,938.06
-	1,915,850.00	32,938,772.23	32,938,772.23
3,957,471.22	-	4,226,898.42	5,557,195.22
175,900.21	1,872,500.00	23,389,684.48	23,389,684.48
938,739.15	-	1,067,430.35	1,702,843.15
1,271,804.33	-	1,585,596.33	3,134,944.33
-	712,000.00	17,256,856.96	17,256,856.96
-	-	149,785.60	889,352.00

370,935.27	-	521,112.55	1,262,612.87
-	-	24,345.60	144,552.00
-	-	49,600.00	294,500.00
443,468.00	-	518,002.40	886,016.00
-	27,451.00	51,579.00	143,260.00
-	-	41,446.40	246,088.00
320,440.01	-	434,363.85	996,862.81
276,903.39	36,000.00	365,844.19	591,239.39
782,336.13	-	853,158.53	1,202,844.13
687,121.64	-	745,348.84	1,032,845.64
670,300.18	-	903,564.35	2,055,306.16
-	-	36,070.40	214,168.00
-	-	104.59	621.03
-	-	15,152.00	89,965.00
-	-	106,777.60	633,992.00
298,426.00	-	330,793.51	490,608.07
1,678,847.63	-	1,783,846.03	2,302,275.63
-	-	275,812.48	1,637,636.60
-	18,710.00	33,238.00	86,260.00
315,614.44	-	377,156.84	681,022.44
-	29,650.00	54,840.40	149,568.00
247,035.44	11,500.00	271,944.72	326,653.04
139,740.63	17,559.00	196,032.43	369,716.63
-	-	92,544.00	549,480.00
-	-	24,795.63	147,224.05
-	-	45,056.00	267,520.00
179,006.73	-	189,886.73	243,606.73
-	-	8,409.60	49,932.00
-	-	12,467.20	74,024.00
1,975,708.90	-	2,151,009.38	3,016,555.48
779,300.12	-	810,775.32	966,184.12
-	-	14,579.20	86,564.00
354,404.37	119,000.00	651,964.37	1,414,604.37
181,240.48	-	214,290.08	377,472.48
467,574.68	14,750.00	526,599.88	730,458.68
-	30,000.00	82,454.40	311,448.00
-	40,300.00	71,775.20	186,884.00
-	-	9,241.60	54,872.00
-	32,000.00	48,640.00	98,800.00
539,818.79	-	601,348.39	905,150.79
-	40,232.00	149,032.00	646,000.00
-	-	148,019.20	878,864.00
-	-	29,363.20	174,344.00
-	-	222,860.80	1,323,236.00
-	-	44,339.20	263,264.00
771,285.12	-	935,291.52	1,745,073.12
-	-	87,193.60	517,712.00
-	-	62,048.55	368,413.26
217,397.41	-	242,057.89	363,819.01

-	-	22,860.80	135,736.00
1,205,940.20	484,100.00	2,033,295.24	3,244,017.00
-	-	16,220.42	96,308.76
-	-	20,414.69	121,212.24
-	-	18,124.80	107,616.00
150,356.45	33,750.00	219,293.65	359,280.45
-	-	25,331.20	150,404.00
-	-	21,513.06	127,733.81
-	-	139,891.20	830,604.00
209,638.35	-	249,203.15	444,554.35
-	-	9,024.00	53,580.00
415,965.44	80,500.00	758,417.70	1,971,306.96
-	131,446.00	277,136.71	865,038.58
-	-	74,662.40	443,308.00
453,353.19	-	594,319.59	1,290,341.19
3,517,881.38	926,973.00	16,381,016.93	16,381,016.93
-	29,068.00	56,882.40	165,148.00
555,975.00	-	765,664.60	1,801,007.00
1,194,776.63	-	1,219,531.83	1,341,760.63
-	-	34,764.80	206,416.00
521,954.97	-	581,078.17	872,998.97
-	-	60,641.32	360,057.86
77,045.51	-	116,968.71	314,089.51
822,875.53	-	880,603.53	1,165,635.53
-	-	17,331.20	102,904.00
-	107,000.00	229,137.60	725,192.00
341,035.52	50,810.00	419,672.72	506,259.52
778,575.00	-	887,259.80	1,423,891.00
-	-	29,094.40	172,748.00
-	-	12,185.60	72,352.00
478,388.36	75,000.00	628,882.76	926,636.36
440,475.00	-	564,705.37	1,178,092.85
327,509.19	-	361,774.79	530,961.19
203,835.31	-	220,577.71	303,243.31
625,906.98	-	666,109.22	864,607.78
-	535,000.00	9,760,670.24	9,760,670.24
-	403,600.00	17,228,681.86	17,228,681.86
-	737,118.00	10,733,959.43	10,733,959.43
-	1,030,000.00	22,327,994.11	22,327,994.11
951,009.70	10,125,188.00	31,507,775.16	31,507,775.16
141,644.52	18,000.00	187,254.12	305,576.52
-	-	4,851.20	28,804.00
-	-	27,596.35	163,853.33
2,217,426.26	129,273.00	2,561,945.98	3,495,453.66
1,192,034.50	-	1,456,584.90	2,762,802.50
-	-	23,948.80	142,196.00
-	21,553.00	35,658.60	83,752.00
-	-	78,707.20	467,324.00
-	-	65,370.77	388,138.95

136,500.00	-	183,540.00	415,800.00
34,262.00	-	69,577.20	243,946.00
-	-	10,828.80	64,296.00
68,681.93	-	186,502.55	768,241.87
583,226.36	-	731,770.36	1,465,206.36
-	-	128,358.40	762,128.00
-	-	-	-
-	8,100.00	12,541.57	26,371.85
-	384,533.00	9,861,510.81	9,861,510.81
-	66,968.00	91,689.92	146,786.40
643,362.74	-	750,677.94	1,280,546.74
-	-	127,641.60	757,872.00
3,779,873.79	204,023.00	4,465,676.53	6,640,441.00
-	-	416,903.97	2,475,367.34
-	172,220.00	439,716.05	1,588,257.77
202,771.71	-	394,841.01	1,343,183.20
793,760.94	182,308.00	1,175,693.12	1,979,029.49
-	800,000.00	15,596,511.29	15,596,511.29
82,625.64	60,000.00	216,801.64	523,045.64
389,238.00	39,650.00	480,395.20	695,062.00
608,489.40	-	698,447.80	1,142,617.40
-	32,955.00	95,982.20	374,224.00
-	450,000.00	12,725,872.77	12,725,872.77
1,180,897.90	-	1,260,667.50	1,654,529.90
329,968.17	83,000.00	521,280.48	973,072.53
-	-	217,222.25	1,289,757.11
664,335.77	65,000.00	896,529.37	1,657,047.77
141,589.86	-	201,839.46	499,321.86
-	277,591.00	614,097.24	1,998,005.80
-	-	39,367.68	233,745.60
-	-	30,476.80	180,956.00
-	-	9,638.40	57,228.00
51,776.00	42,230.00	147,881.20	371,660.00
257,163.83	-	305,268.79	542,787.03
-	20,000.00	53,779.20	200,564.00
566,830.00	-	604,769.20	792,094.00
-	-	12,787.20	75,924.00
570,784.85	-	595,591.25	718,072.85
324,299.76	-	358,795.76	529,119.76
1,107,316.99	51,600.00	1,241,566.59	1,598,048.99
-	-	3.66	21.71
45,936.87	-	81,482.47	256,988.87
-	30,150.00	62,060.40	189,468.00
-	-	57,145.39	339,300.77
246,862.20	214,545.00	581,343.20	958,982.20
6,268,591.00	5,755,571.00	7,365,163.00	8,572,531.00
177,765.00	129,796.00	532,815.40	1,515,213.00
-	718,058.00	28,680,198.35	28,680,198.35
-	635,675.00	9,726,516.68	9,726,516.68

-	20,287.00	35,058.20	87,704.00
701,677.17	73,000.00	817,416.37	955,441.17
255,162.18	74,000.00	488,986.77	779,777.17
527,453.07	-	569,526.67	777,265.07
-	17,700.00	27,171.62	56,237.72
220,122.94	-	228,225.34	268,230.94
491,427.00	-	532,579.00	735,767.00
716,484.00	-	785,104.80	1,123,920.00
2,932,986.83	310,879.00	3,404,601.83	3,887,356.83
-	-	129,144.96	766,798.20
-	-	357,875.20	2,124,884.00
387,507.72	118,000.00	674,096.52	1,388,503.72
911,150.14	38,500.00	1,003,730.14	1,232,250.14
373,590.53	197,227.00	857,703.93	2,076,978.53
-	-	111,628.80	662,796.00
-	296,800.00	616,642.45	1,899,064.54
655,267.35	-	696,867.35	902,267.35
92,819.72	325,736.00	764,398.92	2,146,263.72
1,308,136.29	16,972.00	1,430,093.89	1,931,488.29
177,580.54	-	197,146.15	293,751.34
152,174.59	45,000.00	243,877.88	429,475.40
205,139.07	-	259,038.49	525,166.86
-	-	18,340.45	108,896.40
18,962.21	54,800.00	136,284.17	390,186.34
354,985.00	-	391,311.40	570,673.00
251,302.23	142,500.00	546,698.81	1,072,222.81
-	-	49,356.80	293,056.00
-	-	231,499.70	1,374,529.49
748,697.43	-	837,017.43	1,273,097.43
-	-	-	-
410,170.13	46,000.00	535,683.73	882,282.13
-	-	32,358.40	192,128.00
1,069,632.36	-	1,180,288.36	1,726,652.36
806,686.79	-	875,761.99	1,216,820.79
-	-	29,575.91	175,606.99
242,708.00	56,430.00	353,909.20	567,912.00
-	-	48,156.80	285,931.00
3,008,775.00	-	3,074,221.40	3,397,363.00
-	-	17,011.20	101,004.00
980,385.00	40,302.00	1,066,767.00	1,253,985.00
238,715.00	25,000.00	84,987.20	594,889.00
228,375.00	-	268,759.00	468,155.00
597,293.00	-	630,767.19	796,046.03
761,015.89	-	840,363.09	1,232,139.89
573,492.63	44,200.00	660,790.23	829,384.63
465,536.70	58,945.00	564,724.90	704,480.70
-	6,200.00	22,596.80	97,356.00
-	52,000.00	105,826.65	319,595.74
575,190.00	28,265.00	624,328.55	699,126.70

-	-	51,558.40	306,128.00
100,412.00	-	116,141.28	193,804.60
-	29,997.00	72,505.80	252,396.00
-	-	40,652.80	241,376.00
233,409.22	-	293,991.62	593,117.22
-	60,175.00	123,714.20	377,264.00
534,980.02	70,000.00	647,834.42	789,428.02
-	-	-	-
-	-	41,331.20	245,404.00
-	-	21,555.20	127,984.00
-	-	29,934.50	177,736.07
-	27,157.12	47,283.06	119,497.77
61,540.28	-	76,746.68	151,828.28
-	-	65,138.69	386,760.96
-	28,150.00	63,456.19	209,630.50
-	-	60,889.60	361,532.00
952,512.20	-	1,079,769.80	1,708,104.20
-	55,000.00	122,520.00	400,900.00
147,529.43	-	176,367.83	318,757.43
-	-	-	-
134,394.43	65,386.00	276,644.43	590,774.43
993,022.96	-	1,084,363.76	1,535,358.96
523,069.43	-	568,778.23	794,465.43
1,193,169.44	37,000.00	1,288,691.04	1,540,641.44
-	-	-	-
119,586.93	50,000.00	189,862.13	239,970.93
-	65,000.00	161,716.80	574,256.00
406,289.62	-	481,118.42	850,585.62
-	-	25,203.20	149,644.00
-	-	19,379.20	115,064.00
276,045.00	-	298,304.20	408,209.00
-	-	41,341.37	245,464.41
529,591.03	-	565,853.43	744,899.03
-	-	78,425.60	465,652.00
-	-	75,609.60	448,932.00
-	-	31,411.20	186,504.00
387,427.02	-	489,315.02	992,387.02
-	-	5,266.29	31,268.57
132,739.10	-	166,991.90	336,115.10
1,361,975.00	21,728.00	1,423,875.80	1,600,501.00
454,441.07	-	585,628.27	1,233,365.07
113,421.44	30,000.00	166,435.84	250,069.44
-	-	37,452.80	222,376.00
501,879.00	-	540,791.00	732,919.00
-	-	163,097.60	968,392.00
166,575.00	-	202,974.99	382,699.94

LTM_INI_REV_ADD	CEX_HZD_CUM_CST	LTM_HLD_OLD_TOT	LTM_MAX_REV_DST
0	0	67276.8	399456
0	3655675	42374307.59	42374307.59
216733.58	11300	244225.58	312873.58
0	0	30513.92	181176.4
0	375000	567828.16	1144917.2
0	2121220	2121220	15989548.8
0	429400	886449.6	2713732
0	0	238924.8	1418616
2055267.7	459100	2499566.9	3131731.7
783274.47	0	1064848.87	2455122.47
0	75825	489997.16	2459147.2
0	0	0	0
0	0	185139.2	1099264
416055.58	28072	500293.98	749543.58
0	0	0	0
0	10570.05	13177.59	15482.29
0	0	310418.05	1843107.17
264260.32	0	303499.36	497242.12
0	0	22841.22	135619.74
0	0	92040.7	546491.68
0	0	279088.38	1657087.25
0	0	116118.97	689456.37
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	55462.4	329308
2391222.68	640000	6726820.75	6726820.75
0	0	0	0
0	0	0	0
0	0	7308.8	43396
0	53000	93972.8	243276
0	0	40883.2	242744
0	0	152524.8	905616
596827	75000	718111.8	871643
294577.5	0	315723.1	420129.5
251711.59	0	441746.79	1380045.59
0	0	18998.18	112801.72
0	0	11919.88	70774.3
134153.56	0	222473.56	658553.56
857323	0	879966.2	991767
188003	0	254396.6	582215
879578.23	0	1093578.23	2150203.22

177898.12	0	284701.32	812042.12
0	708720	9301438.64	9301438.64
261006.32	0	310414.32	554366.32
0	0	0	0
65835	0	160427	627475
0	0	69458.04	412407.14
0	0	0	0
0	31500	51863.7	120909.44
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
1129546.55	0	1232560.95	1741194.55
0	111328	294871.28	1089788.23
0	0	61408.14	364610.82
0	0	0	0
0	0	0	0
0	0	0	0
0	0	60160	357200
0	0	0	0
56648	0	131259.2	499652
1567979.64	0	1459330.97	3891628.19
0	0	0	0
0	0	0	0
386157.53	29989	480453.73	767981.53
436704.55	80750	548110.55	618724.55
86520	0	122129.6	297952
0	0	0	0
0	86918	168134	482220
0	0	0	0
2207789.05	306916	3866267.16	4589378.25
0	62391	131434.2	409944
0	0	121641.87	722248.63
0	418876	7917783	7917783
190058.22	0	608516.7	2674655.44
0	986852	25511499.47	25511499.47
69640.52	138000	263600.62	401903.62
0	0	11663637.36	12024883.4
0	509453	863245	2100640
523023.55	0	743887.55	1834403.55
0	0	279948.8	1662196
0	0	0	0
0	0	0	0
497637.52	0	542911.12	766449.52
137934.51	0	252607.18	818803.46
0	0	0	0
129728	0	343737.42	1400408.91
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0	0	0	0

0	0	0	0
0	0	58803.2	349144
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0	0	0	0
0	0	0	0
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0	0	0	0
0	0	0	0
0	37673	100124.2	370804
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0	0	30284.8	179816
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0	0	0	0
0	0	17484.8	103816
0	32944	43254.22	61216.91
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2558158.99	163110	2947470.59	3901230.99
501439.83	0	535539.03	703903.83
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0	0	0	0
0	0	0	0
212024.81	0	284216.81	640664.81
0	0	49484.8	293816
0	0	0	0
0	97250	187558.53	536206.88
81543.49	156640	403149.89	1061031.49
0	0	0	0
0	0	0	0
0	0	23590.4	140068
0	0	0	0
0	0	0	0
648390.1	44980	699715.7	699715.7
0	0	0	0
605209.4	3351370	21875444.27	21875444.27
0	992952	14591828.94	14591828.94
0	621598	11970467.13	11970467.13
0	286908	19658545.26	19658545.26
0	600000	8271757.2	8271757.2
0	0	166528	988760
2173882.06	0	1380038.86	3397938.06
0	1915850	32938772.23	32938772.23
3957471.22	0	4226898.42	5557195.22
175900.21	1872500	23389684.48	23389684.48
938739.15	0	1067430.35	1702843.15
1271804.33	0	1585596.33	3134944.33

0	712000	17256856.96	17256856.96
0	0	149785.6	889352
370935.27	0	521112.55	1262612.87
0	0	24345.6	144552
0	0	49600	294500
443468	0	518002.4	886016
0	0	0	0
0	27451	51579	143260
0	0	41446.4	246088
320440.01	0	434363.85	996862.81
276903.39	36000	365844.19	591239.39
782336.13	0	853158.53	1202844.13
687121.64	0	745348.84	1032845.64
670300.18	0	903564.35	2055306.16
0	0	36070.4	214168
0	0	104.59	621.03
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0	0	15152	89965
0	0	106777.6	633992
298426	0	330793.51	490608.07
0	0	0	0
1678847.63	0	1783846.03	2302275.63
0	0	0	0
0	0	275812.48	1637636.6
0	0	0	0
0	0	0	0
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0	0	0	0
0	18710	33238	86260
315614.44	0	377156.84	681022.44
0	29650	54840.4	149568
247035.44	11500	271944.72	326653.04
0	0	0	0
0	0	0	0
0	0	0	0
139740.63	17559	196032.43	369716.63
0	0	92544	549480
0	0	24795.63	147224.05
0	0	45056	267520
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0	0	0	0
179006.73	0	189886.73	243606.73
0	0	8409.6	49932
0	0	12467.2	74024
0	0	0	0

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0	0	0	0
1975708.9	0	2151009.38	3016555.48
779300.12	0	810775.32	966184.12
0	0	14579.2	86564
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0	0	0	0
354404.37	119000	651964.37	1414604.37
181240.48	0	214290.08	377472.48
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467574.68	14750	526599.88	730458.68
0	30000	82454.4	311448
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0	0	0	0
0	40300	71775.2	186884
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0	0	0	0
0	0	9241.6	54872
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0	32000	48640	98800
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0	0	0	0
539818.79	0	601348.39	905150.79
0	0	0	0
0	40232	149032	646000
0	0	148019.2	878864
0	0	29363.2	174344
0	0	222860.8	1323236
0	0	44339.2	263264
771285.12	0	935291.52	1745073.12
0	0	0	0
0	0	87193.6	517712
0	0	62048.55	368413.26
217397.41	0	242057.89	363819.01
0	0	22860.8	135736
1205940.2	484100	2033295.24	3244017

0	0	16220.42	96308.76
0	0	20414.69	121212.24
0	0	18124.8	107616
150356.45	33750	219293.65	359280.45
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0	0	25331.2	150404
0	0	21513.06	127733.81
0	0	139891.2	830604
209638.35	0	249203.15	444554.35
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0	0	9024	53580
0	0	0	0
415965.44	80500	758417.7	1971306.96
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0	0	0	0
0	0	0	0
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0	0	74662.4	443308
453353.19	0	594319.59	1290341.19
3517881.38	926973	16381016.93	16381016.93
0	29068	56882.4	165148
0	0	0	0
555975	0	765664.6	1801007
1194776.63	0	1219531.83	1341760.63
0	0	34764.8	206416
521954.97	0	581078.17	872998.97
0	0	60641.32	360057.86
77045.51	0	116968.71	314089.51
822875.53	0	880603.53	1165635.53
0	0	17331.2	102904
0	107000	229137.6	725192
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0	0	0	0
0	0	0	0
341035.52	50810	419672.72	506259.52
778575	0	887259.8	1423891
0	0	29094.4	172748
0	0	0	0
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0	0	0	0
0	0	12185.6	72352
478388.36	75000	628882.76	926636.36
440475	0	564705.37	1178092.85
0	0	0	0
327509.19	0	361774.79	530961.19

203835.31	0	220577.71	303243.31
625906.98	0	666109.22	864607.78
0	0	0	0
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0	0	0	0
0	535000	9760670.24	9760670.24
0	403600	17228681.86	17228681.86
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0	1030000	22327994.11	22327994.11
951009.7	10125188	31507775.16	31507775.16
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141644.52	18000	187254.12	305576.52
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0	0	4851.2	28804
0	0	0	0
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2217426.26	129273	2561945.98	3495453.66
0	0	0	0
1192034.5	0	1456584.9	2762802.5
0	0	0	0
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0	0	23948.8	142196
0	21553	35658.6	83752
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0	0	78707.2	467324
0	0	65370.77	388138.95
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0	0	0	0
136500	0	183540	415800
34262	0	69577.2	243946

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0	0	10828.8	64296
0	0	0	0
68681.93	0	186502.55	768241.87
583226.36	0	731770.36	1465206.36
0	0	128358.4	762128
0	0	0	0
0	8100	12541.57	26371.85
0	0	0	0
0	384533	9861510.81	9861510.81
0	0	0	0
0	66968	91689.92	146786.4
643362.74	0	750677.94	1280546.74
0	0	127641.6	757872
3779873.79	204023	4465676.53	6640441
0	0	416903.97	2475367.34
0	172220	439716.05	1588257.77
202771.71	0	394841.01	1343183.2
793760.94	182308	1175693.12	1979029.49
0	800000	15596511.29	15596511.29
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
82625.64	60000	216801.64	523045.64
389238	39650	480395.2	695062
608489.4	0	698447.8	1142617.4
0	32955	95982.2	374224
0	450000	12725872.77	12725872.77
1180897.9	0	1260667.5	1654529.9
329968.17	83000	521280.48	973072.53
0	0	217222.25	1289757.11
664335.77	65000	896529.37	1657047.77
141589.86	0	201839.46	499321.86
0	277591	614097.24	1998005.8
0	0	0	0
0	0	39367.68	233745.6
0	0	30476.8	180956
0	0	0	0
0	0	9638.4	57228
51776	42230	147881.2	371660
257163.83	0	305268.79	542787.03
0	0	0	0
0	20000	53779.2	200564
566830	0	604769.2	792094
0	0	0	0

0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	12787.2	75924
570784.85	0	595591.25	718072.85
0	0	0	0
0	0	0	0
0	0	0	0
324299.76	0	358795.76	529119.76
1107316.99	51600	1241566.59	1598048.99
0	0	3.66	21.71
45936.87	0	81482.47	256988.87
0	0	0	0
0	30150	62060.4	189468
0	0	57145.39	339300.77
0	0	0	0
246862.2	214545	581343.2	958982.2
0	0	0	0
6268591	5755571	7365163	8572531
177765	129796	532815.4	1515213
0	718058	28680198.35	28680198.35
0	635675	9726516.68	9726516.68
0	20287	35058.2	87704
701677.17	73000	817416.37	955441.17
255162.18	74000	488986.77	779777.17
527453.07	0	569526.67	777265.07
0	17700	27171.62	56237.72
220122.94	0	228225.34	268230.94
491427	0	532579	735767
716484	0	785104.8	1123920
2932986.83	310879	3404601.83	3887356.83
0	0	129144.96	766798.2
0	0	357875.2	2124884
387507.72	118000	674096.52	1388503.72
0	0	0	0
911150.14	38500	1003730.14	1232250.14
373590.53	197227	857703.93	2076978.53
0	0	111628.8	662796
0	296800	616642.45	1899064.54
655267.35	0	696867.35	902267.35
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
92819.72	325736	764398.92	2146263.72
1308136.29	16972	1430093.89	1931488.29
0	0	0	0
177580.54	0	197146.15	293751.34

0	0	0	0
152174.59	45000	243877.88	429475.4
205139.07	0	259038.49	525166.86
0	0	18340.45	108896.4
18962.21	54800	136284.17	390186.34
354985	0	391311.4	570673
251302.23	142500	546698.81	1072222.81
0	0	49356.8	293056
0	0	231499.7	1374529.49
0	0	0	0
748697.43	0	837017.43	1273097.43
0	0	0	0
0	0	0	0
410170.13	46000	535683.73	882282.13
0	0	32358.4	192128
0	0	0	0
1069632.36	0	1180288.36	1726652.36
806686.79	0	875761.99	1216820.79
0	0	29575.91	175606.99
242708	56430	353909.2	567912
0	0	48156.8	285931
3008775	0	3074221.4	3397363
0	0	17011.2	101004
980385	40302	1066767	1253985
238715	25000	84987.2	594889
228375	0	268759	468155
597293	0	630767.19	796046.03
0	0	0	0
761015.89	0	840363.09	1232139.89
573492.63	44200	660790.23	829384.63
465536.7	58945	564724.9	704480.7
0	6200	22596.8	97356
0	52000	105826.65	319595.74
575190	28265	624328.55	699126.7
0	0	51558.4	306128
100412	0	116141.28	193804.6
0	0	0	0
0	29997	72505.8	252396
0	0	40652.8	241376
233409.22	0	293991.62	593117.22
0	60175	123714.2	377264
534980.02	70000	647834.42	789428.02
0	0	0	0
0	0	41331.2	245404
0	0	21555.2	127984
0	0	29934.5	177736.07
0	27157.12	47283.06	119497.77
61540.28	0	76746.68	151828.28
0	0	65138.69	386760.96

0	28150	63456.19	209630.5
0	0	60889.6	361532
952512.2	0	1079769.8	1708104.2
0	55000	122520	400900
147529.43	0	176367.83	318757.43
0	0	0	0
0	0	0	0
134394.43	65386	276644.43	590774.43
993022.96	0	1084363.76	1535358.96
523069.43	0	568778.23	794465.43
1193169.44	37000	1288691.04	1540641.44
0	0	0	0
119586.93	50000	189862.13	239970.93
0	65000	161716.8	574256
406289.62	0	481118.42	850585.62
0	0	0	0
0	0	25203.2	149644
0	0	19379.2	115064
0	0	0	0
276045	0	298304.2	408209
0	0	41341.37	245464.41
529591.03	0	565853.43	744899.03
0	0	78425.6	465652
0	0	75609.6	448932
0	0	31411.2	186504
387427.02	0	489315.02	992387.02
0	0	5266.29	31268.57
132739.1	0	166991.9	336115.1
1361975	21728	1423875.8	1600501
454441.07	0	585628.27	1233365.07
113421.44	30000	166435.84	250069.44
0	0	37452.8	222376
501879	0	540791	732919
0	0	163097.6	968392
166575	0	202974.99	382699.94

2,451,210.00	715,950,325.04	2,244,635.00	718,194,960.04	317,422,248.43
col11	col12	col13	col14	col15
Revenue Reduction	Subtotal	COOP	Total Revenue	Equalized Revenue
-	399,456.00	-	399,456.00	399,456.00
-	42,374,307.59	-	42,374,307.59	11,090,376.00
-	312,873.58	-	312,873.58	96,140.00
-	181,176.40	-	181,176.40	181,176.40
-	1,144,917.20	7,690.48	1,152,607.68	1,144,917.20
-	15,989,548.80	-	15,989,548.80	15,989,548.80
-	2,713,732.00	27,553.00	2,741,285.00	2,713,732.00
-	1,418,616.00	-	1,418,616.00	1,418,616.00
-	3,131,731.70	11,514.00	3,143,245.70	1,076,464.00
-	2,455,122.47	-	2,455,122.47	1,671,848.00
-	2,459,147.20	26,985.00	2,486,132.20	2,459,147.20
-	1,099,264.00	-	1,099,264.00	1,099,264.00
-	749,543.58	-	749,543.58	333,488.00
-	15,482.29	-	15,482.29	15,482.29
-	1,843,107.17	-	1,843,107.17	1,843,107.17
-	497,242.12	-	497,242.12	232,981.80
-	135,619.74	-	135,619.74	135,619.74
-	546,491.68	-	546,491.68	546,491.68
-	1,657,087.25	-	1,657,087.25	1,657,087.25
-	689,456.37	-	689,456.37	689,456.37
-	329,308.00	-	329,308.00	329,308.00
-	6,726,820.75	-	6,726,820.75	3,361,445.80
-	43,396.00	-	43,396.00	43,396.00
-	243,276.00	-	243,276.00	243,276.00
-	242,744.00	-	242,744.00	242,744.00
-	905,616.00	-	905,616.00	905,616.00
-	871,643.00	-	871,643.00	274,816.00
-	420,129.50	-	420,129.50	125,552.00
-	1,380,045.59	-	1,380,045.59	1,128,334.00
-	112,801.72	-	112,801.72	112,801.72
-	70,774.30	-	70,774.30	70,774.30
-	658,553.56	-	658,553.56	524,400.00
-	991,767.00	-	991,767.00	134,444.00
-	582,215.00	3,593.40	585,808.40	394,212.00
-	2,150,203.22	8,116.91	2,158,320.13	1,662,500.00
-	812,042.12	5,895.82	817,937.94	634,144.00
-	9,301,438.64	11,609.93	9,313,048.57	3,751,360.00
-	554,366.32	-	554,366.32	293,360.00
-	627,475.00	-	627,475.00	561,640.00
-	412,407.14	-	412,407.14	412,407.14
-	120,909.44	-	120,909.44	120,909.44
-	1,741,194.55	-	1,741,194.55	611,648.00
-	1,089,788.23	19226,645.11	1,116,433.34	1,089,788.23

-	364,610.82	9,147.45	373,758.27	364,610.82
-	357,200.00	-	357,200.00	357,200.00
-	499,652.00	-	499,652.00	443,004.00
-	3,891,628.19	-	3,891,628.19	2,901,452.00
-	767,981.53	-	767,981.53	381,824.00
-	618,724.55	-	618,724.55	182,020.00
-	297,952.00	-	297,952.00	211,432.00
-	482,220.00	-	482,220.00	482,220.00
-	4,589,378.25	-	4,589,378.25	2,381,589.20
-	409,944.00	-	409,944.00	409,944.00
-	722,248.63	-	722,248.63	722,248.63
-	7,917,783.00	26,126.80	7,943,909.80	3,152,404.00
-	2,674,655.44	17,672.48	2,692,327.92	2,674,655.44
-	25,511,499.47	34,338.08	25,545,837.55	5,108,872.00
-	401,903.62	2,256.80	404,160.42	361,380.00
-	12,024,883.40	-	12,024,883.40	12,024,883.40
-	2,100,640.00	21,040.32	2,121,680.32	2,100,640.00
-	1,834,403.55	11,336.08	1,845,739.63	1,311,380.00
-	1,662,196.00	13,245.68	1,675,441.68	1,662,196.00
-	766,449.52	-	766,449.52	268,812.00
-	818,803.46	-	818,803.46	818,803.46
-	1,400,408.91	-	1,400,408.91	1,400,408.91
-	349,144.00	-	349,144.00	349,144.00
-	370,804.00	-	370,804.00	370,804.00
-	179,816.00	-	179,816.00	179,816.00
-	103,816.00	-	103,816.00	103,816.00
-	61,216.91	-	61,216.91	61,216.91
-	3,901,230.99	-	3,901,230.99	1,343,072.00
-	703,903.83	-	703,903.83	202,464.00
-	640,664.81	14,288.84	654,953.65	428,640.00
-	293,816.00	9,851.05	303,667.05	293,816.00
-	536,206.88	-	536,206.88	536,206.88
-	1,061,031.49	33,784.84	1,094,816.33	979,488.00
-	140,068.00	-	140,068.00	140,068.00
-	699,715.70	-	699,715.70	37,677.00
-	21,875,444.27	94,891.55	21,970,335.82	2,690,552.00
-	14,591,828.94	44,311.33	14,636,140.27	4,154,448.80
-	11,970,467.13	94,666.27	12,065,133.40	3,682,048.00
-	19,658,545.26	67,520.43	19,726,065.69	3,590,772.00
-	8,271,757.20	-	8,271,757.20	4,698,092.00
-	988,760.00	42,826.48	1,031,586.48	988,760.00
925,000.00	2,472,938.06	26,158.11	2,499,096.17	1,224,056.00
-	32,938,772.23	216,216.39	33,154,988.62	8,828,084.00
-	5,557,195.22	55,625.95	5,612,821.17	1,599,724.00
-	23,389,684.48	142,046.57	23,531,731.05	4,378,360.00
-	1,702,843.15	7,950.00	1,710,793.15	764,104.00
-	3,134,944.33	49,266.52	3,184,210.85	1,863,140.00
1,155,275.00	16,101,581.96	101,503.41	16,203,085.37	5,389,920.00
-	889,352.00	34,278.32	923,630.32	889,352.00

370,935.00	891,677.87	-	891,677.87	891,677.60
-	144,552.00	-	144,552.00	144,552.00
-	294,500.00	-	294,500.00	294,500.00
-	886,016.00	-	886,016.00	442,548.00
-	143,260.00	-	143,260.00	143,260.00
-	246,088.00	-	246,088.00	246,088.00
-	996,862.81	-	996,862.81	676,422.80
-	591,239.39	-	591,239.39	314,336.00
-	1,202,844.13	-	1,202,844.13	420,508.00
-	1,032,845.64	-	1,032,845.64	345,724.00
-	2,055,306.16	-	2,055,306.16	1,654,444.00
-	214,168.00	-	214,168.00	214,168.00
-	621.03	-	621.03	621.03
-	89,965.00	-	89,965.00	89,965.00
-	633,992.00	-	633,992.00	633,992.00
-	490,608.07	-	490,608.07	200,488.00
-	2,302,275.63	-	2,302,275.63	623,428.00
-	1,637,636.60	-	1,637,636.60	1,637,636.60
-	86,260.00	-	86,260.00	86,260.00
-	681,022.44	-	681,022.44	365,408.00
-	149,568.00	-	149,568.00	149,568.00
-	326,653.04	-	326,653.04	79,617.60
-	369,716.63	-	369,716.63	229,976.00
-	549,480.00	-	549,480.00	549,480.00
-	147,224.05	-	147,224.05	147,224.05
-	267,520.00	-	267,520.00	267,520.00
-	243,606.73	-	243,606.73	64,600.00
-	49,932.00	-	49,932.00	49,932.00
-	74,024.00	-	74,024.00	74,024.00
-	3,016,555.48	14,716.00	3,031,271.48	1,062,708.00
-	966,184.12	-	966,184.12	186,884.00
-	86,564.00	-	86,564.00	86,564.00
-	1,414,604.37	-	1,414,604.37	1,060,200.00
-	377,472.48	-	377,472.48	196,232.00
-	730,458.68	-	730,458.68	262,884.00
-	311,448.00	-	311,448.00	311,448.00
-	186,884.00	-	186,884.00	186,884.00
-	54,872.00	-	54,872.00	54,872.00
-	98,800.00	-	98,800.00	98,800.00
-	905,150.79	-	905,150.79	365,332.00
-	646,000.00	-	646,000.00	646,000.00
-	878,864.00	-	878,864.00	878,864.00
-	174,344.00	-	174,344.00	174,344.00
-	1,323,236.00	-	1,323,236.00	1,323,236.00
-	263,264.00	-	263,264.00	263,264.00
-	1,745,073.12	-	1,745,073.12	973,788.00
-	517,712.00	-	517,712.00	517,712.00
-	368,413.26	-	368,413.26	368,413.26
-	363,819.01	-	363,819.01	146,421.60

-	135,736.00	-	135,736.00	135,736.00
-	3,244,017.00	-	3,244,017.00	2,038,076.80
-	96,308.76	-	96,308.76	96,308.76
-	121,212.24	-	121,212.24	121,212.24
-	107,616.00	-	107,616.00	107,616.00
-	359,280.45	-	359,280.45	208,924.00
-	150,404.00	-	150,404.00	150,404.00
-	127,733.81	-	127,733.81	127,733.81
-	830,604.00	-	830,604.00	830,604.00
-	444,554.35	-	444,554.35	234,916.00
-	53,580.00	-	53,580.00	53,580.00
-	1,971,306.96	-	1,971,306.96	1,736,980.00
-	865,038.58	-	865,038.58	865,038.58
-	443,308.00	-	443,308.00	443,308.00
-	1,290,341.19	-	1,290,341.19	836,988.00
-	16,381,016.93	-	16,381,016.93	6,952,480.00
-	165,148.00	-	165,148.00	165,148.00
-	1,801,007.00	-	1,801,007.00	1,245,032.00
-	1,341,760.63	-	1,341,760.63	146,984.00
-	206,416.00	-	206,416.00	206,416.00
-	872,998.97	-	872,998.97	351,044.00
-	360,057.86	-	360,057.86	360,057.86
-	314,089.51	-	314,089.51	237,044.00
-	1,165,635.53	-	1,165,635.53	342,760.00
-	102,904.00	-	102,904.00	102,904.00
-	725,192.00	-	725,192.00	725,192.00
-	506,259.52	-	506,259.52	165,224.00
-	1,423,891.00	16,291.28	1,440,182.28	645,316.00
-	172,748.00	-	172,748.00	172,748.00
-	72,352.00	-	72,352.00	72,352.00
-	926,636.36	-	926,636.36	448,248.00
-	1,178,092.85	-	1,178,092.85	769,956.00
-	530,961.19	-	530,961.19	203,452.00
-	303,243.31	-	303,243.31	99,408.00
-	864,607.78	-	864,607.78	238,700.80
-	9,760,670.24	52,110.00	9,812,780.24	4,738,904.00
-	17,228,681.86	48,324.00	17,277,005.86	4,253,112.00
-	10,733,959.43	34,880.00	10,768,839.43	3,062,648.00
-	22,327,994.11	40,675.00	22,368,669.11	3,378,808.00
-	31,507,775.16	-	31,507,775.16	12,713,584.00
-	305,576.52	-	305,576.52	163,932.00
-	28,804.00	-	28,804.00	28,804.00
-	163,853.33	-	163,853.33	163,853.33
-	3,495,453.66	-	3,495,453.66	1,278,027.40
-	2,762,802.50	-	2,762,802.50	1,570,768.00
-	142,196.00	-	142,196.00	142,196.00
-	83,752.00	-	83,752.00	83,752.00
-	467,324.00	-	467,324.00	467,324.00
-	388,138.95	-	388,138.95	388,138.95

-	415,800.00	-	415,800.00	279,300.00
-	243,946.00	-	243,946.00	209,684.00
-	64,296.00	-	64,296.00	64,296.00
-	768,241.87	-	768,241.87	768,241.87
-	1,465,206.36	-	1,465,206.36	881,980.00
-	762,128.00	-	762,128.00	762,128.00
-	-	-	-	-
-	26,371.85	-	26,371.85	26,371.85
-	9,861,510.81	-	9,861,510.81	3,324,399.60
-	146,786.40	-	146,786.40	146,786.40
-	1,280,546.74	6,939.02	1,287,485.76	637,184.00
-	757,872.00	6,933.94	764,805.94	757,872.00
-	6,640,441.00	16,853.90	6,657,294.90	3,651,344.00
-	2,475,367.34	30,050.87	2,505,418.21	2,475,367.34
-	1,588,257.77	6,336.73	1,594,594.50	1,588,257.77
-	1,343,183.20	-	1,343,183.20	1,165,384.00
-	1,979,029.49	16,496.26	1,995,525.75	1,315,712.00
-	15,596,511.29	-	15,596,511.29	5,795,988.00
-	523,045.64	-	523,045.64	440,420.00
-	695,062.00	-	695,062.00	305,824.00
-	1,142,617.40	-	1,142,617.40	534,128.00
-	374,224.00	-	374,224.00	374,224.00
-	12,725,872.77	-	12,725,872.77	3,741,168.40
-	1,654,529.90	-	1,654,529.90	473,632.00
-	973,072.53	-	973,072.53	751,792.00
-	1,289,757.11	-	1,289,757.11	1,289,757.11
-	1,657,047.77	-	1,657,047.77	992,712.00
-	499,321.86	-	499,321.86	357,732.00
-	1,998,005.80	-	1,998,005.80	1,998,005.80
-	233,745.60	-	233,745.60	233,745.60
-	180,956.00	-	180,956.00	180,956.00
-	57,228.00	-	57,228.00	57,228.00
-	371,660.00	-	371,660.00	319,884.00
-	542,787.03	-	542,787.03	285,623.20
-	200,564.00	-	200,564.00	200,564.00
-	792,094.00	-	792,094.00	225,264.00
-	75,924.00	-	75,924.00	75,924.00
-	718,072.85	-	718,072.85	147,288.00
-	529,119.76	-	529,119.76	204,820.00
-	1,598,048.99	16,143.63	1,614,192.62	490,732.00
-	21.71	-	21.71	21.71
-	256,988.87	-	256,988.87	211,052.00
-	189,468.00	-	189,468.00	189,468.00
-	339,300.77	-	339,300.77	339,300.77
-	958,982.20	-	958,982.20	712,120.00
-	8,572,531.00	27,590.00	8,600,121.00	2,303,940.00
-	1,515,213.00	14,366.00	1,529,579.00	1,337,448.00
-	28,680,198.35	82,268.00	28,762,466.35	7,884,696.00
-	9,726,516.68	43,019.00	9,769,535.68	3,474,492.00

-	87,704.00	-	87,704.00	87,704.00
-	955,441.17	-	955,441.17	253,764.00
-	779,777.17	-	779,777.17	438,672.00
-	777,265.07	-	777,265.07	249,812.00
-	56,237.72	-	56,237.72	56,237.72
-	268,230.94	-	268,230.94	48,108.00
-	735,767.00	-	735,767.00	244,340.00
-	1,123,920.00	-	1,123,920.00	407,436.00
-	3,887,356.83	-	3,887,356.83	954,370.00
-	766,798.20	12,065.75	778,863.95	766,798.20
-	2,124,884.00	58,760.81	2,183,644.81	2,124,884.00
-	1,388,503.72	16,183.97	1,404,687.69	1,000,996.00
-	1,232,250.14	7,641.92	1,239,892.06	321,100.00
-	2,076,978.53	26,045.32	2,103,023.85	1,703,388.00
-	662,796.00	-	662,796.00	662,796.00
-	1,899,064.54	40,263.70	1,939,328.24	1,899,064.54
-	902,267.35	-	902,267.35	247,000.00
-	2,146,263.72	-	2,146,263.72	2,053,444.00
-	1,931,488.29	-	1,931,488.29	623,352.00
-	293,751.34	-	293,751.34	116,204.00
-	429,475.40	-	429,475.40	399,076.00
-	525,166.86	-	525,166.86	376,124.00
-	108,896.40	34,394.42	143,290.82	108,896.40
-	390,186.34	-	390,186.34	386,232.00
-	570,673.00	-	570,673.00	215,688.00
-	1,072,222.81	-	1,072,222.81	803,320.00
-	293,056.00	-	293,056.00	293,056.00
-	1,374,529.49	34,712.07	1,409,241.56	1,374,529.49
-	1,273,097.43	-	1,273,097.43	524,400.00
-	-	-	-	-
-	882,282.13	-	882,282.13	472,112.00
-	192,128.00	-	192,128.00	192,128.00
-	1,726,652.36	-	1,726,652.36	657,020.00
-	1,216,820.79	10,301.38	1,227,122.17	410,134.00
-	175,606.99	-	175,606.99	175,606.99
-	567,912.00	-	567,912.00	325,204.00
-	285,931.00	-	285,931.00	285,931.00
-	3,397,363.00	-	3,397,363.00	388,588.00
-	101,004.00	-	101,004.00	101,004.00
-	1,253,985.00	8,875.56	1,262,860.56	273,600.00
-	594,889.00	-	594,889.00	356,174.00
-	468,155.00	-	468,155.00	239,780.00
-	796,046.03	-	796,046.03	298,300.00
-	1,232,139.89	-	1,232,139.89	471,124.00
-	829,384.63	-	829,384.63	255,892.00
-	704,480.70	-	704,480.70	238,944.00
-	97,356.00	-	97,356.00	97,356.00
-	319,595.74	-	319,595.74	319,595.74
-	699,126.70	-	699,126.70	204,516.00

-	306,128.00	-	306,128.00	306,128.00
-	193,804.60	-	193,804.60	93,392.60
-	252,396.00	-	252,396.00	252,396.00
-	241,376.00	-	241,376.00	241,376.00
-	593,117.22	-	593,117.22	359,708.00
-	377,264.00	-	377,264.00	377,264.00
-	789,428.02	25,208.74	814,636.76	254,448.00
-	-	-	-	-
-	245,404.00	-	245,404.00	245,404.00
-	127,984.00	10,097.61	138,081.61	127,984.00
-	177,736.07	7,804.71	185,540.78	177,736.07
-	119,497.77	-	119,497.77	119,497.77
-	151,828.28	-	151,828.28	90,288.00
-	386,760.96	6,566.44	393,327.40	386,760.96
-	209,630.50	-	209,630.50	209,630.50
-	361,532.00	-	361,532.00	361,532.00
-	1,708,104.20	86,931.98	1,795,036.18	755,592.00
-	400,900.00	-	400,900.00	400,900.00
-	318,757.43	-	318,757.43	171,228.00
-	-	-	-	-
-	590,774.43	-	590,774.43	456,380.00
-	1,535,358.96	17,174.08	1,552,533.04	542,336.00
-	794,465.43	-	794,465.43	271,396.00
-	1,540,641.44	-	1,540,641.44	347,472.00
-	-	-	-	-
-	239,970.93	-	239,970.93	120,384.00
-	574,256.00	-	574,256.00	574,256.00
-	850,585.62	58,367.25	908,952.87	444,296.00
-	149,644.00	-	149,644.00	149,644.00
-	115,064.00	-	115,064.00	115,064.00
-	408,209.00	-	408,209.00	132,164.00
-	245,464.41	-	245,464.41	245,464.41
-	744,899.03	-	744,899.03	215,308.00
-	465,652.00	-	465,652.00	465,652.00
-	448,932.00	-	448,932.00	448,932.00
-	186,504.00	-	186,504.00	186,504.00
-	992,387.02	-	992,387.02	604,960.00
-	31,268.57	-	31,268.57	31,268.57
-	336,115.10	-	336,115.10	203,376.00
-	1,600,501.00	-	1,600,501.00	238,526.00
-	1,233,365.07	9,292.26	1,242,657.33	778,924.00
-	250,069.44	-	250,069.44	136,648.00
-	222,376.00	-	222,376.00	222,376.00
-	732,919.00	-	732,919.00	231,040.00
-	968,392.00	-	968,392.00	968,392.00
-	382,699.94	-	382,699.94	284,696.00

LTM_REV_RED_RRQ	LTM_MAX_REV	LTM_MAX_REV_COP	LTM_TOT_REV	LTM_EQL_REV_INI
0	399456	0	399456	399456
0	42374307.59	0	42374307.59	11090376
0	312873.58	0	312873.58	96140
0	181176.4	0	181176.4	181176.4
0	1144917.2	7690.48	1152607.68	1144917.2
0	15989548.8	0	15989548.8	15989548.8
0	2713732	27553	2741285	2713732
0	1418616	0	1418616	1418616
0	3131731.7	11514	3143245.7	1076464
0	2455122.47	0	2455122.47	1671848
0	2459147.2	26985	2486132.2	2459147.2
0	0	0	0	0
0	1099264	0	1099264	1099264
0	749543.58	0	749543.58	333488
0	0	0	0	0
0	15482.29	0	15482.29	15482.29
0	1843107.17	0	1843107.17	1843107.17
0	497242.12	0	497242.12	232981.8
0	135619.74	0	135619.74	135619.74
0	546491.68	0	546491.68	546491.68
0	1657087.25	0	1657087.25	1657087.25
0	689456.37	0	689456.37	689456.37
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0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
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0	0	0	0	0
0	0	0	0	0
0	329308	0	329308	329308
0	6726820.75	0	6726820.75	3361445.8
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0	0	0	0	0
0	43396	0	43396	43396
0	243276	0	243276	243276
0	242744	0	242744	242744
0	905616	0	905616	905616
0	871643	0	871643	274816
0	420129.5	0	420129.5	125552
0	1380045.59	0	1380045.59	1128334
0	112801.72	0	112801.72	112801.72
0	70774.3	0	70774.3	70774.3
0	658553.56	0	658553.56	524400
0	991767	0	991767	134444
0	582215	3593.4	585808.4	394212
0	2150203.22	8116.91	2158320.13	1662500

0	812042.12	5895.82	817937.94	634144
0	9301438.64	11609.93	9313048.57	3751360
0	554366.32	0	554366.32	293360
0	0	0	0	0
0	627475	0	627475	561640
0	412407.14	0	412407.14	412407.14
0	0	0	0	0
0	120909.44	0	120909.44	120909.44
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0	0	0	0	0
0	0	0	0	0
0	1741194.55	0	1741194.55	611648
0	1089788.23	26645.11	1116433.34	1089788.23
0	364610.82	9147.45	373758.27	364610.82
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0	0	0	0	0
0	357200	0	357200	357200
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0	499652	0	499652	443004
0	3891628.19	0	3891628.19	2901452
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0	767981.53	0	767981.53	381824
0	618724.55	0	618724.55	182020
0	297952	0	297952	211432
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0	482220	0	482220	482220
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0	4589378.25	0	4589378.25	2381589.2
0	409944	0	409944	409944
0	722248.63	0	722248.63	722248.63
0	7917783	26126.8	7943909.8	3152404
0	2674655.44	17672.48	2692327.92	2674655.44
0	25511499.47	34338.08	25545837.55	5108872
0	401903.62	2256.8	404160.42	361380
0	12024883.4	0	12024883.4	12024883.4
0	2100640	21040.32	2121680.32	2100640
0	1834403.55	11336.08	1845739.63	1311380
0	1662196	13245.68	1675441.68	1662196
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0	766449.52	0	766449.52	268812
0	818803.46	0	818803.46	818803.46
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0	1400408.91	0	1400408.91	1400408.91
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0	349144	0	349144	349144
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0	370804	0	370804	370804
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0	103816	0	103816	103816
0	61216.91	0	61216.91	61216.91
0	0	0	0	0
0	3901230.99	0	3901230.99	1343072
0	703903.83	0	703903.83	202464
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0	640664.81	14288.84	654953.65	428640
0	293816	9851.05	303667.05	293816
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0	536206.88	0	536206.88	536206.88
0	1061031.49	33784.84	1094816.33	979488
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0	140068	0	140068	140068
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0	0	0	0	0
0	699715.7	0	699715.7	37677
0	0	0	0	0
0	21875444.27	94891.55	21970335.82	2690552
0	14591828.94	44311.33	14636140.27	4154448.8
0	11970467.13	94666.27	12065133.4	3682048
0	19658545.26	67520.43	19726065.69	3590772
0	8271757.2	0	8271757.2	4698092
0	988760	42826.48	1031586.48	988760
925000	2472938.06	26158.11	2499096.17	1224056
0	32938772.23	216216.39	33154988.62	8828084
0	5557195.22	55625.95	5612821.17	1599724
0	23389684.48	142046.57	23531731.05	4378360
0	1702843.15	7950	1710793.15	764104
0	3134944.33	49266.52	3184210.85	1863140

1155275	16101581.96	101503.41	16203085.37	5389920
0	889352	34278.32	923630.32	889352
370935	891677.87	0	891677.87	891677.6
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0	294500	0	294500	294500
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0	143260	0	143260	143260
0	246088	0	246088	246088
0	996862.81	0	996862.81	676422.8
0	591239.39	0	591239.39	314336
0	1202844.13	0	1202844.13	420508
0	1032845.64	0	1032845.64	345724
0	2055306.16	0	2055306.16	1654444
0	214168	0	214168	214168
0	621.03	0	621.03	621.03
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0	0	0	0	0
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0	89965	0	89965	89965
0	633992	0	633992	633992
0	490608.07	0	490608.07	200488
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0	2302275.63	0	2302275.63	623428
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0	1637636.6	0	1637636.6	1637636.6
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0	0	0	0	0
0	86260	0	86260	86260
0	681022.44	0	681022.44	365408
0	149568	0	149568	149568
0	326653.04	0	326653.04	79617.6
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0	369716.63	0	369716.63	229976
0	549480	0	549480	549480
0	147224.05	0	147224.05	147224.05
0	267520	0	267520	267520
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0	243606.73	0	243606.73	64600
0	49932	0	49932	49932
0	74024	0	74024	74024
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0	3016555.48	14716	3031271.48	1062708
0	966184.12	0	966184.12	186884
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0	1414604.37	0	1414604.37	1060200
0	377472.48	0	377472.48	196232
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0	730458.68	0	730458.68	262884
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0	0	0	0	0
0	905150.79	0	905150.79	365332
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0	878864	0	878864	878864
0	174344	0	174344	174344
0	1323236	0	1323236	1323236
0	263264	0	263264	263264
0	1745073.12	0	1745073.12	973788
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0	368413.26	0	368413.26	368413.26
0	363819.01	0	363819.01	146421.6
0	135736	0	135736	135736
0	3244017	0	3244017	2038076.8

0	96308.76	0	96308.76	96308.76
0	121212.24	0	121212.24	121212.24
0	107616	0	107616	107616
0	359280.45	0	359280.45	208924
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0	127733.81	0	127733.81	127733.81
0	830604	0	830604	830604
0	444554.35	0	444554.35	234916
0	0	0	0	0
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0	1971306.96	0	1971306.96	1736980
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0	865038.58	0	865038.58	865038.58
0	443308	0	443308	443308
0	1290341.19	0	1290341.19	836988
0	16381016.93	0	16381016.93	6952480
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0	1801007	0	1801007	1245032
0	1341760.63	0	1341760.63	146984
0	206416	0	206416	206416
0	872998.97	0	872998.97	351044
0	360057.86	0	360057.86	360057.86
0	314089.51	0	314089.51	237044
0	1165635.53	0	1165635.53	342760
0	102904	0	102904	102904
0	725192	0	725192	725192
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0	506259.52	0	506259.52	165224
0	1423891	16291.28	1440182.28	645316
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0	0	0	0	0
0	0	0	0	0
0	72352	0	72352	72352
0	926636.36	0	926636.36	448248
0	1178092.85	0	1178092.85	769956
0	0	0	0	0
0	530961.19	0	530961.19	203452

0	303243.31	0	303243.31	99408
0	864607.78	0	864607.78	238700.8
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	9760670.24	52110	9812780.24	4738904
0	17228681.86	48324	17277005.86	4253112
0	10733959.43	34880	10768839.43	3062648
0	22327994.11	40675	22368669.11	3378808
0	31507775.16	0	31507775.16	12713584
0	0	0	0	0
0	0	0	0	0
0	305576.52	0	305576.52	163932
0	0	0	0	0
0	0	0	0	0
0	28804	0	28804	28804
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	163853.33	0	163853.33	163853.33
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	3495453.66	0	3495453.66	1278027.4
0	0	0	0	0
0	2762802.5	0	2762802.5	1570768
0	0	0	0	0
0	0	0	0	0
0	142196	0	142196	142196
0	83752	0	83752	83752
0	0	0	0	0
0	467324	0	467324	467324
0	388138.95	0	388138.95	388138.95
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	415800	0	415800	279300
0	243946	0	243946	209684

0	0	0	0	0
0	64296	0	64296	64296
0	0	0	0	0
0	768241.87	0	768241.87	768241.87
0	1465206.36	0	1465206.36	881980
0	762128	0	762128	762128
0	0	0	0	0
0	26371.85	0	26371.85	26371.85
0	0	0	0	0
0	9861510.81	0	9861510.81	3324399.6
0	0	0	0	0
0	146786.4	0	146786.4	146786.4
0	1280546.74	6939.02	1287485.76	637184
0	757872	6933.94	764805.94	757872
0	6640441	16853.9	6657294.9	3651344
0	2475367.34	30050.87	2505418.21	2475367.34
0	1588257.77	6336.73	1594594.5	1588257.77
0	1343183.2	0	1343183.2	1165384
0	1979029.49	16496.26	1995525.75	1315712
0	15596511.29	0	15596511.29	5795988
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	523045.64	0	523045.64	440420
0	695062	0	695062	305824
0	1142617.4	0	1142617.4	534128
0	374224	0	374224	374224
0	12725872.77	0	12725872.77	3741168.4
0	1654529.9	0	1654529.9	473632
0	973072.53	0	973072.53	751792
0	1289757.11	0	1289757.11	1289757.11
0	1657047.77	0	1657047.77	992712
0	499321.86	0	499321.86	357732
0	1998005.8	0	1998005.8	1998005.8
0	0	0	0	0
0	233745.6	0	233745.6	233745.6
0	180956	0	180956	180956
0	0	0	0	0
0	57228	0	57228	57228
0	371660	0	371660	319884
0	542787.03	0	542787.03	285623.2
0	0	0	0	0
0	200564	0	200564	200564
0	792094	0	792094	225264
0	0	0	0	0

0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	75924	0	75924	75924
0	718072.85	0	718072.85	147288
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	529119.76	0	529119.76	204820
0	1598048.99	16143.63	1614192.62	490732
0	21.71	0	21.71	21.71
0	256988.87	0	256988.87	211052
0	0	0	0	0
0	189468	0	189468	189468
0	339300.77	0	339300.77	339300.77
0	0	0	0	0
0	958982.2	0	958982.2	712120
0	0	0	0	0
0	8572531	27590	8600121	2303940
0	1515213	14366	1529579	1337448
0	28680198.35	82268	28762466.35	7884696
0	9726516.68	43019	9769535.68	3474492
0	87704	0	87704	87704
0	955441.17	0	955441.17	253764
0	779777.17	0	779777.17	438672
0	777265.07	0	777265.07	249812
0	56237.72	0	56237.72	56237.72
0	268230.94	0	268230.94	48108
0	735767	0	735767	244340
0	1123920	0	1123920	407436
0	3887356.83	0	3887356.83	954370
0	766798.2	12065.75	778863.95	766798.2
0	2124884	58760.81	2183644.81	2124884
0	1388503.72	16183.97	1404687.69	1000996
0	0	0	0	0
0	1232250.14	7641.92	1239892.06	321100
0	2076978.53	26045.32	2103023.85	1703388
0	662796	0	662796	662796
0	1899064.54	40263.7	1939328.24	1899064.54
0	902267.35	0	902267.35	247000
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	2146263.72	0	2146263.72	2053444
0	1931488.29	0	1931488.29	623352
0	0	0	0	0
0	293751.34	0	293751.34	116204

0	0	0	0	0
0	429475.4	0	429475.4	399076
0	525166.86	0	525166.86	376124
0	108896.4	34394.42	143290.82	108896.4
0	390186.34	0	390186.34	386232
0	570673	0	570673	215688
0	1072222.81	0	1072222.81	803320
0	293056	0	293056	293056
0	1374529.49	34712.07	1409241.56	1374529.49
0	0	0	0	0
0	1273097.43	0	1273097.43	524400
0	0	0	0	0
0	0	0	0	0
0	882282.13	0	882282.13	472112
0	192128	0	192128	192128
0	0	0	0	0
0	1726652.36	0	1726652.36	657020
0	1216820.79	10301.38	1227122.17	410134
0	175606.99	0	175606.99	175606.99
0	567912	0	567912	325204
0	285931	0	285931	285931
0	3397363	0	3397363	388588
0	101004	0	101004	101004
0	1253985	8875.56	1262860.56	273600
0	594889	0	594889	356174
0	468155	0	468155	239780
0	796046.03	0	796046.03	298300
0	0	0	0	0
0	1232139.89	0	1232139.89	471124
0	829384.63	0	829384.63	255892
0	704480.7	0	704480.7	238944
0	97356	0	97356	97356
0	319595.74	0	319595.74	319595.74
0	699126.7	0	699126.7	204516
0	306128	0	306128	306128
0	193804.6	0	193804.6	93392.6
0	0	0	0	0
0	252396	0	252396	252396
0	241376	0	241376	241376
0	593117.22	0	593117.22	359708
0	377264	0	377264	377264
0	789428.02	25208.74	814636.76	254448
0	0	0	0	0
0	245404	0	245404	245404
0	127984	10097.61	138081.61	127984
0	177736.07	7804.71	185540.78	177736.07
0	119497.77	0	119497.77	119497.77
0	151828.28	0	151828.28	90288
0	386760.96	6566.44	393327.4	386760.96

0	209630.5	0	209630.5	209630.5
0	361532	0	361532	361532
0	1708104.2	86931.98	1795036.18	755592
0	400900	0	400900	400900
0	318757.43	0	318757.43	171228
0	0	0	0	0
0	0	0	0	0
0	590774.43	0	590774.43	456380
0	1535358.96	17174.08	1552533.04	542336
0	794465.43	0	794465.43	271396
0	1540641.44	0	1540641.44	347472
0	0	0	0	0
0	239970.93	0	239970.93	120384
0	574256	0	574256	574256
0	850585.62	58367.25	908952.87	444296
0	0	0	0	0
0	149644	0	149644	149644
0	115064	0	115064	115064
0	0	0	0	0
0	408209	0	408209	132164
0	245464.41	0	245464.41	245464.41
0	744899.03	0	744899.03	215308
0	465652	0	465652	465652
0	448932	0	448932	448932
0	186504	0	186504	186504
0	992387.02	0	992387.02	604960
0	31268.57	0	31268.57	31268.57
0	336115.1	0	336115.1	203376
0	1600501	0	1600501	238526
0	1233365.07	9292.26	1242657.33	778924
0	250069.44	0	250069.44	136648
0	222376	0	222376	222376
0	732919	0	732919	231040
0	968392	0	968392	968392
0	382699.94	0	382699.94	284696

81,481,721.64	97,170,706.15					
col16	col17	col18	col19	col20	col21	col22
Initial Aid	Total Aid					ANTC/APU
-	-					22,643.61
-	11,000,000.00					25,996.33
34,936.13	34,936.13					9,576.63
-	-					28,421.01
437,825.54	437,825.54					9,290.51
5,227,976.29	5,227,976.29					10,124.59
1,203,826.31	1,203,826.31					8,369.91
406,310.52	406,310.52					10,734.57
456,658.11	456,658.11					8,661.52
289,634.27	289,634.27					12,437.02
810,671.84	810,671.84					10,084.07
81,349.86	81,349.86					13,929.87
58,271.15	58,271.15					12,414.60
15,482.29	15,482.29					-
561,722.33	561,722.33					10,458.44
132,115.72	132,115.72					6,512.70
89,978.47	89,978.47					5,062.59
546,023.77	546,023.77					12.88
916,841.22	916,841.22					6,719.99
463,209.42	463,209.42					4,936.44
210,209.26	210,209.26					5,440.55
878,730.74	878,730.74					11,110.63
-	-					18,467.89
46,523.35	46,523.35					12,166.32
117,360.78	117,360.78					7,770.14
253,643.30	253,643.30					10,829.87
163,957.69	163,957.69					6,068.26
-	-					16,463.04
739,349.53	739,349.53					5,186.00
49,833.40	49,833.40					8,397.39
20,079.31	20,079.31					10,775.25
306,088.13	306,088.13					6,262.57
27,799.65	27,799.65					11,932.58
32,837.81	32,837.81					13,790.03
548,916.80	548,916.80					10,076.25
149,104.22	149,104.22					11,506.08
370,591.90	370,591.90					13,557.03
-	-					36,026.93
229,418.94	229,418.94					8,898.30
70,383.08	70,383.08					12,475.80
-	-					62,418.67
380,643.45	380,643.45					5,681.42
334,765.09	334,765.09					10,422.12

148,597.30	148,597.30	8,912.29
155,077.42	155,077.42	8,512.19
264,980.13	264,980.13	6,045.17
1,547,497.52	1,547,497.52	7,019.83
182,712.61	182,712.61	7,844.60
-	-	51,426.46
76,605.01	76,605.01	9,592.77
226,026.76	226,026.76	7,992.09
224,451.47	224,451.47	13,625.39
-	-	29,551.03
-	-	27,723.85
-	-	15,340.86
1,315,056.59	1,315,056.59	7,646.82
1,512,449.06	1,512,449.06	10,589.70
168,729.70	168,729.70	8,019.43
4,153,263.90	4,153,263.90	9,847.39
-	-	20,586.53
91,866.48	91,866.48	13,989.30
273,441.93	273,441.93	12,568.43
56,741.34	56,741.34	11,867.79
494,478.12	494,478.12	5,958.53
-	-	15,485.33
187,335.63	187,335.63	6,971.63
176,047.80	176,047.80	7,901.05
89,171.19	89,171.19	7,583.20
5,164.40	5,164.40	14,294.79
27,517.32	27,517.32	8,281.16
750,443.86	750,443.86	6,637.75
128,954.66	128,954.66	5,461.76
69,874.06	69,874.06	12,590.89
162,959.25	162,959.25	6,699.75
292,264.10	292,264.10	6,843.74
-	-	17,455.88
61,001.95	61,001.95	8,491.59
-	-	36,852.76
-	-	24,623.08
-	1,691,323.00	18,423.33
-	-	15,937.25
-	-	17,206.12
953,920.90	953,920.90	11,988.70
-	-	25,516.80
-	-	19,611.62
760,589.40	760,589.40	13,747.07
-	-	18,631.48
226,262.44	900,000.00	14,265.73
306,623.05	306,623.05	9,006.55
-	-	20,192.04
-	-	18,022.50
531,541.87	531,541.87	6,052.25

791,049.78	791,049.78	1,697.65
80,458.89	80,458.89	6,669.99
128,154.93	128,154.93	8,496.94
170,098.52	170,098.52	9,261.12
34,528.50	34,528.50	11,417.43
14,599.77	14,599.77	14,150.65
-	-	17,089.96
138,141.66	138,141.66	8,432.10
186,717.70	186,717.70	8,363.54
85,494.02	85,494.02	11,323.11
129,909.61	129,909.61	13,861.91
99,227.20	99,227.20	8,073.42
-	-	20,027.34
15,280.35	15,280.35	12,488.08
329,101.30	329,101.30	7,234.33
116,514.68	116,514.68	6,300.73
134,382.62	134,382.62	11,800.51
890,307.43	890,307.43	6,864.87
46,814.90	46,814.90	6,878.94
112,325.57	112,325.57	10,418.90
98,496.15	98,496.15	5,136.66
44,873.68	44,873.68	6,564.59
96,768.02	96,768.02	8,713.36
-	-	22,588.30
-	-	16,199.83
79,384.68	79,384.68	10,579.18
14,482.94	14,482.94	11,670.54
-	-	21,691.61
-	-	20,602.57
531,059.42	531,059.42	7,525.73
73,632.43	73,632.43	9,116.12
28,304.30	28,304.30	10,124.39
450,426.00	450,426.00	8,652.05
100,901.03	100,901.03	7,308.06
178,927.28	178,927.28	4,804.29
118,831.90	118,831.90	9,303.47
65,791.51	65,791.51	9,747.27
18,754.85	18,754.85	9,901.49
-	-	18,082.52
182,322.36	182,322.36	7,535.71
205,868.51	205,868.51	10,249.15
499,019.94	499,019.94	6,501.62
-	-	18,144.32
581,238.41	581,238.41	8,435.35
-	-	18,746.76
496,609.79	496,609.79	7,371.47
364,477.28	364,477.28	4,452.53
241,367.90	241,367.90	5,187.54
65,338.28	65,338.28	8,330.37

86,037.51	86,037.51	5,507.90
1,411,927.64	1,411,927.64	4,621.63
47,496.94	47,496.94	7,624.25
71,634.71	71,634.71	6,152.85
-	-	15,104.91
8,646.60	8,646.60	14,420.54
7,331.27	7,331.27	14,309.86
20,723.57	20,723.57	12,602.52
418,914.71	418,914.71	7,456.13
74,504.62	74,504.62	10,272.13
-	-	15,166.60
1,106,767.16	1,106,767.16	5,457.96
498,235.36	498,235.36	6,378.75
275,614.97	275,614.97	5,690.46
465,931.48	465,931.48	6,668.97
642,337.82	642,337.82	13,653.29
-	-	43,810.55
538,607.99	538,607.99	8,535.38
-	-	16,855.96
81,550.75	81,550.75	9,099.89
-	-	27,725.36
-	-	18,937.91
126,915.78	126,915.78	6,988.88
220,612.37	220,612.37	5,360.84
62,520.85	62,520.85	5,903.45
324,714.02	324,714.02	8,307.37
32,185.42	32,185.42	12,112.74
264,940.36	264,940.36	8,867.03
71,096.67	71,096.67	8,851.93
20,773.90	20,773.90	10,723.90
184,917.59	184,917.59	8,837.32
418,163.70	418,163.70	6,873.19
43,056.34	43,056.34	11,859.56
24,636.90	24,636.90	11,314.89
121,604.42	121,604.42	7,379.51
755,758.28	755,758.28	12,644.05
573,188.71	573,188.71	13,015.77
210,179.49	210,179.49	14,010.76
24,077.99	24,077.99	14,935.92
2,185,716.69	3,732,577.00	12,456.91
102,850.46	102,850.46	5,605.11
-	-	27,263.66
17,089.60	17,089.60	13,474.15
258,242.23	258,242.23	12,003.46
503,948.02	503,948.02	10,216.85
21,524.61	21,524.61	12,766.00
61,880.23	61,880.23	3,928.50
297,150.21	297,150.21	5,477.88
204,685.61	204,685.61	7,110.11

182,851.94	182,851.94	5,194.70
-	-	18,852.60
-	-	34,821.86
214,954.84	214,954.84	10,834.04
505,672.51	505,672.51	6,418.33
309,738.75	309,738.75	8,929.40
-	-	-
23,491.92	23,491.92	1,642.78
-	777,063.64	15,165.14
49,342.59	49,342.59	9,986.34
210,175.44	210,175.44	10,081.14
286,657.01	286,657.01	9,353.22
1,175,454.94	1,175,454.94	10,200.38
591,142.90	591,142.90	11,450.67
742,731.32	742,731.32	8,008.37
254,694.37	254,694.37	11,755.45
641,165.50	641,165.50	7,712.39
2,222,231.07	2,222,231.07	9,275.46
285,954.52	285,954.52	5,275.97
115,815.76	115,815.76	9,346.28
231,033.10	231,033.10	8,536.33
107,735.25	107,735.25	10,712.36
676,013.75	676,013.75	12,324.89
136,893.76	136,893.76	10,695.21
385,922.64	385,922.64	7,320.93
769,860.44	769,860.44	6,063.83
435,122.86	435,122.86	8,449.46
167,977.89	167,977.89	7,979.42
957,872.97	957,872.97	7,831.23
152,914.21	152,914.21	5,202.05
117,143.27	117,143.27	5,304.84
-	-	24,199.31
166,126.77	166,126.77	7,230.71
44,571.14	44,571.14	12,695.66
136,057.12	136,057.12	4,838.28
129,802.27	129,802.27	6,374.93
37,095.77	37,095.77	7,693.19
6,620.22	6,620.22	14,366.97
76,726.22	76,726.22	9,407.92
117,779.31	117,779.31	11,432.66
-	-	1,140,495.45
166,031.35	166,031.35	3,208.93
99,054.84	99,054.84	7,178.50
230,109.18	230,109.18	4,841.08
360,140.11	360,140.11	7,435.37
48,826.04	48,826.04	14,724.32
434,017.66	434,017.66	10,161.45
2,831,014.69	2,831,014.69	9,641.86
-	-	18,179.47

28,540.86	28,540.86	10,147.75
128,074.31	128,074.31	7,450.88
256,997.69	256,997.69	6,230.05
51,940.32	51,940.32	11,915.39
27,049.03	27,049.03	7,807.73
-	-	33,719.48
117,010.85	117,010.85	7,839.19
200,661.24	200,661.24	7,634.42
-	-	16,568.97
158,654.04	158,654.04	11,930.63
826,021.41	826,021.41	9,195.30
398,218.62	398,218.62	9,058.63
105,560.44	105,560.44	10,097.75
414,745.56	414,745.56	11,380.38
182,376.05	182,376.05	10,903.83
1,256,960.38	1,256,960.38	5,086.32
97,952.46	97,952.46	9,077.49
1,026,601.87	1,026,601.87	7,522.44
337,291.12	337,291.12	6,903.40
27,329.93	27,329.93	11,505.14
97,788.63	97,788.63	11,356.99
86,802.37	86,802.37	11,571.45
20,359.11	20,359.11	12,230.68
111,247.95	111,247.95	10,710.19
33,080.02	33,080.02	12,735.96
-	-	22,463.31
6,662.53	6,662.53	14,701.12
426,057.79	426,057.79	10,380.26
46,386.53	46,386.53	13,712.46
-	-	-
302,190.38	302,190.38	5,414.29
-	-	16,790.18
387,296.73	387,296.73	6,175.58
130,114.74	130,114.74	10,270.70
73,909.26	73,909.26	8,711.79
69,178.42	69,178.42	11,843.10
43,886.44	43,886.44	12,734.21
27,147.47	27,147.47	13,992.18
-	-	34,487.05
33,186.58	33,186.58	13,218.45
-	-	24,712.35
30,134.61	30,134.61	13,152.56
48,888.84	48,888.84	12,577.68
131,819.09	131,819.09	10,834.10
-	-	18,027.07
46,346.00	46,346.00	12,125.33
22,994.16	22,994.16	11,490.14
106,224.42	106,224.42	10,043.22
-	-	20,376.82

42,556.80	42,556.80	12,951.88
2,132.25	2,132.25	14,699.67
62,597.17	62,597.17	11,312.25
-	-	18,469.42
39,772.25	39,772.25	13,379.83
87,667.35	87,667.35	11,547.45
-	-	17,061.91
-	-	-
20,322.71	20,322.71	13,797.35
-	-	16,771.32
54,723.79	54,723.79	10,411.44
9,886.23	9,886.23	13,798.58
20,591.18	20,591.18	11,612.37
138,397.77	138,397.77	9,660.12
41,113.34	41,113.34	12,092.82
129,440.06	129,440.06	9,657.20
281,952.15	281,952.15	9,429.72
153,165.60	153,165.60	9,295.83
34,027.01	34,027.01	12,053.70
-	-	-
206,581.37	206,581.37	8,233.82
232,768.91	232,768.91	8,586.66
64,188.26	64,188.26	11,485.25
-	-	15,073.68
-	-	-
-	-	21,990.03
161,049.22	161,049.22	10,824.30
63,343.65	63,343.65	12,898.41
-	-	20,511.06
-	-	19,097.58
-	-	25,160.23
-	-	23,311.69
-	-	15,447.02
56,548.27	56,548.27	13,216.30
148,882.01	148,882.01	10,054.28
16,921.73	16,921.73	13,678.24
290,811.20	290,811.20	7,811.72
9,060.37	9,060.37	10,684.23
49,527.60	49,527.60	11,379.71
-	-	16,711.30
314,396.86	314,396.86	8,971.27
13,576.94	13,576.94	13,548.48
84,406.12	84,406.12	9,333.28
34,736.51	34,736.51	12,781.41
578,109.25	578,109.25	6,062.70
66,846.72	66,846.72	11,510.99

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456658.11	456658.11
289634.27	289634.27
810671.84	810671.84
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81349.86	81349.86
58271.15	58271.15
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15482.29	15482.29
561722.33	561722.33
132115.72	132115.72
89978.47	89978.47
546023.77	546023.77
916841.22	916841.22
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210209.26	210209.26
878730.74	878730.74
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46523.35	46523.35
117360.78	117360.78
253643.3	253643.3
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739349.53	739349.53
49833.4	49833.4
20079.31	20079.31
306088.13	306088.13
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23-24	4	1	28421.01
23-24	6	3	9290.51
23-24	11	1	10124.59
23-24	12	1	8369.91
23-24	13	1	10734.57
23-24	14	1	8661.52
23-24	15	1	12437.02
23-24	16	1	10084.07
23-24	21	1	0
23-24	22	1	13929.87
23-24	23	1	12414.6
23-24	24	1	0
23-24	25	1	0
23-24	31	1	10458.44
23-24	32	1	6512.7
23-24	36	1	5062.59
23-24	38	1	12.88
23-24	47	1	6719.99
23-24	51	1	4936.44
23-24	55	1	0
23-24	57	1	0
23-24	58	1	0
23-24	60	1	0
23-24	62	1	0
23-24	70	1	0
23-24	72	1	0
23-24	75	1	5440.55
23-24	77	1	11110.63
23-24	78	1	0
23-24	79	1	0
23-24	81	1	18467.89
23-24	84	1	12166.32
23-24	85	1	7770.14
23-24	88	1	10829.87
23-24	91	1	6068.26
23-24	93	1	16463.04
23-24	94	1	5186
23-24	95	1	8397.39
23-24	97	1	10775.25
23-24	99	1	6262.57
23-24	100	1	11932.58
23-24	108	1	13790.03
23-24	110	1	10076.25

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23-24	112	1	13557.03
23-24	113	1	36026.93
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23-24	115	1	8898.3
23-24	116	1	12475.8
23-24	117	1	0
23-24	118	1	62418.67
23-24	119	1	0
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23-24	150	1	6045.17
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23-24	161	1	0
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23-24	166	1	51426.46
23-24	173	1	9592.77
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23-24	177	1	7992.09
23-24	178	1	0
23-24	181	1	13625.39
23-24	182	1	29551.03
23-24	186	1	27723.85
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23-24	192	1	7646.82
23-24	194	1	10589.7
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23-24	222	1	0
23-24	223	1	0
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23-24	225	1	0
23-24	227	1	7901.05
23-24	228	1	0
23-24	229	1	7583.2
23-24	232	1	0
23-24	233	1	0
23-24	234	1	0
23-24	236	1	0
23-24	237	1	0
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23-24	239	1	8281.16
23-24	240	1	0
23-24	241	1	6637.75
23-24	242	1	5461.76
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23-24	262	1	0
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23-24	265	1	0
23-24	270	1	24623.08
23-24	271	1	18423.33
23-24	272	1	15937.25
23-24	273	1	17206.12
23-24	276	1	11988.7
23-24	277	1	25516.8
23-24	278	1	19611.62
23-24	279	1	13747.07
23-24	280	1	18631.48
23-24	281	1	14265.73
23-24	282	1	9006.55
23-24	283	1	20192.04

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80458.89	80458.89
128154.93	128154.93
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46814.9	46814.9
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0	0
258242.23	258242.23
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503948.02	503948.02
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0	0
21524.61	21524.61
61880.23	61880.23
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297150.21	297150.21
204685.61	204685.61
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0	0
182851.94	182851.94
0	0

23-24	600	1	11314.89
23-24	601	1	7379.51
23-24	603	1	0
23-24	604	1	0
23-24	611	1	0
23-24	612	1	0
23-24	614	1	0
23-24	615	1	0
23-24	621	1	12644.05
23-24	622	1	13015.77
23-24	623	1	14010.76
23-24	624	1	14935.92
23-24	625	1	12456.91
23-24	627	1	0
23-24	628	1	0
23-24	630	1	5605.11
23-24	631	1	0
23-24	633	1	0
23-24	635	1	27263.66
23-24	636	1	0
23-24	637	1	0
23-24	638	1	0
23-24	640	1	13474.15
23-24	641	1	0
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23-24	655	1	0
23-24	656	1	12003.46
23-24	657	1	0
23-24	659	1	10216.85
23-24	669	1	0
23-24	670	1	0
23-24	671	1	12766
23-24	676	1	3928.5
23-24	678	1	0
23-24	682	1	5477.88
23-24	690	1	7110.11
23-24	691	1	0
23-24	692	1	0
23-24	693	1	0
23-24	695	1	5194.7
23-24	696	1	18852.6

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23491.92	23491.92
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49342.59	49342.59
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1175454.94	1175454.94
591142.9	591142.9
742731.32	742731.32
254694.37	254694.37
641165.5	641165.5
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285954.52	285954.52
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676013.75	676013.75
136893.76	136893.76
385922.64	385922.64
769860.44	769860.44
435122.86	435122.86
167977.89	167977.89
957872.97	957872.97
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152914.21	152914.21
117143.27	117143.27
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166126.77	166126.77
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136057.12	136057.12
129802.27	129802.27
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23-24	697	1	0
23-24	698	1	34821.86
23-24	699	1	0
23-24	700	1	10834.04
23-24	701	1	6418.33
23-24	704	1	8929.4
23-24	706	1	0
23-24	707	1	1642.78
23-24	708	1	0
23-24	709	1	15165.14
23-24	710	1	0
23-24	712	1	9986.34
23-24	716	1	10081.14
23-24	717	1	9353.22
23-24	719	1	10200.38
23-24	720	1	11450.67
23-24	721	1	8008.37
23-24	726	1	11755.45
23-24	727	1	7712.39
23-24	728	1	9275.46
23-24	731	1	0
23-24	732	1	0
23-24	733	1	0
23-24	734	1	0
23-24	735	1	0
23-24	736	1	0
23-24	737	1	0
23-24	738	1	5275.97
23-24	739	1	9346.28
23-24	740	1	8536.33
23-24	741	1	10712.36
23-24	742	1	12324.89
23-24	743	1	10695.21
23-24	745	1	7320.93
23-24	748	1	6063.83
23-24	750	1	8449.46
23-24	756	1	7979.42
23-24	761	1	7831.23
23-24	762	1	0
23-24	763	1	5202.05
23-24	768	1	5304.84
23-24	769	1	0
23-24	771	1	24199.31
23-24	775	1	7230.71
23-24	777	1	12695.66
23-24	784	1	0
23-24	786	1	4838.28
23-24	787	1	6374.93
23-24	789	1	0

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37095.77	37095.77
6620.22	6620.22
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117779.31	117779.31
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99054.84	99054.84
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360140.11	360140.11
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48826.04	48826.04
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256997.69	256997.69
51940.32	51940.32
27049.03	27049.03
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117010.85	117010.85
200661.24	200661.24
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158654.04	158654.04
826021.41	826021.41
398218.62	398218.62
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105560.44	105560.44
414745.56	414745.56
182376.05	182376.05
1256960.38	1256960.38
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337291.12	337291.12
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27329.93	27329.93

23-24	790	1	0
23-24	791	1	0
23-24	792	1	0
23-24	793	1	0
23-24	801	1	7693.19
23-24	803	1	14366.97
23-24	806	1	0
23-24	809	1	0
23-24	810	1	0
23-24	811	1	9407.92
23-24	813	1	11432.66
23-24	815	2	1140495.45
23-24	818	1	3208.93
23-24	819	1	0
23-24	820	1	7178.5
23-24	821	1	4841.08
23-24	827	1	0
23-24	829	1	7435.37
23-24	830	1	0
23-24	831	1	14724.32
23-24	832	1	10161.45
23-24	833	1	9641.86
23-24	834	1	18179.47
23-24	836	1	10147.75
23-24	837	1	7450.88
23-24	840	1	6230.05
23-24	846	1	11915.39
23-24	850	1	7807.73
23-24	852	1	33719.48
23-24	857	1	7839.19
23-24	858	1	7634.42
23-24	861	1	16568.97
23-24	876	1	11930.63
23-24	877	1	9195.3
23-24	879	1	9058.63
23-24	880	1	0
23-24	881	1	10097.75
23-24	882	1	11380.38
23-24	883	1	10903.83
23-24	885	1	5086.32
23-24	891	1	9077.49
23-24	892	1	0
23-24	893	1	0
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23-24	896	1	0
23-24	911	1	7522.44
23-24	912	1	6903.4
23-24	913	1	0
23-24	914	1	11505.14

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111247.95	111247.95
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6662.53	6662.53
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46386.53	46386.53
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0	0
302190.38	302190.38
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0	0
387296.73	387296.73
130114.74	130114.74
73909.26	73909.26
69178.42	69178.42
43886.44	43886.44
27147.47	27147.47
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33186.58	33186.58
0	0
30134.61	30134.61
48888.84	48888.84
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131819.09	131819.09
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46346	46346
22994.16	22994.16
106224.42	106224.42
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42556.8	42556.8
2132.25	2132.25
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62597.17	62597.17
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39772.25	39772.25
87667.35	87667.35
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20322.71	20322.71
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54723.79	54723.79
9886.23	9886.23
20591.18	20591.18
138397.77	138397.77

23-24	918	1	0
23-24	2071	1	11356.99
23-24	2125	1	11571.45
23-24	2134	1	12230.68
23-24	2135	1	10710.19
23-24	2137	1	12735.96
23-24	2142	1	22463.31
23-24	2143	1	14701.12
23-24	2144	1	10380.26
23-24	2148	1	0
23-24	2149	1	13712.46
23-24	2153	1	0
23-24	2154	1	0
23-24	2155	1	5414.29
23-24	2159	1	16790.18
23-24	2163	1	0
23-24	2164	1	6175.58
23-24	2165	1	10270.7
23-24	2167	1	8711.79
23-24	2168	1	11843.1
23-24	2169	1	12734.21
23-24	2170	1	13992.18
23-24	2171	1	34487.05
23-24	2172	1	13218.45
23-24	2174	1	24712.35
23-24	2176	1	13152.56
23-24	2180	1	12577.68
23-24	2183	1	0
23-24	2184	1	10834.1
23-24	2190	1	18027.07
23-24	2198	1	12125.33
23-24	2215	1	11490.14
23-24	2310	1	10043.22
23-24	2311	1	20376.82
23-24	2342	1	12951.88
23-24	2358	1	14699.67
23-24	2359	1	0
23-24	2364	1	11312.25
23-24	2365	1	18469.42
23-24	2396	1	13379.83
23-24	2397	1	11547.45
23-24	2448	1	17061.91
23-24	2527	1	0
23-24	2534	1	13797.35
23-24	2536	1	16771.32
23-24	2580	1	10411.44
23-24	2609	1	13798.58
23-24	2683	1	11612.37
23-24	2687	1	9660.12

41113.34	41113.34
129440.06	129440.06
281952.15	281952.15
153165.6	153165.6
34027.01	34027.01
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0	0
206581.37	206581.37
232768.91	232768.91
64188.26	64188.26
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0	0
0	0
161049.22	161049.22
63343.65	63343.65
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148882.01	148882.01
16921.73	16921.73
290811.2	290811.2
9060.37	9060.37
49527.6	49527.6
0	0
314396.86	314396.86
13576.94	13576.94
84406.12	84406.12
34736.51	34736.51
578109.25	578109.25
66846.72	66846.72

23-24	2689	1	12092.82
23-24	2711	1	9657.2
23-24	2752	1	9429.72
23-24	2753	1	9295.83
23-24	2754	1	12053.7
23-24	2758	1	0
23-24	2759	1	0
23-24	2769	1	8233.82
23-24	2805	1	8586.66
23-24	2835	1	11485.25
23-24	2853	1	15073.68
23-24	2854	1	0
23-24	2856	1	21990.03
23-24	2859	1	10824.3
23-24	2860	1	12898.41
23-24	2862	1	0
23-24	2884	1	20511.06
23-24	2886	1	19097.58
23-24	2887	1	0
23-24	2888	1	25160.23
23-24	2889	1	23311.69
23-24	2890	1	15447.02
23-24	2895	1	13216.3
23-24	2897	1	10054.28
23-24	2898	1	13678.24
23-24	2899	1	7811.72
23-24	2902	1	10684.23
23-24	2903	1	11379.71
23-24	2904	1	16711.3
23-24	2905	1	8971.27
23-24	2906	1	13548.48
23-24	2907	1	9333.28
23-24	2908	1	12781.41
23-24	2909	1	6062.7
23-24	2910	1	11510.99

621,024,253.89						
col23	col24	col25	ol21	col27	col28	col29
levy ratio	aid ratio	total levy				
1.00	-	399,456.00				
1.00	-	31,374,307.59				
0.64	0.36	277,937.45				
1.00	-	181,176.40				
0.62	0.38	714,782.14				
0.67	0.33	10,761,572.51				
0.56	0.44	1,537,458.69				
0.71	0.29	1,012,305.48				
0.58	0.42	2,686,587.59				
0.83	0.17	2,165,488.20				
0.67	0.33	1,675,460.36				
0.93	0.07	1,017,914.14				
0.83	0.17	691,272.43				
-	1.00	-				
0.70	0.30	1,281,384.84				
0.43	0.57	365,126.40				
0.34	0.66	45,641.27				
0.00	1.00	467.91				
0.45	0.55	740,246.03				
0.33	0.67	226,246.95				
0.36	0.64	119,098.74				
0.74	0.26	5,848,090.01				
1.00	-	43,396.00				
0.81	0.19	196,752.65				
0.52	0.48	125,383.22				
0.72	0.28	651,972.70				
0.40	0.60	707,685.31				
1.00	-	420,129.50				
0.34	0.66	640,696.06				
0.56	0.44	62,968.32				
0.72	0.28	50,694.99				
0.42	0.58	352,465.43				
0.79	0.21	963,967.35				
0.92	0.08	552,970.59				
0.67	0.33	1,609,403.33				
0.76	0.24	668,833.72				
0.90	0.10	8,942,456.67				
1.00	-	554,366.32				
0.59	0.41	398,056.06				
0.83	0.17	342,024.06				
1.00	-	120,909.44				
0.38	0.62	1,360,551.10				
0.69	0.31	781,668.25				

0.59	0.41	225,160.97
0.57	0.43	202,122.58
0.40	0.60	234,671.87
0.47	0.53	2,344,130.67
0.52	0.48	585,268.92
1.00	-	618,724.55
0.64	0.36	221,346.99
0.53	0.47	256,193.24
0.91	0.09	4,364,926.78
1.00	-	409,944.00
1.00	-	722,248.63
1.00	-	7,943,909.80
0.51	0.49	1,377,271.33
0.70	0.30	24,033,388.49
0.53	0.47	235,430.72
0.65	0.35	7,871,619.50
1.00	-	2,121,680.32
0.93	0.07	1,753,873.15
0.84	0.16	1,401,999.75
0.79	0.21	709,708.18
0.40	0.60	324,325.34
1.00	-	1,400,408.91
0.46	0.54	161,808.37
0.53	0.47	194,756.20
0.50	0.50	90,644.81
0.95	0.05	98,651.60
0.55	0.45	33,699.59
0.44	0.56	3,150,787.13
0.36	0.64	574,949.17
0.84	0.16	585,079.59
0.45	0.55	140,707.80
0.45	0.55	243,942.78
1.00	-	1,094,816.33
0.56	0.44	79,066.05
1.00	-	699,715.70
1.00	-	21,970,335.82
1.00	-	12,944,817.27
1.00	-	12,065,133.40
1.00	-	19,726,065.69
0.80	0.20	7,317,836.30
1.00	-	1,031,586.48
1.00	-	2,499,096.17
0.91	0.09	32,394,399.22
1.00	-	5,612,821.17
0.95	0.05	22,631,731.05
0.60	0.40	1,404,170.10
1.00	-	3,184,210.85
1.00	-	16,203,085.37
0.40	0.60	392,088.45

0.11	0.89	100,628.09
0.44	0.56	64,093.11
0.56	0.44	166,345.07
0.62	0.38	715,917.48
0.76	0.24	108,731.50
0.94	0.06	231,488.23
1.00	-	996,862.81
0.56	0.44	453,097.73
0.56	0.44	1,016,126.43
0.75	0.25	947,351.62
0.92	0.08	1,925,396.55
0.54	0.46	114,940.80
1.00	-	621.03
0.83	0.17	74,684.65
0.48	0.52	304,890.70
0.42	0.58	374,093.39
0.78	0.22	2,167,893.01
0.46	0.54	747,329.17
0.46	0.54	39,445.10
0.69	0.31	568,696.87
0.34	0.66	51,071.85
0.44	0.56	281,779.36
0.58	0.42	272,948.61
1.00	-	549,480.00
1.00	-	147,224.05
0.70	0.30	188,135.32
0.78	0.22	229,123.79
1.00	-	49,932.00
1.00	-	74,024.00
0.50	0.50	2,500,212.06
0.61	0.39	892,551.69
0.67	0.33	58,259.70
0.58	0.42	964,178.37
0.49	0.51	276,571.45
0.32	0.68	551,531.40
0.62	0.38	192,616.10
0.65	0.35	121,092.49
0.66	0.34	36,117.15
1.00	-	98,800.00
0.50	0.50	722,828.43
0.68	0.32	440,131.49
0.43	0.57	379,844.06
1.00	-	174,344.00
0.56	0.44	741,997.59
1.00	-	263,264.00
0.49	0.51	1,248,463.33
0.30	0.70	153,234.72
0.34	0.66	127,045.36
0.55	0.45	298,480.73

0.37	0.63	49,698.49
0.31	0.69	1,832,089.36
0.51	0.49	48,811.82
0.41	0.59	49,577.53
1.00	-	107,616.00
0.96	0.04	350,633.85
0.95	0.05	143,072.73
0.84	0.16	107,010.24
0.50	0.50	411,689.29
0.68	0.32	370,049.73
1.00	-	53,580.00
0.36	0.64	864,539.80
0.42	0.58	366,803.22
0.38	0.62	167,693.03
0.44	0.56	824,409.71
0.91	0.09	15,738,679.11
1.00	-	165,148.00
0.57	0.43	1,262,399.01
1.00	-	1,341,760.63
0.60	0.40	124,865.25
1.00	-	872,998.97
1.00	-	360,057.86
0.46	0.54	187,173.73
0.36	0.64	945,023.16
0.39	0.61	40,383.15
0.55	0.45	400,477.98
0.81	0.19	474,074.10
0.59	0.41	1,175,241.92
0.59	0.41	101,651.33
0.71	0.29	51,578.10
0.59	0.41	741,718.77
0.46	0.54	759,929.15
0.79	0.21	487,904.85
0.75	0.25	278,606.41
0.49	0.51	743,003.36
0.84	0.16	9,057,021.96
0.87	0.13	16,703,817.15
0.93	0.07	10,558,659.94
0.99	0.01	22,344,591.12
0.83	0.17	27,775,198.16
0.37	0.63	202,726.06
1.00	-	28,804.00
0.90	0.10	146,763.73
0.80	0.20	3,237,211.43
0.68	0.32	2,258,854.48
0.85	0.15	120,671.39
0.26	0.74	21,871.77
0.36	0.64	170,173.79
0.47	0.53	183,453.34

0.35	0.65	232,948.06
1.00	-	243,946.00
1.00	-	64,296.00
0.72	0.28	553,287.03
0.43	0.57	959,533.85
0.59	0.41	452,389.25
-	-	-
0.11	0.89	2,879.93
1.00	-	9,084,447.17
0.66	0.34	97,443.81
0.67	0.33	1,077,310.32
0.62	0.38	478,148.93
0.68	0.32	5,481,839.96
0.76	0.24	1,914,275.31
0.53	0.47	851,863.18
0.78	0.22	1,088,488.83
0.51	0.49	1,354,360.25
0.62	0.38	13,374,280.22
0.35	0.65	237,091.12
0.62	0.38	579,246.24
0.57	0.43	911,584.30
0.71	0.29	266,488.75
0.82	0.18	12,049,859.02
0.71	0.29	1,517,636.14
0.49	0.51	587,149.89
0.40	0.60	519,896.67
0.56	0.44	1,221,924.91
0.53	0.47	331,343.97
0.52	0.48	1,040,132.83
0.35	0.65	80,831.39
0.35	0.65	63,812.73
1.00	-	57,228.00
0.48	0.52	205,533.23
0.84	0.16	498,215.89
0.32	0.68	64,506.88
0.42	0.58	662,291.73
0.51	0.49	38,828.23
0.96	0.04	711,452.63
0.63	0.37	452,393.54
0.76	0.24	1,496,413.31
1.00	-	21.71
0.21	0.79	90,957.52
0.48	0.52	90,413.16
0.32	0.68	109,191.59
0.49	0.51	598,842.09
0.98	0.02	8,551,294.96
0.68	0.32	1,095,561.34
0.64	0.36	25,931,451.66
1.00	-	9,769,535.68

0.67	0.33	59,163.14
0.50	0.50	827,366.86
0.41	0.59	522,779.48
0.79	0.21	725,324.75
0.52	0.48	29,188.69
1.00	-	268,230.94
0.52	0.48	618,756.15
0.51	0.49	923,258.76
1.00	-	3,887,356.83
0.79	0.21	620,209.91
0.61	0.39	1,357,623.40
0.60	0.40	1,006,469.07
0.67	0.33	1,134,331.62
0.76	0.24	1,688,278.29
0.72	0.28	480,419.95
0.34	0.66	682,367.86
0.60	0.40	804,314.89
0.50	0.50	1,119,661.85
0.46	0.54	1,594,197.17
0.76	0.24	266,421.41
0.75	0.25	331,686.77
0.77	0.23	438,364.49
0.81	0.19	122,931.71
0.71	0.29	278,938.39
0.85	0.15	537,592.98
1.00	-	1,072,222.81
0.98	0.02	286,393.47
0.69	0.31	983,183.77
0.91	0.09	1,226,710.90
-	-	-
0.36	0.64	580,091.75
1.00	-	192,128.00
0.41	0.59	1,339,355.63
0.68	0.32	1,097,007.43
0.58	0.42	101,697.73
0.79	0.21	498,733.58
0.85	0.15	242,044.56
0.93	0.07	3,370,215.53
1.00	-	101,004.00
0.88	0.12	1,229,673.98
1.00	-	594,889.00
0.87	0.13	438,020.39
0.84	0.16	747,157.19
0.72	0.28	1,100,320.80
1.00	-	829,384.63
0.81	0.19	658,134.70
0.76	0.24	74,361.84
0.67	0.33	213,371.32
1.00	-	699,126.70

0.86	0.14	263,571.20
0.98	0.02	191,672.35
0.75	0.25	189,798.83
1.00	-	241,376.00
0.89	0.11	553,344.97
0.77	0.23	289,596.65
1.00	-	814,636.76
-	-	-
0.92	0.08	225,081.29
1.00	-	138,081.61
0.69	0.31	130,816.99
0.92	0.08	109,611.54
0.77	0.23	131,237.10
0.64	0.36	254,929.63
0.80	0.20	168,517.16
0.64	0.36	232,091.94
0.63	0.37	1,513,084.03
0.62	0.38	247,734.40
0.80	0.20	284,730.42
-	-	-
0.55	0.45	384,193.06
0.57	0.43	1,319,764.13
0.76	0.24	730,277.17
1.00	-	1,540,641.44
-	-	-
1.00	-	239,970.93
0.72	0.28	413,206.78
0.86	0.14	845,609.22
1.00	-	149,644.00
1.00	-	115,064.00
1.00	-	408,209.00
1.00	-	245,464.41
1.00	-	744,899.03
0.88	0.12	409,103.73
0.67	0.33	300,049.99
0.91	0.09	169,582.27
0.52	0.48	701,575.82
0.71	0.29	22,208.20
0.76	0.24	286,587.50
1.00	-	1,600,501.00
0.60	0.40	928,260.47
0.90	0.10	236,492.50
0.62	0.38	137,969.88
0.85	0.15	698,182.49
0.40	0.60	390,282.75
0.77	0.23	315,853.22

LTM_LVY_RTO	LTM_AID_RTO	LTM_TOT_LVY	DAT_YER	DST_NUM	DST_TYE
1	0	399456	22-23	1	1
1	0	31374307.59	22-23	1.2	3
0.63661195	0.36338805	277937.45	22-23	2	1
1	0	181176.4	22-23	4	1
0.61759196	0.38240804	714782.14	22-23	6	3
0.67303791	0.32696209	10761572.51	22-23	11	1
0.55639455	0.44360545	1537458.69	22-23	12	1
0.71358668	0.28641332	1012305.48	22-23	13	1
0.57577949	0.42422051	2686587.59	22-23	14	1
0.82675801	0.17324199	2165488.2	22-23	15	1
0.67034432	0.32965568	1675460.36	22-23	16	1
0	0	0	22-23	21	1
0.92599607	0.07400393	1017914.14	22-23	22	1
0.82526763	0.17473237	691272.43	22-23	23	1
0	0	0	22-23	24	1
0	1	0	22-23	25	1
0.69523078	0.30476922	1281384.84	22-23	31	1
0.43293545	0.56706455	365126.4	22-23	32	1
0.33653856	0.66346144	45641.27	22-23	36	1
0.00085621	0.99914379	467.91	22-23	38	1
0.44671518	0.55328482	740246.03	22-23	47	1
0.32815267	0.67184733	226246.95	22-23	51	1
0	0	0	22-23	55	1
0	0	0	22-23	57	1
0	0	0	22-23	58	1
0	0	0	22-23	60	1
0	0	0	22-23	62	1
0	0	0	22-23	70	1
0	0	0	22-23	72	1
0.36166367	0.63833633	119098.74	22-23	75	1
0.73858548	0.26141452	5848090.01	22-23	77	1
0	0	0	22-23	78	1
0	0	0	22-23	79	1
1	0	43396	22-23	81	1
0.80876308	0.19123692	196752.65	22-23	84	1
0.5165245	0.4834755	125383.22	22-23	85	1
0.7199218	0.2800782	651972.7	22-23	88	1
0.40339105	0.59660895	707685.31	22-23	91	1
1	0	420129.5	22-23	93	1
0.34474231	0.65525769	640696.06	22-23	94	1
0.5582213	0.4417787	62968.32	22-23	95	1
0.7162909	0.2837091	50694.99	22-23	97	1
0.41630792	0.58369208	352465.43	22-23	99	1
0.79322508	0.20677492	963967.35	22-23	100	1
0.91670013	0.08329987	552970.59	22-23	108	1
0.66982448	0.33017552	1609403.33	22-23	110	1

0.76487324	0.23512676	668833.72	22-23	111	1
0.90121132	0.09878868	8942456.67	22-23	112	1
1	0	554366.32	22-23	113	1
0	0	0	22-23	114	1
0.59151958	0.40848042	398056.06	22-23	115	1
0.82933594	0.17066406	342024.06	22-23	116	1
0	0	0	22-23	117	1
1	0	120909.44	22-23	118	1
0	0	0	22-23	119	1
0	0	0	22-23	126	1
0	0	0	22-23	127	1
0	0	0	22-23	128	1
0.37767564	0.62232436	1360551.1	22-23	129	1
0.69281638	0.30718362	781668.25	22-23	138	1
0.59244957	0.40755043	225160.97	22-23	139	1
0	0	0	22-23	140	1
0	0	0	22-23	141	1
0	0	0	22-23	145	1
0.5658527	0.4341473	202122.58	22-23	146	1
0	0	0	22-23	147	1
0.40185613	0.59814387	234671.87	22-23	150	1
0.46664721	0.53335279	2344130.67	22-23	152	1
0	0	0	22-23	158	1
0	0	0	22-23	161	1
0.52147427	0.47852573	585268.92	22-23	162	1
1	0	618724.55	22-23	166	1
0.63768487	0.36231513	221346.99	22-23	173	1
0	0	0	22-23	175	1
0.53127875	0.46872125	256193.24	22-23	177	1
0	0	0	22-23	178	1
0.90575559	0.09424441	4364926.78	22-23	181	1
1	0	409944	22-23	182	1
1	0	722248.63	22-23	186	1
1	0	7943909.8	22-23	191	1
0.50832673	0.49167327	1377271.33	22-23	192	1
0.70395636	0.29604364	24033388.49	22-23	194	1
0.53309619	0.46690381	235430.72	22-23	195	1
0.65461088	0.34538912	7871619.5	22-23	196	1
1	0	2121680.32	22-23	197	1
0.92994671	0.07005329	1753873.15	22-23	199	1
0.83549357	0.16450643	1401999.75	22-23	200	1
0	0	0	22-23	201	1
0	0	0	22-23	202	1
0.78891812	0.21108188	709708.18	22-23	203	1
0.39609669	0.60390331	324325.34	22-23	204	1
0	0	0	22-23	205	1
1	0	1400408.91	22-23	206	1
0	0	0	22-23	207	1
0	0	0	22-23	208	1

0	0	0	22-23	209	1
0.46344309	0.53655691	161808.37	22-23	213	1
0	0	0	22-23	217	1
0	0	0	22-23	218	1
0	0	0	22-23	219	1
0	0	0	22-23	222	1
0	0	0	22-23	223	1
0	0	0	22-23	224	1
0	0	0	22-23	225	1
0.52522681	0.47477319	194756.2	22-23	227	1
0	0	0	22-23	228	1
0.50409755	0.49590245	90644.81	22-23	229	1
0	0	0	22-23	232	1
0	0	0	22-23	233	1
0	0	0	22-23	234	1
0	0	0	22-23	236	1
0	0	0	22-23	237	1
0.95025434	0.04974566	98651.6	22-23	238	1
0.55049484	0.44950516	33699.59	22-23	239	1
0	0	0	22-23	240	1
0.44124823	0.55875177	3150787.13	22-23	241	1
0.36307362	0.63692638	574949.17	22-23	242	1
0	0	0	22-23	243	1
0	0	0	22-23	244	1
0	0	0	22-23	245	1
0.83698661	0.16301339	585079.59	22-23	252	1
0.44536971	0.55463029	140707.8	22-23	253	1
0	0	0	22-23	254	1
0.45494153	0.54505847	243942.78	22-23	255	1
1	0	1094816.33	22-23	256	1
0	0	0	22-23	258	1
0	0	0	22-23	260	1
0.5644833	0.4355167	79066.05	22-23	261	1
0	0	0	22-23	262	1
0	0	0	22-23	263	1
1	0	699715.7	22-23	264	1
0	0	0	22-23	265	1
1	0	21970335.82	22-23	270	1
1	0	12944817.27	22-23	271	1
1	0	12065133.4	22-23	272	1
1	0	19726065.69	22-23	273	1
0.79695568	0.20304432	7317836.3	22-23	276	1
1	0	1031586.48	22-23	277	1
1	0	2499096.17	22-23	278	1
0.91384434	0.08615566	32394399.22	22-23	279	1
1	0	5612821.17	22-23	280	1
0.94832256	0.05167744	22631731.05	22-23	281	1
0.59871556	0.40128444	1404170.1	22-23	282	1
1	0	3184210.85	22-23	283	1

1	0	16203085.37	22-23	284	1
0.40232678	0.59767322	392088.45	22-23	286	1
0.11285225	0.88714775	100628.09	22-23	294	1
0.4433914	0.5566086	64093.11	22-23	297	1
0.56483894	0.43516106	166345.07	22-23	299	1
0.61563825	0.38436175	715917.48	22-23	300	1
0	0	0	22-23	301	1
0.75898018	0.24101982	108731.5	22-23	306	1
0.94067255	0.05932745	231488.23	22-23	308	1
1	0	996862.81	22-23	309	1
0.56052867	0.43947133	453097.73	22-23	314	1
0.5559711	0.4440289	1016126.43	22-23	316	1
0.75271021	0.24728979	947351.62	22-23	317	1
0.92147839	0.07852161	1925396.55	22-23	318	1
0.53668521	0.46331479	114940.8	22-23	319	1
1	0	621.03	22-23	323	2
0	0	0	22-23	324	1
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0.83015226	0.16984774	74684.65	22-23	330	1
0.48090622	0.51909378	304890.7	22-23	332	1
0.41884463	0.58115537	374093.39	22-23	333	1
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0.78444565	0.21555435	2167893.01	22-23	345	1
0	0	0	22-23	346	1
0.45634616	0.54365384	747329.17	22-23	347	1
0	0	0	22-23	351	1
0	0	0	22-23	352	1
0	0	0	22-23	353	1
0	0	0	22-23	354	1
0.45728147	0.54271853	39445.1	22-23	356	1
0.69260233	0.30739767	568696.87	22-23	361	1
0.34146241	0.65853759	51071.85	22-23	362	1
0.43638487	0.56361513	281779.36	22-23	363	1
0	0	0	22-23	371	1
0	0	0	22-23	376	1
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0.57922559	0.42077441	272948.61	22-23	378	1
1	0	549480	22-23	381	1
1	0	147224.05	22-23	390	1
0.70325704	0.29674296	188135.32	22-23	391	1
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0	0	0	22-23	393	1
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0.77580582	0.22419418	229123.79	22-23	402	1
1	0	49932	22-23	403	1
1	0	74024	22-23	404	1
0	0	0	22-23	408	1

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0	0	0	22-23	412	1
0.5002772	0.4997228	2500212.06	22-23	413	1
0.60599929	0.39400071	892551.69	22-23	414	1
0.67302461	0.32697539	58259.7	22-23	415	1
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0.57514997	0.42485003	964178.37	22-23	423	1
0.48580747	0.51419253	276571.45	22-23	424	1
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0	0	0	22-23	426	1
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0.31936792	0.68063208	551531.4	22-23	432	1
0.61845349	0.38154651	192616.1	22-23	435	1
0	0	0	22-23	436	1
0	0	0	22-23	437	1
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0.64795534	0.35204466	121092.49	22-23	441	1
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0.65820721	0.34179279	36117.15	22-23	447	1
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0.50094063	0.49905937	722828.43	22-23	463	1
0	0	0	22-23	464	1
0.6813181	0.3186819	440131.49	22-23	465	1
0.43219891	0.56780109	379844.06	22-23	466	1
1	0	174344	22-23	473	1
0.56074471	0.43925529	741997.59	22-23	477	1
1	0	263264	22-23	480	1
0.49002268	0.50997732	1248463.33	22-23	482	1
0	0	0	22-23	483	1
0.29598448	0.70401552	153234.72	22-23	484	1
0.34484469	0.65515531	127045.36	22-23	485	1
0.55376611	0.44623389	298480.73	22-23	486	1
0.3661408	0.6338592	49698.49	22-23	487	1
0.3072255	0.6927745	1832089.36	22-23	492	1

0.50682638	0.49317362	48811.82	22-23	495	1
0.40901422	0.59098578	49577.53	22-23	497	1
1	0	107616	22-23	499	1
0.95861364	0.04138636	350633.85	22-23	500	1
0	0	0	22-23	504	1
0.95125612	0.04874388	143072.73	22-23	505	1
0.83775972	0.16224028	107010.24	22-23	507	1
0.4956505	0.5043495	411689.29	22-23	508	1
0.68284571	0.31715429	370049.73	22-23	511	1
0	0	0	22-23	513	1
1	0	53580	22-23	514	1
0	0	0	22-23	516	1
0.36282101	0.63717899	864539.8	22-23	518	1
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0	0	0	22-23	526	1
0.42403105	0.57596895	366803.22	22-23	531	1
0.37827658	0.62172342	167693.03	22-23	533	1
0.44332359	0.55667641	824409.71	22-23	534	1
0.90761026	0.09238974	15738679.11	22-23	535	1
1	0	165148	22-23	542	1
0	0	0	22-23	543	1
0.56739426	0.43260574	1262399.01	22-23	544	1
1	0	1341760.63	22-23	545	1
0.60492039	0.39507961	124865.25	22-23	547	1
1	0	872998.97	22-23	548	1
1	0	360057.86	22-23	549	1
0.46458979	0.53541021	187173.73	22-23	550	1
0.3563649	0.6436351	945023.16	22-23	553	1
0.39243521	0.60756479	40383.15	22-23	561	1
0.55223717	0.44776283	400477.98	22-23	564	1
0	0	0	22-23	566	1
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0	0	0	22-23	573	1
0	0	0	22-23	576	1
0.80520131	0.19479869	474074.1	22-23	577	1
0.58944089	0.41055911	1175241.92	22-23	578	1
0.58843711	0.41156289	101651.33	22-23	581	1
0	0	0	22-23	582	1
0	0	0	22-23	583	1
0	0	0	22-23	584	1
0.71287738	0.28712262	51578.1	22-23	592	1
0.5874659	0.4125341	741718.77	22-23	593	1
0.45689923	0.54310077	759929.15	22-23	595	1
0	0	0	22-23	597	1
0.78837103	0.21162897	487904.85	22-23	599	1

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0	0	0	22-23	611	1
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0	0	0	22-23	615	1
0.84052045	0.15947955	9057021.96	22-23	621	1
0.86523075	0.13476925	16703817.15	22-23	622	1
0.93137328	0.06862672	10558659.94	22-23	623	1
0.99287382	0.00712618	22344591.12	22-23	624	1
0.82808021	0.17191979	27775198.16	22-23	625	1
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0	0	0	22-23	669	1
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0.26114928	0.73885072	21871.77	22-23	676	1
0	0	0	22-23	678	1
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0.34532065	0.65467935	232948.06	22-23	695	1
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0.42666216	0.57333784	959533.85	22-23	701	1
0.59358697	0.40641303	452389.25	22-23	704	1
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0.10920474	0.89079526	2879.93	22-23	707	1
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0	0	0	22-23	710	1
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0.67014954	0.32985046	1077310.32	22-23	716	1
0.62176065	0.37823935	478148.93	22-23	717	1
0.67807609	0.32192391	5481839.96	22-23	719	1
0.76118983	0.23881017	1914275.31	22-23	720	1
0.53236097	0.46763903	851863.18	22-23	721	1
0.78145026	0.21854974	1088488.83	22-23	726	1
0.51268553	0.48731447	1354360.25	22-23	727	1
0.6165915	0.3834085	13374280.22	22-23	728	1
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0.35072312	0.64927688	237091.12	22-23	738	1
0.6212993	0.3787007	579246.24	22-23	739	1
0.56745742	0.43254258	911584.3	22-23	740	1
0.71211025	0.28788975	266488.75	22-23	741	1
0.81930411	0.18069589	12049859.02	22-23	742	1
0.7109702	0.2890298	1517636.14	22-23	743	1
0.48666301	0.51333699	587149.89	22-23	745	1
0.40309657	0.59690343	519896.67	22-23	748	1
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0.53043651	0.46956349	331343.97	22-23	756	1
0.52058549	0.47941451	1040132.83	22-23	761	1
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0.42377712	0.57622288	662291.73	22-23	787	1
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0.5114092	0.4885908	38828.23	22-23	801	1
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0.75999261	0.24000739	1496413.31	22-23	813	1
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0.32181356	0.67818644	109191.59	22-23	821	1
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0.49427047	0.50572953	598842.09	22-23	829	1
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0.97880759	0.02119241	8551294.96	22-23	831	1
0.6754882	0.3245118	1095561.34	22-23	832	1
0.64094815	0.35905185	25931451.66	22-23	833	1
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0.49530151	0.50469849	827366.86	22-23	837	1
0.41414613	0.58585387	522779.48	22-23	840	1
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1	0	268230.94	22-23	852	1
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0.50750243	0.49249757	923258.76	22-23	858	1
1	0	3887356.83	22-23	861	1
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0	0	0	22-23	880	1
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0.72483833	0.27516167	480419.95	22-23	883	1
0.33811603	0.66188397	682367.86	22-23	885	1
0.60343134	0.39656866	804314.89	22-23	891	1
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0	0	0	22-23	894	1
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0.45890746	0.54109254	1594197.17	22-23	912	1
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0.76921875	0.23078125	438364.49	22-23	2125	1
0.81304144	0.18695856	122931.71	22-23	2134	1
0.711966	0.288034	278938.39	22-23	2135	1
0.84663022	0.15336978	537592.98	22-23	2137	1
1	0	1072222.81	22-23	2142	1
0.97726535	0.02273465	286393.47	22-23	2143	1
0.69003372	0.30996628	983183.77	22-23	2144	1
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0.91154362	0.08845638	1226710.9	22-23	2149	1
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0.68275065	0.31724935	1097007.43	22-23	2165	1
0.57912122	0.42087878	101697.73	22-23	2167	1
0.78727684	0.21272316	498733.58	22-23	2168	1
0.84651389	0.15348611	242044.56	22-23	2169	1
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1	0	829384.63	22-23	2190	1
0.80603824	0.19396176	658134.7	22-23	2198	1
0.76381362	0.23618638	74361.84	22-23	2215	1
0.66762879	0.33237121	213371.32	22-23	2310	1
1	0	699126.7	22-23	2311	1
0.86098363	0.13901637	263571.2	22-23	2342	1
0.97716896	0.02283104	191672.35	22-23	2358	1
0	0	0	22-23	2359	1
0.75198828	0.24801172	189798.83	22-23	2364	1
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0.88943185	0.11056815	553344.97	22-23	2396	1
0.76762334	0.23237666	289596.65	22-23	2397	1
1	0	814636.76	22-23	2448	1
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0.69210642	0.30789358	130816.99	22-23	2580	1
0.91726849	0.08273151	109611.54	22-23	2609	1
0.77193893	0.22806107	131237.1	22-23	2683	1
0.642162	0.357838	254929.63	22-23	2687	1

0.80387712	0.19612288	168517.16	22-23	2689	1
0.64196789	0.35803211	232091.94	22-23	2711	1
0.62684603	0.37315397	1513084.03	22-23	2752	1
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0.8012766	0.1987234	284730.42	22-23	2754	1
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0.57080313	0.42919687	1319764.13	22-23	2805	1
0.76348856	0.23651144	730277.17	22-23	2835	1
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0.71955153	0.28044847	413206.78	22-23	2859	1
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0.51928855	0.48071145	701575.82	22-23	2899	1
0.7102403	0.2897597	22208.2	22-23	2902	1
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0.5963703	0.4036297	928260.47	22-23	2905	1
0.90064295	0.09935705	236492.5	22-23	2906	1
0.62043512	0.37956488	137969.88	22-23	2907	1
0.84965154	0.15034846	698182.49	22-23	2908	1
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3,084,985.00	370.33

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2,305,415.00	84.56
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36,347,416.00	4,538.68
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21-22	13	1	3688.36
21-22	14	1	3044.82
21-22	15	1	4618.11
21-22	16	1	6625.72
21-22	21	1	0
21-22	22	1	3006.28
21-22	23	1	932.07
21-22	24	1	0
21-22	25	1	78.06
21-22	31	1	5143.49
21-22	32	1	730.81
21-22	36	1	328.12
21-22	38	1	1537.02
21-22	47	1	4678.07
21-22	51	1	2095.56
21-22	55	1	0
21-22	57	1	0
21-22	58	1	0
21-22	60	1	0
21-22	62	1	0
21-22	70	1	0
21-22	72	1	0
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21-22	77	1	9187.63
21-22	78	1	0
21-22	79	1	0
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21-22	84	1	609.39
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21-22	88	1	2364.26
21-22	91	1	781.22
21-22	93	1	415.17
21-22	94	1	3006.24
21-22	95	1	336.67
21-22	97	1	624.04
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21-22	118	1	372.02
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157509318	21-22	272	1	9819.36
147181021	21-22	273	1	9154.26
67628189	21-22	276	1	12276.65
61149410	21-22	277	1	2650.34
307237013	21-22	278	1	3118.02
83622727	21-22	279	1	22349.28
174033406	21-22	280	1	4488.25
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21-22	756	1	900.29
21-22	761	1	5350.69
21-22	762	1	0
21-22	763	1	976.46
21-22	768	1	459.94
21-22	769	1	0
21-22	771	1	172.56
21-22	775	1	857.03

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0	21-22	784	1	0
0	21-22	786	1	569.32
0	21-22	787	1	575.47
1272376	21-22	789	1	0
5684149	21-22	790	1	0
0	21-22	791	1	0
0	21-22	792	1	0
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9399548	21-22	801	1	165.39
15471472	21-22	803	1	395.64
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0	21-22	810	1	0
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35721477	21-22	821	1	1059.42
195880795	21-22	827	1	0
161913632	21-22	829	1	1911.83
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7219875	21-22	832	1	3515.39
8156920	21-22	833	1	20315.67
2556407	21-22	834	1	8906.4
4746017	21-22	836	1	240.66
5744008	21-22	837	1	669.73
8430233	21-22	840	1	1158.88
45066928	21-22	846	1	684.57
26480866	21-22	850	1	327.42
54480854	21-22	852	1	140.75
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52519752	21-22	876	1	2219.57
18578921	21-22	877	1	5924.86
36344103	21-22	879	1	2625.85
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0	21-22	882	1	4614.94
0	21-22	883	1	1703.89
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41528980	21-22	891	1	649.85
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12693036
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8513227
6344175
2954303
13357726

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21-22	6079	52	0
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Pay 2024 Paygo Data for FY 2025 column

Convert MPLS to 1.2

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Year	23-24	Old H&S	1A	1B
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-	-	2172
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-	-	2176
-	-	2180
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-	-	2190
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-	-	2311

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-	-	2910

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[illegible]

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24-25	13	1
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24-25	85	1
24-25	88	1
24-25	91	1
24-25	93	1
24-25	94	1
24-25	95	1
24-25	97	1
24-25	99	1
24-25	100	1
24-25	108	1

col3

col4

col5

col6

Old H&S

1A

1B

IAQFAA

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459,100.00

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53,000.00

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75,000.00

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138,000.00	-	-
-	11,045,000.00	-
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992,952.00	3,392,643.94	-
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32,000.00	-	-
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40,232.00	-	-
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50,810.00	-	-
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75,000.00	-	-
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737,118.00	7,509,603.00	-
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21,553.00	-	-
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204,023.00	-	-
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172,220.00	-	-
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182,308.00	-	-
800,000.00	8,810,000.00	-
60,000.00	-	-
39,650.00	-	-
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32,955.00	-	-
450,000.00	7,550,000.00	-
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16,972.00	-	-
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58,945.00	-	-
6,200.00	-	-
52,000.00	-	-
28,265.00	-	-

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70,000.00	-	-
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992952	3392643.94	0	0
621598	4750000	0	0
286908	11620000	0	0
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1915850	21485883	0	0
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1872500	0	0	0
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[illegible]

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926973	5090582	0	0
29068	0	0	0
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75000	0	0	0
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70000	0	0	0
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27157.12	0	0	0
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VPK

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for MDE administrative use only: Cut and paste entered data to master spreadsheet
FY 2026 Data

																		FY 2024	FY 2024	FY 2025	FY 2025	FY 2027	FY 2027	FY 2028	FY 2028
check	dist	name	Pre-K APUs added	buildin g age entered	buildin g age prepop	buildin g age change	Line 13 debt excess	Line 16b New IAQFAA bonds	Line 18 IAQFAA PAYGO	Line 20a Pre-K bonds	Line 20b Pre- K PAYGO	Line 23 debt excess	Line 26 1A Alt Fac PAYGO	Line 27 1B H&S PAYGO	Line 31 Underlevy	Line 33 Intermediate/ Coop	Line 50b - "other" debt	Revised Line 18 IAQFAA PAYGO	Revised Line 26 1A Alt Fac PAYGO	Revised Line 18 IAQFAA PAYGO	Revised Line 26 1A Alt Fac PAYGO	Revised Line 18 IAQFAA PAYGO	Revised Line 26 1A Alt Fac PAYGO	Revised Line 18 IAQFAA PAYGO	Revised Line 26 1A Alt Fac PAYGO
1	146	BARNESVILLE PUBLIC SCHOOL DIST	-	57.55	57.55	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
End of Worksheet																									

Alternative Facilities Bond Lookup Data as of May 3, 2024

Bond_flag	Dist_Num	FY2025_sum	FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum	FY2030_sum	FY2031_sum	FY2032_sum	FY2033_sum	FY2034_sum
1	1.2	10,848,495.00	10,852,012.50	10,853,272.50	10,848,232.50	10,852,380.00	10,843,980.00	6,770,032.50	3,629,062.50	3,627,487.50	2,552,287.50
1	191	6,383,002.50	6,387,097.50	6,388,620.00	6,443,482.50	6,421,432.50	7,573,177.50	2,969,872.50	2,982,472.50	2,514,487.50	-
1	194	11,873,793.75	7,445,156.25	-	-	-	-	-	-	-	-
1	270	11,004,477.75	11,380,201.88	11,317,254.38	11,002,530.00	8,423,940.00	3,953,040.00	-	-	-	-
1	271	1,489,083.75	2,607,333.75	2,546,853.75	2,414,028.75	2,609,696.25	2,814,341.25	3,022,241.25	3,230,928.75	3,441,913.13	7,857,294.38
1	272	5,187,945.00	5,077,905.00	5,075,962.50	2,422,560.00	-	-	-	-	-	-
1	273	4,939,606.88	4,795,756.88	203,896.88	203,896.88	203,896.88	203,896.88	1,379,896.88	1,386,616.88	1,402,576.88	1,408,535.63
1	276	5,453,793.72	5,460,072.72	5,451,137.22	5,346,333.57	5,335,563.20	5,323,036.70	5,070,201.95	5,059,959.20	5,063,752.32	5,050,947.57
1	279	1,861,912.50	-	-	-	-	-	-	-	-	-
1	281	10,635,870.00	10,203,532.50	3,131,572.50	2,203,740.00	1,380,540.00	721,087.50	725,025.00	572,985.00	-	-
1	284	2,354,740.50	2,366,553.00	2,339,725.50	2,338,360.50	2,524,420.50	2,535,235.50	2,552,046.00	2,560,524.75	2,570,032.50	2,581,477.50
1	535	4,700,065.13	4,708,948.13	4,704,931.88	4,653,298.13	2,383,723.13	1,112,908.13	1,112,068.13	1,115,690.63	1,113,118.13	1,114,693.13
1	621	3,963,487.50	-	-	-	-	-	-	-	-	-
1	622	4,295,392.50	3,380,265.00	3,398,167.50	2,228,730.00	1,401,540.00	940,170.00	453,180.00	-	-	-
1	624	6,622,065.19	6,632,252.82	-	-	-	-	-	-	-	-
1	625	2,297,534.54	2,301,892.04	2,303,309.54	2,301,629.54	2,303,414.54	2,175,710.25	2,188,116.00	2,193,156.00	1,371,116.25	695,126.25
1	709	5,551,875.00	5,560,275.00	5,558,437.50	5,553,502.50	-	-	-	-	-	-
1	728	2,316,503.44	3,572,362.50	3,603,337.50	3,628,327.50	3,624,442.50	784,087.50	-	-	-	-
1	742	2,775,077.82	2,769,565.32	2,758,540.32	2,909,950.32	2,910,370.32	2,912,470.32	2,910,790.32	2,909,320.70	2,907,679.70	2,908,828.13
1	833	12,198,929.17	10,270,050.00	9,850,312.50	9,894,937.50	-	-	-	-	-	-
		116,753,651.64	105,771,232.79	79,485,331.97	74,393,540.19	50,375,359.82	41,893,141.53	29,153,470.53	25,640,716.91	24,012,163.91	24,169,190.09

End of Worksheet

Health and Safety Bond Lookup Data as of May 3, 2024

Bond_flag	Dist_Num	FY2025_sum	FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum	FY2030_sum	FY2031_sum	FY2032_sum	FY2033_sum	FY2034_sum
2	14	1,953,472.50	2,028,547.50	2,999,010.00	2,871,960.00	-	-	-	-	-	-
2	15	818,685.00	816,532.50	-	-	-	-	-	-	-	-
2	32	277,095.00	281,925.00	281,190.00	279,785.63	278,210.63	281,715.00	283,749.38	348,390.00	346,500.00	349,440.00
2	91	104,868.75	107,625.00	-	-	-	-	-	-	-	-
2	94	285,652.50	272,527.50	259,560.00	-	-	-	-	-	-	-
2	111	187,577.25	179,733.75	287,358.75	287,537.25	287,358.75	286,812.75	291,138.75	289,695.00	292,005.00	-
2	113	229,735.59	229,881.23	-	-	-	-	-	-	-	-
2	129	1,140,982.50	-	-	-	-	-	-	-	-	-
2	162	435,766.80	438,370.80	440,248.20	441,496.65	436,574.78	441,562.28	445,796.40	449,328.60	452,046.53	396,386.55
2	166	459,637.50	-	-	-	-	-	-	-	-	-
2	192	203,280.00	204,165.95	204,690.95	199,591.88	-	-	-	-	-	-
2	199	550,200.00	556,762.50	-	-	-	-	-	-	-	-
2	206	129,727.50	131,827.50	133,770.00	130,305.00	132,090.00	133,717.50	129,937.50	-	-	-
2	207	-	-	-	-	-	-	-	-	-	-
2	241	2,711,057.27	1,987,262.45	273,000.00	273,000.00	273,000.00	257,250.00	-	-	-	-
2	256	86,520.00	-	-	-	-	-	-	-	-	-
2	280	2,986,620.00	-	-	-	-	-	-	-	-	-
2	282	964,516.88	968,296.88	975,804.38	976,368.75	979,387.50	-	-	-	-	-
2	309	333,010.65	2,755,507.65	1,069,320.00	1,075,830.00	1,092,315.00	1,087,065.00	-	-	-	-
2	316	654,045.00	652,443.75	653,073.75	646,773.75	650,553.75	653,703.75	656,158.65	600,232.50	-	-
2	317	327,055.32	-	-	-	-	-	-	-	-	-
2	361	167,055.00	166,005.00	-	-	-	-	-	-	-	-
2	402	198,180.95	193,455.95	158,110.32	160,367.82	162,467.82	164,410.32	166,195.32	167,822.82	169,292.82	170,605.32
2	413	2,014,110.00	2,075,850.00	1,756,650.00	-	-	-	-	-	-	-
2	414	477,645.00	479,325.00	486,045.00	481,950.00	-	-	-	-	-	-
2	424	201,495.00	203,175.00	204,750.00	200,970.00	207,690.00	210,945.00	208,897.50	212,100.00	-	-
2	463	582,902.25	580,324.50	-	-	-	-	-	-	-	-
2	482	824,950.35	824,664.75	-	-	-	-	-	-	-	-
2	492	1,263,392.21	1,272,135.27	382,554.38	369,744.38	362,341.88	375,939.38	367,906.88	364,455.00	2,623,582.50	-
2	518	507,084.38	503,409.38	504,879.38	504,984.38	504,853.13	499,235.63	-	-	-	-
2	534	356,580.00	355,110.00	358,785.00	-	-	-	-	-	-	-
2	548	521,955.00	528,150.00	534,030.00	550,095.00	198,135.00	-	-	-	-	-
2	578	778,575.00	779,940.00	780,990.00	776,475.00	-	-	-	-	-	-
2	593	518,511.00	518,143.50	522,711.00	521,167.50	518,700.00	523,320.00	521,850.00	519,750.00	522,270.00	518,700.00
2	595	440,475.00	440,265.00	442,470.00	444,465.00	-	-	-	-	-	-
2	659	1,328,512.50	-	-	-	-	-	-	-	-	-
2	700	72,746.10	72,746.10	72,746.10	72,746.10	72,746.10	72,746.10	72,746.10	72,746.10	72,746.10	72,746.10
2	701	602,437.50	602,437.50	-	-	-	-	-	-	-	-
2	716	294,210.00	291,900.00	386,505.00	384,615.00	387,870.00	390,915.00	-	-	-	-
2	719	3,961,912.50	4,250,137.50	-	-	-	-	-	-	-	-
2	726	210,879.38	207,309.38	208,989.38	205,314.38	206,889.38	208,359.38	209,238.75	215,250.00	-	-

2	740	669,305.70	-	-	-	-	-	-	-	-	-	-
2	745	341,040.00	334,740.00	344,190.00	348,075.00	-	-	-	-	-	-	-
2	750	245,070.00	245,700.00	240,975.00	-	-	-	-	-	-	-	-
2	811	331,800.00	331,380.00	330,855.00	330,225.00	327,993.75	330,881.25	328,256.25	-	-	-	-
2	813	1,162,035.00	1,216,372.50	1,260,472.50	1,310,347.50	1,363,372.50	1,413,720.00	-	-	-	-	-
2	837	742,208.25	743,520.75	748,728.75	757,653.75	749,453.25	-	-	-	-	-	-
2	840	268,768.50	267,561.00	271,446.00	269,535.00	267,225.00	269,755.50	271,687.50	-	-	-	-
2	846	521,889.38	523,858.13	519,435.00	519,225.00	523,950.00	519,120.00	519,120.00	523,740.00	522,270.00	520,170.00	-
2	852	228,262.13	227,684.63	226,949.63	226,057.13	219,757.13	228,157.13	220,481.63	223,256.25	-	-	-
2	857	396,900.00	-	-	-	-	-	-	-	-	-	-
2	879	405,772.50	405,247.50	408,187.50	408,975.00	-	-	-	-	-	-	-
2	891	561,750.00	572,250.00	577,500.00	588,000.00	598,500.00	-	-	-	-	-	-
2	912	1,358,542.50	1,354,552.50	1,359,382.50	1,353,555.00	1,357,282.50	-	-	-	-	-	-
2	2071	158,130.00	160,440.00	152,145.00	112,455.00	-	-	-	-	-	-	-
2	2125	138,127.50	144,847.50	146,002.50	-	-	-	-	-	-	-	-
2	2149	824,145.00	824,670.00	824,880.00	830,025.00	-	-	-	-	-	-	-
2	2164	941,640.00	946,890.00	-	-	-	-	-	-	-	-	-
2	2165	791,910.00	787,185.00	-	-	-	-	-	-	-	-	-
2	2172	980,385.00	984,165.00	-	-	-	-	-	-	-	-	-
2	2176	228,375.00	225,487.50	227,587.50	229,162.50	224,962.50	225,750.00	226,012.50	-	-	-	-
2	2180	597,292.50	596,452.50	-	-	-	-	-	-	-	-	-
2	2190	603,750.00	798,000.00	-	-	-	-	-	-	-	-	-
2	2198	491,657.25	482,994.75	481,860.75	485,514.75	482,527.50	483,603.75	-	-	-	-	-
2	2358	100,411.50	102,270.00	103,740.00	-	-	-	-	-	-	-	-
2	2448	582,592.50	579,180.00	580,230.00	580,230.00	579,180.00	582,330.00	578,917.50	579,705.00	584,745.00	578,970.00	-
2	2683	65,520.00	64,260.00	-	-	-	-	-	-	-	-	-
2	2752	996,062.81	999,317.81	999,212.81	998,792.81	997,027.50	999,127.50	999,547.50	1,004,430.00	1,008,367.50	1,016,610.00	-
2	2754	140,450.63	142,708.13	144,808.13	141,500.63	143,443.13	145,228.13	141,605.63	143,233.13	144,388.13	145,372.50	-
2	2769	137,529.00	136,546.20	135,324.00	133,912.80	132,262.20	125,084.40	128,305.80	-	-	-	-
2	2805	1,009,312.50	1,006,687.50	1,009,575.00	1,017,056.25	-	-	-	-	-	-	-
2	2856	126,294.00	127,554.00	133,854.00	129,234.00	129,864.00	130,284.00	128,142.00	-	-	-	-
2	2860	428,452.50	425,932.50	428,242.50	429,922.50	425,722.50	430,132.50	428,820.00	427,192.50	-	-	-
2	2890	376,986.75	383,444.25	373,679.25	369,164.25	369,741.75	370,004.25	371,385.00	369,495.00	-	-	-
2	2899	406,770.00	409,605.00	406,980.00	-	-	-	-	-	-	-	-
2	2910	166,574.10	170,760.98	169,408.58	167,820.98	165,909.98	169,072.58	166,773.60	169,496.25	161,474.25	163,907.63	-

47,688,827.63	42,678,159.42	26,982,893.49	23,591,983.32	15,809,358.91	12,009,948.08	7,862,670.14	6,680,318.15	6,899,687.83	3,932,908.10

End of Worksheet

New Indoor Air Quality, Fire, Asbestos Abatement LTFM Bond Lookup Data as of May 3, 2024

Bond_flag	Dist_Num	FY2025_sum	FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum
3	2	215,870.81	219,765.00	226,065.00	284,340.00	271,215.00
3	23	423,882.38	444,672.38	443,517.38	386,712.38	386,554.88
3	77	2,444,288.45	2,445,075.95	2,442,713.45	2,447,700.95	2,445,705.95
3	91	491,957.82	484,870.32	598,532.82	622,157.82	622,945.32
3	93	294,577.50	283,027.50	282,135.00	281,085.00	279,877.50
3	99	142,065.00	144,585.00	-	-	-
3	100	857,322.38	862,887.38	862,257.38	860,787.38	869,029.88
3	108	188,002.50	210,157.50	214,987.50	213,937.50	212,572.50
3	110	928,725.00	789,390.00	557,970.00	540,960.00	219,660.00
3	113	47,092.50	740,092.50	903,052.50	-	-
3	115	65,835.00	65,835.00	65,835.00	65,835.00	464,835.00
3	150	56,647.50	60,007.50	57,907.50	55,807.50	59,482.50
3	152	1,198,470.00	463,732.50	456,382.50	459,270.00	471,870.00
3	173	86,520.00	-	-	-	-
3	181	2,256,883.13	2,263,550.63	2,261,818.13	2,241,448.13	2,974,978.13
3	195	74,445.00	73,552.50	508,410.00	530,145.00	-
3	203	521,984.40	521,984.40	521,984.40	521,984.40	521,984.40
3	204	143,535.00	145,320.00	146,947.50	143,167.50	128,887.50
3	242	529,527.87	531,181.62	585,099.12	583,051.62	580,720.62
3	252	240,581.25	239,323.35	232,811.25	231,892.50	1,921,473.75
3	264	648,390.10	639,725.63	641,300.63	663,088.13	662,038.13
3	270	648,112.50	648,112.50	648,112.50	648,112.50	3,341,362.50
3	278	1,206,450.00	1,158,885.00	558,652.50	576,450.00	578,025.00
3	280	1,175,251.88	2,970,751.88	2,529,226.88	3,900,789.38	3,934,914.38
3	281	176,590.32	185,252.82	277,390.32	280,802.82	283,690.32
3	283	1,319,167.50	1,309,717.50	1,314,442.50	1,311,555.00	1,311,817.50
3	294	392,818.13	387,725.63	384,680.63	392,030.63	388,460.63
3	300	443,467.50	508,305.00	527,467.50	560,805.00	555,030.00
3	314	290,535.00	298,672.50	316,785.00	318,097.50	319,147.50
3	316	173,250.00	1,774,500.00	1,774,500.00	1,779,750.00	1,779,750.00
3	317	390,768.00	368,508.00	387,408.00	457,495.50	460,645.50
3	318	687,090.83	853,702.50	666,592.50	680,137.50	676,357.50
3	333	298,425.75	294,435.75	290,445.75	296,955.75	298,005.75
3	345	1,678,847.63	769,072.50	657,772.50	829,710.00	871,972.50
3	361	164,955.00	164,955.00	172,725.00	169,785.00	502,845.00
3	363	260,242.50	266,332.50	266,857.50	261,975.00	262,342.50
3	378	140,475.56	136,815.00	138,390.00	139,702.50	140,752.50
3	413	82,503.75	91,901.25	69,483.75	399,446.25	336,236.25
3	414	320,722.50	318,255.00	312,165.00	316,128.75	313,884.38
3	423	368,313.75	383,512.50	359,835.00	357,735.00	360,412.50
3	432	503,842.50	504,630.00	505,155.00	505,417.50	400,470.00
3	500	157,447.50	156,397.50	155,085.00	153,510.00	158,340.00
3	507	-	-	-	582,750.00	582,750.00
3	511	223,878.38	223,248.38	222,408.38	226,608.38	225,138.38
3	534	118,125.00	118,125.00	118,125.00	118,125.00	118,125.00
3	535	3,989,448.76	4,932,348.76	6,425,291.26	6,369,063.76	7,894,267.51

3	544	555,975.00	453,600.00	486,675.00	491,137.50	940,800.00
3	545	1,194,776.63	1,159,305.00	1,157,730.00	644,805.00	627,742.50
3	550	80,289.09	86,940.00	86,940.00	86,940.00	86,940.00
3	553	914,930.63	909,680.63	914,090.63	911,990.63	908,840.63
3	577	361,284.00	358,659.00	361,126.50	360,811.50	360,391.50
3	599	346,898.81	349,295.27	351,420.43	348,752.68	350,470.89
3	600	209,790.00	213,465.00	211,365.00	214,252.50	211,365.00
3	601	650,499.59	652,391.40	644,824.15	646,432.20	647,472.69
3	625	779,467.50	780,780.00	781,042.50	780,255.00	778,417.50
3	630	141,802.50	138,810.00	141,067.50	143,167.50	139,860.00
3	656	2,328,436.25	2,271,675.00	2,292,150.00	2,385,862.50	2,380,875.00
3	695	136,500.00	876,750.00	876,750.00	687,750.00	-
3	696	34,261.50	33,789.00	122,566.50	114,166.50	116,424.00
3	716	382,147.50	409,290.00	1,081,080.00	-	-
3	720	-	-	6,993,000.00	6,987,750.00	6,987,750.00
3	727	793,760.63	1,078,520.63	967,955.63	970,370.63	987,275.63
3	738	85,210.13	85,210.13	85,210.13	85,210.13	85,210.13
3	739	389,237.63	372,752.63	372,227.63	371,597.63	370,862.63
3	741	-	132,061.23	119,870.63	117,390.00	120,435.00
3	743	1,187,550.00	1,233,592.50	1,206,502.50	1,205,452.50	1,203,142.50
3	756	145,136.25	142,878.75	139,728.75	120,828.75	123,401.25
3	775	51,775.50	50,935.50	50,095.50	49,255.50	53,665.50
3	777	268,815.75	266,085.75	268,395.75	265,035.75	266,715.75
3	787	566,829.38	559,899.38	747,009.38	747,481.88	747,481.88
3	803	571,835.25	578,870.25	571,835.25	579,342.75	580,812.75
3	818	49,245.00	58,170.00	57,960.00	57,750.00	57,540.00
3	829	258,772.50	257,880.00	256,830.00	255,622.50	254,257.50
3	831	513,019.50	506,719.50	510,499.50	508,189.50	510,499.50
3	832	177,765.00	177,765.00	177,765.00	177,765.00	177,765.00
3	846	27,260.63	32,051.25	-	-	-
3	857	94,526.25	283,526.25	283,106.25	282,528.75	287,043.75
3	858	716,483.25	719,213.25	716,063.25	713,648.25	716,273.25
3	861	3,052,488.25	3,282,352.50	3,171,315.00	2,930,025.00	1,279,792.50
3	881	927,309.83	1,293,915.00	1,207,552.50	1,255,065.00	1,314,390.00
3	882	394,485.00	396,165.00	397,530.00	393,330.00	394,222.50
3	891	102,564.00	-	-	-	-
3	911	99,960.00	99,960.00	99,960.00	99,960.00	99,960.00
3	914	241,828.13	248,338.13	249,138.75	249,585.00	244,387.50
3	2125	78,786.75	66,869.25	71,016.75	216,756.75	216,336.75
3	2135	18,962.21	138,019.77	139,085.63	-	-
3	2137	734,685.00	744,135.00	741,772.50	1,792,402.50	1,792,402.50
3	2142	259,360.50	262,300.50	75,820.50	64,753.50	53,970.00
3	2155	436,432.50	435,802.50	435,067.50	436,432.50	437,482.50
3	2164	219,377.82	218,747.82	217,907.82	218,432.82	218,800.32
3	2165	62,947.50	62,947.50	593,197.50	614,040.00	30,030.00
3	2168	242,707.50	241,395.00	245,070.00	242,970.00	240,607.50
3	2170	3,008,775.00	3,168,637.50	3,776,587.50	3,791,025.00	893,025.00
3	2184	809,077.50	808,867.50	807,607.50	810,547.50	809,182.50
3	2396	244,849.50	308,689.50	306,694.50	307,295.63	260,413.13

3	2753	-	553,297.50	586,897.50	581,647.50	602,385.00
3	2754	14,728.98	14,383.74	14,038.50	13,693.26	14,398.02
3	2835	587,091.75	584,729.25	586,829.25	587,879.25	587,879.25
3	2853	1,253,908.83	1,201,079.25	1,195,304.25	1,198,716.75	1,200,291.75
3	2888	276,045.00	272,895.00	274,785.00	276,255.00	272,055.00
3	2890	172,200.00	171,570.00	175,980.00	174,720.00	-
3	2903	179,865.00	182,280.00	179,340.00	181,650.00	178,605.00
3	2904	1,361,974.70	1,358,037.20	1,415,787.20	1,416,574.70	1,415,524.70
3	2905	475,702.50	473,865.00	476,490.00	472,815.00	471,187.50
3	2906	113,421.44	115,368.75	115,998.75	111,090.00	111,431.25
3	2908	501,879.00	503,769.00	499,779.00	504,346.50	503,191.50

56,953,029.67	62,891,878.59	72,178,161.29	73,019,861.72	73,910,257.56

End of Worksheet

FY2030_sum	FY2031_sum	FY2032_sum	FY2033_sum	FY2034_sum
274,102.50	271,215.00	273,315.00	274,890.00	270,690.00
382,039.88	386,607.38	385,612.50	174,352.50	175,350.00
3,070,823.45	3,068,355.95	3,066,465.95	3,065,835.95	3,066,780.95
617,695.32	617,170.32	621,107.82	686,995.32	690,145.32
283,762.50	282,082.50	280,245.00	283,500.00	281,190.00
-	-	-	-	-
866,614.88	863,346.75	868,649.25	868,234.50	867,433.88
210,892.50	214,147.50	207,585.00	206,272.50	204,697.50
219,660.00	219,660.00	219,660.00	219,660.00	219,660.00
-	-	-	-	-
484,365.00	481,950.00	484,470.00	481,267.50	-
-	-	-	-	-
456,907.50	457,695.00	473,445.00	450,870.00	442,470.00
-	-	-	-	-
2,739,358.13	3,011,570.63	3,174,478.13	3,183,613.13	3,179,885.63
-	-	-	-	-
521,984.40	521,984.40	521,984.40	521,984.40	521,984.40
109,672.50	96,180.00	83,002.50	64,890.00	-
580,295.37	584,642.37	584,127.87	582,048.87	581,807.37
1,988,542.50	1,989,855.00	1,990,524.38	-	-
665,450.63	662,563.13	606,388.13	604,550.63	607,175.63
2,519,632.50	6,241,462.50	3,280,252.50	138,495.00	138,495.00
678,037.50	-	-	-	-
3,881,364.38	3,859,891.88	3,883,464.38	3,893,964.38	3,906,105.00
275,552.82	277,915.32	279,752.82	329,995.32	325,690.32
1,314,967.50	1,315,387.50	1,314,127.50	1,311,187.50	1,302,472.50
389,930.63	391,085.63	129,990.00	127,680.00	130,620.00
559,230.00	562,380.00	574,980.00	575,505.00	580,230.00
325,185.00	320,197.50	317,205.00	318,465.00	320,171.25
1,769,250.00	1,281,000.00	-	-	-
457,758.00	449,095.50	453,505.50	494,035.50	1,150,233.00
677,092.50	671,527.50	276,675.00	274,155.00	276,885.00
414,450.75	420,918.75	416,414.25	416,813.25	416,787.00
1,042,597.50	1,041,022.50	1,038,135.00	1,039,185.00	1,043,910.00
519,435.00	-	-	-	-
262,552.50	262,605.00	262,500.00	262,237.50	261,817.50
141,540.00	136,815.00	137,340.00	138,600.00	139,650.00
338,441.25	335,343.75	337,186.50	333,406.50	339,811.50
316,758.75	318,845.63	110,617.50	112,426.13	114,053.63
361,672.50	129,150.00	281,137.50	-	-
403,410.00	364,140.00	-	-	-
-	-	-	-	-
582,750.00	582,750.00	399,000.00	404,250.00	404,250.00
228,708.38	221,620.88	219,746.63	254,443.88	251,753.25
118,125.00	118,125.00	118,125.00	212,625.00	331,485.00
8,579,930.64	7,744,865.64	8,106,367.46	8,237,355.02	7,729,043.45

873,600.00	865,462.50	-	-	-
626,167.50	623,542.50	625,117.50	620,130.00	624,592.50
86,940.00	86,940.00	533,190.00	535,552.50	537,442.50
912,253.13	912,253.13	906,688.13	911,413.13	910,468.13
359,866.50	359,236.50	363,751.50	362,496.75	360,816.75
347,396.19	353,229.08	349,611.78	350,380.46	350,877.84
213,255.00	215,040.00	211,470.00	213,150.00	214,725.00
487,141.61	-	-	-	-
786,030.00	781,567.50	774,585.00	776,055.00	778,890.00
141,802.50	138,337.50	140,122.50	141,750.00	143,220.00
1,609,650.00	-	-	-	-
-	-	-	-	-
115,374.00	114,271.50	118,314.00	116,935.88	120,697.50
-	-	-	-	-
6,987,750.00	-	-	-	-
980,870.63	984,755.63	967,220.63	977,300.63	2,225,271.57
85,210.13	85,210.13	85,210.13	85,210.13	85,210.13
373,067.63	374,910.38	371,130.38	372,285.38	373,051.88
107,625.00	-	-	-	-
1,204,822.50	1,203,667.50	1,201,725.00	1,203,405.00	1,204,665.00
125,816.25	122,823.75	125,081.25	121,931.25	123,243.75
52,720.50	52,200.75	51,681.00	51,066.75	50,452.50
267,345.75	267,870.75	268,290.75	268,482.38	268,440.38
741,759.38	746,221.88	744,804.38	741,444.38	800,572.50
581,127.75	578,607.75	576,350.25	575,825.25	579,972.75
62,580.00	57,120.00	57,015.00	56,910.00	56,805.00
257,985.00	256,147.50	254,152.50	-	-
316,984.50	310,894.50	-	-	-
177,765.00	933,765.00	4,126,395.00	4,251,870.00	-
-	-	-	-	-
285,993.75	284,786.25	283,421.25	287,148.75	285,311.25
718,247.25	713,960.63	-	-	-
1,911,472.50	1,912,890.00	1,911,840.00	1,909,372.50	1,910,160.00
1,295,490.00	1,291,290.00	1,295,752.50	1,292,602.50	1,292,602.50
384,300.00	390,127.50	390,232.50	390,022.50	394,747.50
-	-	-	-	-
99,960.00	2,598,960.00	-	-	-
247,117.50	120,645.00	122,587.50	124,372.50	-
215,759.25	213,764.25	211,769.25	215,024.25	212,772.00
-	-	-	-	-
1,789,357.50	1,790,302.50	1,789,830.00	1,787,940.00	1,789,882.50
53,970.00	374,220.00	394,065.00	392,385.00	390,600.00
438,217.50	438,637.50	438,742.50	438,532.50	438,007.50
220,690.32	217,225.32	219,010.32	220,690.32	216,647.82
30,030.00	30,030.00	30,030.00	30,030.00	30,030.00
243,232.50	240,082.50	241,920.00	245,070.00	242,550.00
-	-	-	-	-
807,187.50	-	-	-	-
255,530.63	255,898.13	261,358.13	250,753.13	245,555.63

605,797.50	608,422.50	746,760.00	746,235.00	665,910.00
14,024.01	-	-	-	-
586,829.25	584,099.25	584,332.88	584,028.38	583,175.25
1,197,141.75	1,197,666.75	1,196,354.25	1,198,611.75	1,198,769.25
278,145.00	273,105.00	273,105.00	-	-
-	-	-	-	-
180,810.00	177,660.00	179,760.00	181,755.00	178,395.00
1,417,887.20	1,418,149.70	1,416,312.20	1,412,374.70	1,415,052.20
471,450.00	475,020.00	-	-	-
111,011.25	110,775.00	-	-	-
500,461.50	502,876.50	499,831.50	501,931.50	503,283.38

72,873,560.27	67,419,841.42	61,116,504.93	55,486,265.43	52,075,601.54

New "Other" LTFM Bond Lookup Data as of May 3, 2024

Bond_flag	Dist_Num	FY2025_sum	FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum
4	1	267,435.00	266,542.50	270,742.50	269,377.50	267,855.00
4	1.2	24,087,472.50	23,950,185.00	23,812,267.50	23,688,997.50	23,541,577.50
4	2	43,704.94	40,845.00	45,045.00	43,732.50	42,420.00
4	4	150,360.00	147,525.00	149,940.00	-	-
4	15	1,095,727.50	852,600.00	852,180.00	851,130.00	854,700.00
4	22	394,905.00	398,685.00	396,585.00	394,065.00	397,845.00
4	23	99,687.00	97,167.00	99,897.00	103,362.00	100,527.00
4	31	560,962.50	558,862.50	555,712.50	556,762.50	-
4	47	383,250.00	441,420.00	491,610.00	497,280.00	496,860.00
4	77	642,547.50	645,697.50	642,547.50	643,860.00	640,972.50
4	91	174,667.50	175,455.00	175,980.00	181,492.50	181,230.00
4	99	420,000.00	390,915.00	-	-	-
4	100	77,146.13	76,453.13	75,760.13	75,067.13	79,624.13
4	108	294,892.50	299,302.50	297,517.50	295,102.50	187,057.50
4	110	650,370.00	651,630.00	652,050.00	651,840.00	651,210.00
4	112	1,585,447.50	1,585,447.50	1,585,447.50	1,585,447.50	4,016,197.50
4	113	140,122.50	141,750.00	143,220.00	139,282.50	140,595.00
4	115	219,082.50	213,885.00	219,187.50	218,925.00	218,505.00
4	118	44,021.25	43,186.50	52,851.75	51,738.75	55,875.75
4	138	785,137.50	785,820.00	785,872.50	785,295.00	784,087.50
4	139	143,220.00	139,282.50	140,595.00	-	-
4	146	189,105.00	189,315.00	189,367.50	189,262.50	-
4	150	156,961.88	157,591.88	158,011.88	158,221.88	159,534.38
4	173	137,550.00	134,085.00	135,870.00	137,497.50	133,717.50
4	177	184,957.50	188,370.00	186,007.50	188,632.50	183,592.50
4	181	1,381,616.25	1,379,253.75	1,380,566.25	1,380,041.25	1,382,928.75
4	192	825,352.50	860,790.00	903,577.50	942,690.00	977,602.50
4	194	7,876,505.00	9,118,725.00	13,581,592.50	13,613,460.00	15,040,252.50
4	196	635,833.34	1,916,250.00	1,872,937.50	1,855,875.00	2,000,250.00
4	197	912,292.50	908,722.50	909,562.50	909,352.50	908,092.50
4	227	246,697.50	251,370.00	250,477.50	249,427.50	248,220.00
4	229	102,322.50	105,367.50	102,217.50	103,530.00	106,260.00
4	241	334,239.21	346,132.50	347,445.00	342,982.50	343,507.50
4	242	60,637.50	59,193.75	-	-	-
4	252	116,865.00	113,557.50	-	-	-
4	255	372,277.50	370,177.50	372,907.50	373,170.00	373,117.50
4	256	152,624.06	154,881.83	151,731.56	153,831.56	150,524.06
4	270	1,349,197.50	1,349,197.50	1,349,197.50	1,349,197.50	1,616,947.50
4	271	8,717,145.95	10,352,468.45	9,644,348.45	10,283,693.45	9,814,815.95
4	272	1,535,211.57	2,348,961.57	2,313,524.07	3,674,324.07	5,531,459.07
4	273	3,198,431.25	5,757,176.25	7,471,117.50	7,783,072.50	8,423,835.00
4	276	3,441,214.74	3,444,773.07	3,447,923.07	3,439,024.32	3,432,120.57
4	278	477,067.50	477,172.50	481,845.00	412,125.00	410,235.00
4	279	8,833,085.65	27,018,350.65	23,210,998.15	25,753,258.15	25,685,008.15
4	281	10,789,220.72	12,844,190.64	18,046,888.14	18,935,293.14	19,705,573.14
4	283	865,410.00	869,347.50	866,460.00	867,510.00	866,985.00

4	294	146,842.50	148,312.50	150,937.50	148,207.50	150,727.50
4	297	91,717.50	90,142.50	88,567.50	92,242.50	90,562.50
4	300	253,223.25	250,073.25	251,910.75	248,078.25	254,483.25
4	308	36,705.90	35,861.70	35,017.50	34,173.30	33,329.10
4	316	206,377.50	206,377.50	206,167.50	205,747.50	205,117.50
4	317	118,198.50	115,888.50	118,723.50	116,151.00	122,713.50
4	318	506,257.50	532,875.00	557,655.00	570,097.50	571,882.50
4	319	180,285.00	182,070.00	-	-	-
4	330	49,024.50	48,268.50	47,512.50	51,502.50	50,085.00
4	333	67,231.50	66,181.50	65,131.50	69,331.50	68,176.50
4	345	309,774.35	314,002.50	149,940.00	145,740.00	146,790.00
4	356	6,631.05	28,011.38	28,220.33	28,382.55	28,498.05
4	361	40,635.00	44,415.00	43,575.00	37,485.00	-
4	378	113,029.58	114,712.50	115,237.50	115,500.00	110,250.00
4	390	44,730.00	49,140.00	48,195.00	-	-
4	423	405,352.50	392,122.50	405,142.50	401,362.50	402,412.50
4	432	260,925.00	259,717.50	263,602.50	261,922.50	218,085.00
4	465	211,522.50	206,902.50	207,112.50	207,165.00	207,060.00
4	466	178,969.88	177,058.88	180,250.88	177,967.13	175,531.13
4	477	807,975.00	811,387.50	807,975.00	546,000.00	542,325.00
4	482	463,739.07	462,426.57	464,841.57	468,149.07	470,039.07
4	484	303,712.50	302,190.00	305,760.00	303,765.00	306,862.50
4	485	170,829.75	171,827.25	167,417.25	169,727.25	166,682.25
4	492	369,757.50	372,645.00	369,495.00	371,070.00	371,857.50
4	500	125,808.38	128,583.00	-	-	-
4	505	78,269.63	76,524.53	80,029.43	78,138.90	76,248.38
4	507	60,288.38	70,386.75	69,895.88	69,405.00	73,500.00
4	511	106,638.00	108,738.00	105,378.00	107,268.00	108,948.00
4	531	205,563.75	207,033.75	203,135.63	204,487.50	204,828.75
4	533	271,950.00	275,625.00	273,525.00	276,412.50	273,525.00
4	534	499,891.88	500,311.88	500,311.88	505,141.88	498,841.88
4	535	3,063,158.45	2,983,883.45	2,965,875.95	2,835,675.95	2,824,178.45
4	544	181,597.50	182,122.50	182,385.00	182,385.00	182,122.50
4	548	168,955.50	166,015.50	168,325.50	165,280.50	167,485.50
4	550	129,412.50	126,052.50	127,942.50	124,372.50	126,052.50
4	553	232,785.00	232,837.50	232,732.50	232,470.00	232,050.00
4	577	107,157.75	109,730.25	106,895.25	110,255.25	108,260.25
4	578	180,180.00	176,715.00	-	-	-
4	595	354,669.00	367,321.50	363,594.00	364,959.00	366,009.00
4	599	196,665.00	196,402.50	59,482.50	-	-
4	600	56,280.00	54,180.00	57,330.00	54,967.50	57,855.00
4	601	71,585.41	71,793.60	70,960.85	71,137.80	71,252.31
4	621	2,671,597.18	3,074,741.25	4,563,903.75	3,666,153.75	3,667,991.25
4	622	6,901,184.07	8,886,996.57	9,172,071.57	10,560,959.07	10,815,741.57
4	623	2,634,943.06	4,174,975.88	4,680,025.88	4,844,875.88	4,775,523.38
4	624	9,171,120.00	12,850,740.00	16,491,982.50	17,013,727.50	16,428,195.00
4	625	4,833,045.00	4,834,095.00	4,834,357.50	4,833,570.00	4,836,720.00
4	630	112,770.00	115,657.50	113,137.50	115,867.50	113,190.00
4	635	22,081.50	21,792.23	22,552.95	22,248.45	21,943.95

4	659	238,798.88	239,638.88	240,321.38	261,846.38	259,746.38
4	682	189,840.00	206,430.00	211,680.00	221,760.00	225,960.00
4	690	298,541.25	303,896.25	298,541.25	303,686.25	308,621.25
4	695	206,305.32	202,840.32	204,625.32	206,252.82	201,212.82
4	696	137,114.25	133,806.75	135,749.25	137,534.25	133,911.75
4	698	33,862.50	33,122.25	32,334.75	-	-
4	701	448,998.38	447,055.88	449,806.88	257,677.88	259,651.88
4	709	2,190,300.00	2,190,195.00	-	-	-
4	716	335,370.00	332,587.50	334,897.50	329,752.50	326,340.00
4	719	1,121,544.38	1,180,764.38	1,230,954.38	1,280,475.00	1,320,243.75
4	720	999,088.13	996,200.63	996,988.13	1,001,188.13	998,038.13
4	721	565,582.50	550,777.50	551,407.50	551,565.00	-
4	727	940,353.75	974,268.75	1,009,076.25	1,047,558.75	979,413.75
4	728	3,970,136.63	3,837,469.13	5,481,349.13	5,641,841.63	5,963,876.63
4	738	152,722.50	154,350.00	150,570.00	152,040.00	153,352.50
4	739	190,879.50	192,667.13	189,099.75	190,782.38	192,031.88
4	740	253,903.13	254,848.13	255,688.13	256,423.13	257,053.13
4	741	75,555.38	74,746.88	73,938.38	77,889.00	76,629.00
4	742	2,360,841.84	2,359,285.70	2,360,860.70	2,359,810.70	2,361,385.70
4	743	155,820.00	157,605.00	159,232.50	155,452.50	156,922.50
4	745	339,150.00	339,570.00	339,570.00	339,150.00	338,730.00
4	750	328,650.00	328,125.00	327,075.00	325,500.00	328,650.00
4	763	184,416.75	197,350.13	204,789.38	210,833.45	216,562.50
4	775	161,715.75	159,090.75	161,715.75	158,985.75	161,505.75
4	786	123,952.50	121,117.50	118,282.50	115,447.50	112,612.50
4	787	126,826.88	128,296.88	129,556.88	126,406.88	128,506.88
4	803	132,405.00	130,410.00	133,665.00	130,515.00	132,615.00
4	818	104,764.70	109,505.45	107,673.83	106,861.02	105,985.85
4	820	99,178.80	102,093.60	99,612.45	102,381.30	99,754.20
4	821	221,550.00	234,150.00	250,950.00	261,187.50	275,625.00
4	829	177,450.00	173,355.00	174,510.00	175,507.50	176,347.50
4	831	1,096,571.45	2,010,438.95	2,199,438.95	2,077,901.45	2,144,208.95
4	832	372,907.50	376,687.50	374,850.00	372,750.00	376,950.00
4	833	3,919,164.38	5,794,201.88	6,580,914.38	14,555,401.88	18,745,951.88
4	834	252,809.82	552,847.32	552,847.32	552,847.32	552,847.32
4	836	22,205.40	21,768.60	22,381.80	21,917.70	22,503.60
4	840	142,919.49	142,917.39	143,932.95	-	-
4	846	199,395.00	101,495.63	-	-	-
4	857	47,407.50	46,672.50	45,570.00	49,717.50	48,457.50
4	858	294,120.75	306,930.75	300,368.25	296,273.25	297,218.25
4	881	168,997.50	167,422.50	165,585.00	166,425.00	167,107.50
4	882	958,702.50	958,807.50	955,801.88	958,597.50	954,397.50
4	883	349,909.88	351,379.88	347,179.88	348,019.88	350,959.88
4	891	-	128,992.50	131,355.00	133,455.00	130,042.50
4	911	997,815.00	1,039,605.00	1,036,665.00	1,037,925.00	1,037,925.00
4	912	531,457.50	530,407.50	534,292.50	537,652.50	537,022.50
4	914	47,231.63	46,601.63	51,142.88	50,224.13	49,213.50
4	2071	78,723.75	82,028.63	79,933.88	77,839.13	80,994.38
4	2125	158,455.50	159,925.50	161,238.00	162,393.00	158,140.50

4	2137	148,627.50	147,840.00	152,040.00	151,830.00	151,410.00
4	2142	455,553.00	454,503.00	453,033.00	455,169.75	457,023.00
4	2144	490,686.00	485,383.50	490,423.50	484,543.50	483,756.00
4	2155	257,145.00	258,930.00	260,610.00	260,347.50	254,677.50
4	2159	183,725.93	190,050.00	192,675.00	89,775.00	91,350.00
4	2164	573,490.32	576,220.32	572,860.32	573,805.32	574,277.82
4	2165	319,845.75	323,463.00	321,562.50	318,937.50	316,155.00
4	2167	148,102.50	154,140.00	91,402.50	99,802.50	97,177.50
4	2168	158,970.00	153,720.00	158,970.00	158,445.00	157,657.50
4	2170	164,844.75	167,102.25	169,202.25	168,939.75	168,414.75
4	2172	171,570.00	172,882.50	174,037.50	175,035.00	170,625.00
4	2174	193,935.00	195,352.50	191,388.75	192,320.63	193,108.13
4	2176	112,702.34	109,830.00	112,350.00	109,410.00	111,720.00
4	2180	72,276.75	75,232.50	68,407.50	82,845.00	85,995.00
4	2342	289,537.50	292,162.50	-	-	-
4	2396	122,836.88	120,080.63	122,298.75	124,372.50	-
4	2609	86,310.00	83,580.00	86,100.00	88,410.00	85,260.00
4	2687	125,832.00	128,937.38	137,179.88	144,850.13	147,013.13
4	2711	124,425.00	126,367.50	128,152.50	129,780.00	-
4	2752	218,400.00	220,762.50	217,350.00	220,710.00	218,400.00
4	2753	178,500.00	182,700.00	181,125.00	184,537.50	182,175.00
4	2754	59,635.17	63,504.21	61,979.40	60,454.59	63,129.78
4	2805	245,444.07	243,764.07	247,124.07	244,814.07	247,544.07
4	2835	148,837.50	150,780.00	152,565.00	148,942.50	150,570.00
4	2853	223,650.00	221,025.00	223,387.50	219,975.00	221,550.00
4	2856	81,847.50	85,365.00	83,475.00	86,835.00	84,787.50
4	2860	184,275.00	177,975.00	189,000.00	183,802.50	183,855.00
4	2899	282,127.13	279,659.63	282,442.13	279,922.13	282,652.13
4	2905	308,385.00	308,122.50	307,335.00	306,022.50	303,870.00
4	2907	87,346.88	90,706.88	88,659.38	91,861.88	89,656.88
4	2908	98,280.00	-	-	-	-

155,754,583.43	193,898,838.04	205,358,958.82	219,059,906.87	228,354,689.15

End of Worksheet

FY2030_sum	FY2031_sum	FY2032_sum	FY2033_sum	FY2034_sum
266,175.00	269,587.50	267,435.00	270,375.00	-
23,408,542.50	23,280,705.00	23,145,517.50	21,824,670.00	20,286,472.50
41,107.50	45,045.00	43,470.00	41,895.00	40,320.00
-	-	-	-	-
852,232.50	854,385.00	-	-	-
396,165.00	394,380.00	397,740.00	395,640.00	398,685.00
102,942.00	101,944.50	100,897.13	-	-
-	-	-	-	-
494,760.00	496,650.00	493,080.00	499,905.00	495,915.00
642,600.00	643,282.50	648,270.00	643,755.00	641,760.00
180,705.00	179,917.50	178,867.50	182,805.00	182,385.00
-	-	-	-	-
78,702.75	77,781.38	76,860.00	75,495.00	79,380.00
189,682.50	186,427.50	147,577.50	152,302.50	151,252.50
650,107.50	653,782.50	651,577.50	648,900.00	-
5,779,410.00	4,298,385.00	6,056,872.50	5,026,560.00	3,609,900.00
-	-	-	-	-
217,927.50	217,192.50	216,300.00	-	-
54,623.63	53,371.50	46,869.38	51,006.38	49,754.25
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
160,689.38	161,686.88	157,276.88	159,219.38	161,043.75
135,187.50	-	-	-	-
183,802.50	183,855.00	-	-	-
1,378,466.25	1,382,666.25	1,383,086.25	1,381,301.25	1,383,243.75
979,282.50	974,925.00	975,187.50	974,662.50	973,350.00
11,211,165.00	7,167,772.50	7,232,242.50	4,781,280.00	4,720,800.00
2,129,925.00	4,213,912.50	4,305,787.50	4,647,037.50	4,977,787.50
911,032.50	907,462.50	908,092.50	907,777.50	912,397.50
246,855.00	250,582.50	248,745.00	-	-
103,582.50	106,155.00	103,320.00	105,735.00	102,742.50
343,507.50	348,232.50	346,920.00	345,082.50	347,970.00
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
152,466.56	149,001.56	150,786.56	152,414.06	153,726.56
2,530,237.50	2,892,067.50	4,596,217.50	7,968,082.50	7,948,185.00
10,858,463.45	10,788,795.95	10,802,130.95	10,858,778.45	5,836,871.25
5,457,224.07	5,713,424.07	5,593,829.07	4,716,409.70	4,335,502.50
8,377,110.00	7,071,120.00	3,623,077.50	4,916,257.50	4,814,985.00
3,449,715.95	3,415,009.51	3,423,441.01	3,417,365.45	3,425,093.45
407,925.00	221,550.00	223,860.00	-	-
26,220,665.65	27,804,078.77	28,207,200.02	28,649,131.88	29,248,878.75
20,320,768.14	20,265,433.14	14,194,963.14	7,690,528.14	7,705,858.14
864,885.00	868,245.00	865,095.00	866,145.00	863,362.50

147,892.50	150,307.50	-	-	-
93,712.50	91,481.25	-	-	-
99,818.25	98,033.25	101,944.50	100,527.00	99,109.50
37,734.90	-	-	-	-
209,527.50	208,267.50	206,797.50	206,850.00	206,745.00
118,251.00	119,038.50	120,508.50	121,768.50	118,618.50
583,642.50	594,457.50	593,827.50	594,142.50	593,985.00
-	-	-	-	-
48,667.50	-	-	-	-
67,021.50	66,328.50	65,577.75	64,769.25	69,153.00
147,577.50	148,102.50	148,365.00	148,365.00	148,102.50
27,516.83	27,585.60	27,607.65	28,632.98	28,514.85
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
394,747.50	-	-	-	-
217,350.00	221,707.50	-	-	-
206,797.50	211,627.50	210,892.50	-	-
178,192.88	180,292.88	177,037.88	178,951.50	175,423.50
543,112.50	542,850.00	546,787.50	544,162.50	545,737.50
476,969.07	477,763.13	-	-	-
304,395.00	307,020.00	304,080.00	306,232.50	302,820.00
168,658.88	170,522.63	171,948.00	-	-
371,857.50	371,070.00	369,495.00	-	-
-	-	-	-	-
79,607.85	77,571.90	75,535.95	-	-
72,240.00	76,230.00	74,865.00	73,500.00	72,135.00
110,418.00	109,420.50	108,373.13	107,226.00	105,979.13
205,025.63	205,078.13	204,986.25	-	-
275,625.00	271,950.00	273,262.50	274,050.00	274,312.50
502,831.88	500,941.88	499,786.88	503,776.88	502,306.88
3,659,880.01	3,471,037.51	3,665,379.40	3,786,720.02	4,582,856.27
181,597.50	180,810.00	179,760.00	178,447.50	182,122.50
169,585.50	166,249.13	-	-	-
127,522.50	128,782.50	125,632.50	127,732.50	129,675.00
231,472.50	230,737.50	235,095.00	233,887.50	232,522.50
111,515.25	109,415.25	112,565.25	-	-
-	-	-	-	-
361,494.00	365,379.00	361,966.50	358,554.00	360,050.25
-	-	-	-	-
56,805.00	55,755.00	54,705.00	58,905.00	-
53,608.39	-	-	-	-
3,670,616.25	3,668,516.25	3,666,941.25	3,665,628.75	3,669,566.25
11,128,536.57	11,543,312.82	13,104,059.07	13,163,968.13	9,372,418.13
5,531,260.88	4,894,120.88	4,873,803.38	6,138,895.88	3,944,878.88
16,129,312.50	12,619,582.50	12,600,315.00	7,192,762.50	6,279,000.00
4,832,782.50	4,832,257.50	4,833,990.00	4,834,935.00	4,832,782.50
115,762.50	112,927.50	115,342.50	112,350.00	114,607.50
22,689.45	22,369.73	-	-	-

257,436.38	254,916.38	256,176.38	257,331.38	258,381.38
229,740.00	233,100.00	232,680.00	237,352.50	236,460.00
308,096.25	306,731.25	-	-	-
201,422.82	201,422.82	201,212.82	206,042.82	205,202.82
137,954.25	136,631.25	135,182.25	133,607.25	137,156.25
-	-	-	-	-
260,701.88	261,646.88	257,236.88	257,194.88	262,276.88
-	-	-	-	-
330,960.00	330,120.00	329,175.00	328,125.00	74,970.00
1,365,787.50	1,405,950.00	-	-	-
996,148.13	996,410.63	995,885.63	998,510.63	1,000,715.63
-	-	-	-	-
980,805.00	980,516.25	979,702.50	981,330.00	982,163.45
8,744,224.13	5,897,254.13	6,691,316.63	6,850,339.13	4,288,916.63
149,257.50	150,412.50	151,410.00	-	-
193,131.75	193,089.75	45,890.25	49,943.25	48,596.63
262,828.13	263,143.13	263,038.13	-	-
75,369.00	73,794.00	77,784.00	76,419.00	75,054.00
2,360,073.20	2,361,123.20	2,359,023.20	2,359,023.20	2,357,815.70
158,235.00	159,390.00	160,387.50	155,977.50	156,817.50
343,455.00	342,720.00	341,880.00	340,935.00	339,885.00
325,762.50	325,132.50	326,970.00	328,492.50	324,450.00
232,522.50	-	-	-	-
158,670.75	162,361.50	160,744.50	158,833.50	162,172.50
109,777.50	112,192.50	109,200.00	111,457.50	113,557.50
130,449.38	126,984.38	128,769.38	130,095.00	-
128,756.25	130,147.50	131,932.50	133,560.00	129,780.00
109,248.30	108,804.57	108,298.47	40,530.00	39,795.00
97,127.10	-	-	-	-
-	-	-	-	-
177,030.00	177,555.00	172,672.50	173,040.00	-
2,085,461.45	2,077,218.95	2,471,798.45	2,488,230.95	4,506,009.38
375,112.50	378,000.00	374,850.00	379,260.00	383,040.00
19,611,624.38	18,174,016.88	17,457,076.88	16,282,140.00	12,607,560.00
4,437,847.32	4,007,347.32	947,069.82	945,389.82	947,941.32
22,012.20	21,520.80	22,079.40	21,560.70	22,092.00
-	-	-	-	-
-	-	-	-	-
47,197.50	45,937.50	44,677.50	48,667.50	-
296,535.75	134,573.25	133,313.25	132,053.25	130,730.25
167,632.50	-	-	-	-
960,067.50	959,542.50	454,230.00	-	-
348,334.88	350,802.38	347,389.88	349,227.38	350,600.25
131,880.00	133,455.00	129,517.50	130,830.00	131,880.00
1,041,915.00	1,039,185.00	1,040,445.00	1,037,715.00	1,039,920.00
539,831.25	536,970.00	539,070.00	-	-
48,111.00	47,008.50	45,906.00	50,053.50	48,793.50
-	-	-	-	-
159,138.00	157,668.00	161,448.00	159,925.50	158,250.75

-	-	-	-	-
458,592.75	465,129.00	466,026.75	466,641.00	466,971.75
487,903.50	344,631.00	345,681.00	346,416.00	-
254,257.50	258,930.00	258,037.50	256,987.50	255,780.00
92,662.50	93,712.50	-	-	-
574,277.82	138,317.82	141,362.82	139,052.82	141,761.82
313,215.00	315,367.50	311,955.00	313,635.00	-
105,052.50	107,152.50	119,490.00	115,290.00	126,840.00
156,607.50	155,295.00	158,970.00	158,340.00	-
167,627.25	161,327.25	168,047.25	163,815.75	164,697.75
171,465.00	172,147.50	172,672.50	173,040.00	-
193,751.25	194,092.50	173,040.00	-	-
108,570.00	110,670.00	112,560.00	108,990.00	110,670.00
88,882.50	96,757.50	98,857.50	100,695.00	102,270.00
-	-	-	-	-
-	-	-	-	-
87,360.00	-	-	-	-
154,035.00	155,528.63	156,589.13	-	-
-	-	-	-	-
215,880.00	218,400.00	-	-	-
179,550.00	181,912.50	-	-	-
61,489.89	-	-	-	-
244,604.07	246,704.07	245,339.07	246,074.07	246,704.07
152,040.00	153,352.50	149,257.50	150,412.50	151,410.00
223,020.00	224,385.00	220,395.00	221,655.00	222,810.00
82,740.00	85,942.50	83,737.50	86,598.75	84,039.38
-	-	-	-	-
280,079.63	282,757.13	280,132.13	282,232.13	284,269.13
307,020.00	306,810.00	306,180.00	152,880.00	-
87,268.13	90,129.38	87,570.00	90,063.75	92,373.75
-	-	-	-	-

236,197,896.52	222,581,962.71	210,865,167.58	195,362,271.49	174,762,627.01

New VPK LTFM Bond Lookup Data as of May 3, 2024

Bond_flag	Dist_Num	FY2025_sum	FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum
5	1.2	130,620.00	131,670.00	133,350.00	129,570.00	131,040.00
5	840	90,525.75	93,843.75	96,862.50	-	-
5	2142	18,165.00	18,165.00	18,165.00	18,165.00	18,165.00
		239,310.75	243,678.75	248,377.50	147,735.00	149,205.00

End of Worksheet

FY2030_sum	FY2031_sum	FY2032_sum	FY2033_sum	FY2034_sum
132,300.00	128,100.00	129,150.00	129,990.00	130,620.00
-	-	-	-	-
18,165.00	128,415.00	131,460.00	129,150.00	132,090.00
150,465.00	256,515.00	260,610.00	259,140.00	262,710.00

Grandfathered Alternative Facilities Aid as of July 1, 2015

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

Adjusted Pupil Unit Lookup Data

DstNum	Type	District Name	FY22	FY23
			February, 2024	Forecast
1	1	AITKIN PUBLIC SCHOOL DISTRICT	1,146.11	1,124.31
1.2	3	MINNEAPOLIS PUBLIC SCHOOL DIST.	31,670.58	30,745.41
2	1	HILL CITY PUBLIC SCHOOL DISTRICT	263.81	263.21
4	1	MCGREGOR PUBLIC SCHOOL DISTRICT	474.88	460.40
6	3	SOUTH ST. PAUL PUBLIC SCHOOL DIST.	3,322.57	3,215.76
11	1	ANOKA-HENNEPIN PUBLIC SCHOOL DIST.	41,211.54	41,431.13
12	1	CENTENNIAL PUBLIC SCHOOL DISTRICT	7,088.60	7,058.88
13	1	COLUMBIA HEIGHTS PUBLIC SCHOOL DIST	3,688.37	3,800.25
14	1	FRIDLEY PUBLIC SCHOOL DISTRICT	3,044.80	2,948.96
15	1	ST. FRANCIS PUBLIC SCHOOL DISTRICT	4,618.12	4,591.03
16	1	SPRING LAKE PARK PUBLIC SCHOOLS	6,625.71	6,559.94
22	1	DETROIT LAKES PUBLIC SCHOOL DIST.	3,006.28	2,995.37
23	1	FRAZEE-VERGAS PUBLIC SCHOOL DIST.	932.07	903.88
25	1	PINE POINT PUBLIC SCHOOL DISTRICT	78.05	69.79
31	1	BEMIDJI PUBLIC SCHOOL DISTRICT	5,143.50	5,129.50
32	1	BLACKDUCK PUBLIC SCHOOL DISTRICT	730.80	763.13
36	1	KELLIHER PUBLIC SCHOOL DISTRICT	328.11	354.24
38	1	RED LAKE PUBLIC SCHOOL DISTRICT	1,537.01	1,603.32
47	1	SAUK RAPIDS-RICE PUBLIC SCHOOLS	4,678.06	4,697.29
51	1	FOLEY PUBLIC SCHOOL DISTRICT	2,095.56	2,049.18
75	1	ST. CLAIR PUBLIC SCHOOL DISTRICT	836.47	862.98
77	1	MANKATO PUBLIC SCHOOL DISTRICT	9,187.62	8,951.51
81	1	COMFREY PUBLIC SCHOOL DISTRICT	145.18	127.70
84	1	SLEEPY EYE PUBLIC SCHOOL DISTRICT	609.39	620.26
85	1	SPRINGFIELD PUBLIC SCHOOL DISTRICT	627.60	642.43
88	1	NEW ULM PUBLIC SCHOOL DISTRICT	2,364.25	2,422.86
91	1	BARNUM PUBLIC SCHOOL DISTRICT	781.24	770.60
93	1	CARLTON PUBLIC SCHOOL DISTRICT	415.16	351.31
94	1	CLOQUET PUBLIC SCHOOL DISTRICT	3,006.24	2,980.97
95	1	CROMWELL-WRIGHT PUBLIC SCHOOLS	336.67	326.95
97	1	MOOSE LAKE PUBLIC SCHOOL DISTRICT	624.05	651.36
99	1	ESKO PUBLIC SCHOOL DISTRICT	1,379.49	1,372.38
100	1	WRENSHALL PUBLIC SCHOOL DISTRICT	397.82	374.45
108	1	CENTRAL PUBLIC SCHOOL DISTRICT	1,013.16	1,004.97
110	1	WACONIA PUBLIC SCHOOL DISTRICT	4,410.07	4,374.86
111	1	WATERTOWN-MAYER PUBLIC SCHOOL DIST.	1,645.02	1,647.44
112	1	EASTERN CARVER COUNTY PUBLIC SCHOOL	10,130.31	10,035.51
113	1	WALKER-HACKENSACK-AKELEY SCHL. DIST	798.85	781.39
115	1	CASS LAKE-BENA PUBLIC SCHOOLS	1,207.55	1,180.43
116	1	PILLAGER PUBLIC SCHOOL DISTRICT	1,328.38	1,365.57
118	1	NORTHLAND COMMUNITY SCHOOLS	372.01	377.18
129	1	MONTEVIDEO PUBLIC SCHOOL DISTRICT	1,536.14	1,573.50
138	1	NORTH BRANCH PUBLIC SCHOOLS	2,811.33	2,887.94
139	1	RUSH CITY PUBLIC SCHOOL DISTRICT	958.43	968.98
146	1	BARNESVILLE PUBLIC SCHOOL DIST.	979.66	991.95
150	1	HAWLEY PUBLIC SCHOOL DISTRICT	1,113.58	1,137.64

152	1 MOORHEAD PUBLIC SCHOOL DISTRICT	7,651.23	7,836.24
162	1 BAGLEY PUBLIC SCHOOL DISTRICT	996.14	980.64
166	1 COOK COUNTY PUBLIC SCHOOLS	455.83	466.82
173	1 MOUNTAIN LAKE PUBLIC SCHOOLS	551.30	550.94
177	1 WINDOM PUBLIC SCHOOL DISTRICT	1,271.79	1,309.49
181	1 BRAINERD PUBLIC SCHOOL DISTRICT	6,694.09	6,593.60
182	1 CROSBY-IRONTON PUBLIC SCHOOL DIST.	1,109.46	1,100.28
186	1 PEQUOT LAKES PUBLIC SCHOOLS	1,938.82	1,960.64
191	1 BURNSVILLE PUBLIC SCHOOL DISTRICT	8,439.43	8,409.71
192	1 FARMINGTON PUBLIC SCHOOL DISTRICT	7,527.59	7,445.09
194	1 LAKEVILLE PUBLIC SCHOOL DISTRICT	12,650.39	12,960.52
195	1 RANDOLPH PUBLIC SCHOOL DISTRICT	841.23	905.94
196	1 ROSEMOUNT-APPLE VALLEY-EAGAN	31,655.19	31,649.12
197	1 WEST ST. PAUL-MENDOTA HTS.-EAGAN	5,442.90	5,492.04
199	1 INVER GROVE HEIGHTS SCHOOLS	3,745.00	3,726.41
200	1 HASTINGS PUBLIC SCHOOL DISTRICT	4,555.58	4,479.95
203	1 HAYFIELD PUBLIC SCHOOL DISTRICT	748.04	729.40
204	1 KASSON-MANTORVILLE SCHOOL DISTRICT	2,354.35	2,358.47
206	1 ALEXANDRIA PUBLIC SCHOOL DISTRICT	4,489.96	4,407.87
213	1 OSAKIS PUBLIC SCHOOL DISTRICT	912.15	924.96
227	1 CHATFIELD PUBLIC SCHOOLS	981.94	1,002.36
229	1 LANESBORO PUBLIC SCHOOL DISTRICT	448.14	459.48
238	1 MABEL-CANTON PUBLIC SCHOOL DIST.	242.64	260.21
239	1 RUSHFORD-PETERSON PUBLIC SCHOOLS	705.56	703.34
241	1 ALBERT LEA PUBLIC SCHOOL DISTRICT	3,747.29	3,688.36
242	1 ALDEN-CONGER PUBLIC SCHOOL DISTRICT	478.85	488.72
252	1 CANNON FALLS PUBLIC SCHOOL DISTRICT	1,198.88	1,158.81
253	1 GOODHUE PUBLIC SCHOOL DISTRICT	766.92	785.59
255	1 PINE ISLAND PUBLIC SCHOOL DIST.	1,606.99	1,655.78
256	1 RED WING PUBLIC SCHOOL DISTRICT	2,827.66	2,697.07
261	1 ASHBY PUBLIC SCHOOL DISTRICT	356.15	361.25
264	1 HERMAN-NORCROSS SCHOOL DISTRICT	100.63	99.95
270	1 HOPKINS PUBLIC SCHOOL DISTRICT	7,585.48	7,436.58
271	1 BLOOMINGTON PUBLIC SCHOOL DISTRICT	11,268.11	11,202.34
272	1 EDEN PRAIRIE PUBLIC SCHOOL DISTRICT	9,819.35	9,913.07
273	1 EDINA PUBLIC SCHOOL DISTRICT	9,154.27	9,392.52
276	1 MINNETONKA PUBLIC SCHOOL DISTRICT	12,276.64	12,319.63
277	1 WESTONKA PUBLIC SCHOOL DISTRICT	2,650.34	2,636.09
278	1 ORONO PUBLIC SCHOOL DISTRICT	3,118.01	3,151.35
279	1 OSSEO PUBLIC SCHOOL DISTRICT	22,349.29	22,394.68
280	1 RICHFIELD PUBLIC SCHOOL DISTRICT	4,488.26	4,425.08
281	1 ROBBINSDALE PUBLIC SCHOOL DISTRICT	12,199.35	11,818.68
282	1 ST. ANTHONY-NEW BRIGHTON SCHOOLS	1,950.58	1,996.06
283	1 ST. LOUIS PARK PUBLIC SCHOOL DIST.	4,865.87	4,809.34
284	1 WAYZATA PUBLIC SCHOOL DISTRICT	12,919.42	13,361.71
286	1 BROOKLYN CENTER SCHOOL DISTRICT	2,456.02	2,438.37
294	1 HOUSTON PUBLIC SCHOOL DISTRICT	2,450.04	2,308.74
297	1 SPRING GROVE SCHOOL DISTRICT	376.55	381.52
299	1 CALEDONIA PUBLIC SCHOOL DISTRICT	804.09	792.55

300	1 LA CRESCENT-HOKAH SCHOOL DISTRICT	1,169.96	1,135.79
306	1 LAPORTE PUBLIC SCHOOL DISTRICT	349.77	379.69
308	1 NEVIS PUBLIC SCHOOL DISTRICT	616.05	622.36
309	1 PARK RAPIDS PUBLIC SCHOOL DISTRICT	1,837.52	1,821.04
314	1 BRAHAM PUBLIC SCHOOL DISTRICT	808.59	831.73
316	1 GREENWAY PUBLIC SCHOOL DISTRICT	1,127.45	1,116.32
317	1 DEER RIVER PUBLIC SCHOOL DISTRICT	935.29	922.21
318	1 GRAND RAPIDS PUBLIC SCHOOL DISTRICT	4,279.65	4,254.83
319	1 NASHWAUK-KEEWATIN SCHOOL DISTRICT	608.31	597.73
323	2 FRANCONIA PUBLIC SCHOOL DISTRICT	24.21	26.40
330	1 HERON LAKE-OKABENA SCHOOL DISTRICT	331.86	290.45
332	1 MORA PUBLIC SCHOOL DISTRICT	1,730.23	1,762.02
333	1 OGILVIE PUBLIC SCHOOL DISTRICT	569.39	550.71
345	1 NEW LONDON-SPICER SCHOOL DISTRICT	1,687.03	1,686.06
347	1 WILLMAR PUBLIC SCHOOL DISTRICT	4,524.83	4,394.75
356	1 LANCASTER PUBLIC SCHOOL DISTRICT	195.46	192.32
361	1 INTERNATIONAL FALLS SCHOOL DISTRICT	987.48	985.15
362	1 LITTLEFORK-BIG FALLS SCHOOL DIST.	369.99	354.60
363	1 SOUTH KOOSCHICHING SCHOOL DISTRICT	303.68	296.71
378	1 DAWSON-BOYD PUBLIC SCHOOL DISTRICT	608.08	603.89
381	1 LAKE SUPERIOR PUBLIC SCHOOL DIST.	1,439.49	1,446.96
390	1 LAKE OF THE WOODS SCHOOL DISTRICT	486.51	471.14
391	1 CLEVELAND PUBLIC SCHOOL DISTRICT	613.12	645.81
402	1 HENDRICKS PUBLIC SCHOOL DISTRICT	194.54	241.10
403	1 IVANHOE PUBLIC SCHOOL DISTRICT	133.25	123.45
404	1 LAKE BENTON PUBLIC SCHOOL DISTRICT	201.09	204.64
413	1 MARSHALL PUBLIC SCHOOL DISTRICT	2,788.77	2,807.37
414	1 MINNEOTA PUBLIC SCHOOL DISTRICT	526.30	529.05
415	1 LYND PUBLIC SCHOOL DISTRICT	223.54	241.44
423	1 HUTCHINSON PUBLIC SCHOOL DISTRICT	2,907.77	2,906.62
424	1 LESTER PRAIRIE PUBLIC SCHOOL DIST.	529.58	533.21
432	1 MAHNOMEN PUBLIC SCHOOL DISTRICT	715.15	687.08
435	1 WAUBUN-OGEMA-WHITE EARTH PUBLIC SCH	710.57	767.43
441	1 MARSHALL COUNTY CENTRAL SCHOOLS	477.70	496.93
447	1 GRYGLA PUBLIC SCHOOL DISTRICT	150.95	146.31
458	1 TRUMAN PUBLIC SCHOOL DISTRICT	251.18	242.28
463	1 EDEN VALLEY-WATKINS SCHOOL DISTRICT	998.76	990.04
465	1 LITCHFIELD PUBLIC SCHOOL DISTRICT	1,656.86	1,692.32
466	1 DASSEL-COKATO PUBLIC SCHOOL DIST.	2,321.58	2,268.42
473	1 ISLE PUBLIC SCHOOL DISTRICT	458.73	457.75
477	1 PRINCETON PUBLIC SCHOOL DISTRICT	3,478.14	3,523.53
480	1 ONAMIA PUBLIC SCHOOL DISTRICT	593.20	602.57
482	1 LITTLE FALLS PUBLIC SCHOOL DISTRICT	2,623.73	2,625.84
484	1 PIERZ PUBLIC SCHOOL DISTRICT	1,369.88	1,350.96
485	1 ROYALTON PUBLIC SCHOOL DISTRICT	998.25	1,035.31
486	1 SWANVILLE PUBLIC SCHOOL DISTRICT	370.33	370.63
487	1 UPSALA PUBLIC SCHOOL DISTRICT	399.95	354.54
492	1 AUSTIN PUBLIC SCHOOL DISTRICT	5,510.87	5,513.36
495	1 GRAND MEADOW PUBLIC SCHOOL DISTRICT	518.69	497.84

497	1 LYLE PUBLIC SCHOOL DISTRICT	329.15	335.55
499	1 LEROY-OSTRANDER PUBLIC SCHOOLS	263.77	277.32
500	1 SOUTHLAND PUBLIC SCHOOL DISTRICT	471.71	518.36
505	1 FULDA PUBLIC SCHOOL DISTRICT	412.50	405.40
507	1 NICOLLET PUBLIC SCHOOL DISTRICT	397.67	369.96
508	1 ST. PETER PUBLIC SCHOOL DISTRICT	2,280.19	2,281.66
511	1 ADRIAN PUBLIC SCHOOL DISTRICT	627.05	618.49
514	1 ELLSWORTH PUBLIC SCHOOL DISTRICT	158.99	148.21
518	1 WORTHINGTON PUBLIC SCHOOL DISTRICT	4,033.54	3,561.08
531	1 BYRON PUBLIC SCHOOL DISTRICT	2,468.90	2,497.49
533	1 DOVER-EYOTA PUBLIC SCHOOL DISTRICT	1,159.88	1,210.92
534	1 STEWARTVILLE PUBLIC SCHOOL DISTRICT	2,239.22	2,249.23
535	1 ROCHESTER PUBLIC SCHOOL DISTRICT	18,941.75	18,829.51
542	1 BATTLE LAKE PUBLIC SCHOOL DISTRICT	446.22	449.73
544	1 FERGUS FALLS PUBLIC SCHOOL DISTRICT	3,378.35	3,362.36
545	1 HENNING PUBLIC SCHOOL DISTRICT	391.44	400.27
547	1 PARKERS PRAIRIE PUBLIC SCHOOL DIST.	587.38	591.13
548	1 PELICAN RAPIDS PUBLIC SCHOOL DIST.	940.35	918.64
549	1 PERHAM-DENT PUBLIC SCHOOL DISTRICT	1,708.69	1,779.29
550	1 UNDERWOOD PUBLIC SCHOOL DISTRICT	636.02	626.42
553	1 NEW YORK MILLS PUBLIC SCHOOL DIST.	837.22	847.84
561	1 GOODRIDGE PUBLIC SCHOOL DISTRICT	271.39	269.66
564	1 THIEF RIVER FALLS SCHOOL DISTRICT	2,005.82	1,962.28
577	1 WILLOW RIVER PUBLIC SCHOOL DISTRICT	447.16	460.69
578	1 PINE CITY PUBLIC SCHOOL DISTRICT	1,707.20	1,726.25
581	1 EDGERTON PUBLIC SCHOOL DISTRICT	469.08	453.90
592	1 CLIMAX-SHELLY PUBLIC SCHOOLS	187.46	189.34
593	1 CROOKSTON PUBLIC SCHOOL DISTRICT	1,232.76	1,229.56
595	1 EAST GRAND FORKS PUBLIC SCHOOL DIST	2,072.63	2,012.50
599	1 FERTILE-BELTRAMI SCHOOL DISTRICT	525.30	539.32
600	1 FISHER PUBLIC SCHOOL DISTRICT	237.47	256.02
601	1 FOSSTON PUBLIC SCHOOL DISTRICT	636.34	655.24
621	1 MOUNDS VIEW PUBLIC SCHOOL DISTRICT	12,569.42	12,472.07
622	1 NORTH ST PAUL-MAPLEWOOD OAKDALE DIS	11,285.37	11,253.42
623	1 ROSEVILLE PUBLIC SCHOOL DISTRICT	7,891.75	7,858.27
624	1 WHITE BEAR LAKE SCHOOL DISTRICT	9,045.33	9,065.54
625	1 ST. PAUL PUBLIC SCHOOL DISTRICT	35,736.25	34,454.02
630	1 RED LAKE FALLS PUBLIC SCHOOL DIST.	402.59	410.47
635	1 MILROY PUBLIC SCHOOL DISTRICT	84.55	77.45
640	1 WABASSO PUBLIC SCHOOL DISTRICT	445.88	464.96
656	1 FARIBAULT PUBLIC SCHOOL DISTRICT	3,604.70	3,576.49
659	1 NORTHFIELD PUBLIC SCHOOL DISTRICT	4,259.37	4,190.95
671	1 HILLS-BEAVER CREEK SCHOOL DISTRICT	391.78	378.89
676	1 BADGER PUBLIC SCHOOL DISTRICT	244.33	236.62
682	1 ROSEAU PUBLIC SCHOOL DISTRICT	1,239.43	1,215.69
690	1 WARROAD PUBLIC SCHOOL DISTRICT	1,114.49	1,127.07
695	1 CHISHOLM PUBLIC SCHOOL DISTRICT	745.42	726.51
696	1 ELY PUBLIC SCHOOL DISTRICT	544.88	574.52
698	1 FLOODWOOD PUBLIC SCHOOL DISTRICT	160.22	167.09

700	1 HERMANTOWN PUBLIC SCHOOL DISTRICT	2,246.34	2,274.95
701	1 HIBBING PUBLIC SCHOOL DISTRICT	2,335.82	2,322.01
704	1 PROCTOR PUBLIC SCHOOL DISTRICT	2,022.40	2,011.33
706	1 VIRGINIA PUBLIC SCHOOL DISTRICT		
707	1 NETT LAKE PUBLIC SCHOOL DISTRICT	96.82	84.08
709	1 DULUTH PUBLIC SCHOOL DISTRICT	8,850.88	8,892.13
712	1 MOUNTAIN IRON-BUHL SCHOOL DISTRICT	594.36	652.61
716	1 BELLE PLAINE PUBLIC SCHOOL DISTRICT	1,707.36	1,646.91
717	1 JORDAN PUBLIC SCHOOL DISTRICT	2,027.64	2,020.24
719	1 PRIOR LAKE-SAVAGE AREA SCHOOLS	9,702.11	9,560.03
720	1 SHAKOPEE PUBLIC SCHOOL DISTRICT	8,765.28	8,648.67
721	1 NEW PRAGUE AREA SCHOOLS	4,538.69	4,451.39
726	1 BECKER PUBLIC SCHOOL DISTRICT	3,033.44	3,047.15
727	1 BIG LAKE PUBLIC SCHOOL DISTRICT	3,451.75	3,518.56
728	1 ELK RIVER PUBLIC SCHOOL DISTRICT	14,875.59	15,117.35
738	1 HOLDINGFORD PUBLIC SCHOOL DISTRICT	1,157.65	1,176.83
739	1 KIMBALL PUBLIC SCHOOL DISTRICT	827.26	847.14
740	1 MELROSE PUBLIC SCHOOL DISTRICT	1,436.14	1,424.02
741	1 PAYNESVILLE PUBLIC SCHOOL DISTRICT	993.44	977.24
742	1 ST. CLOUD PUBLIC SCHOOL DISTRICT	10,057.23	9,985.35
743	1 SAUK CENTRE PUBLIC SCHOOL DISTRICT	1,195.94	1,259.68
745	1 ALBANY PUBLIC SCHOOL DISTRICT	1,923.54	1,944.30
748	1 SARTELL-ST. STEPHEN SCHOOL DISTRICT	4,469.40	4,446.69
750	1 ROCORI PUBLIC SCHOOL DISTRICT	2,588.48	2,641.41
756	1 BLOOMING PRAIRIE PUBLIC SCHOOL DIST	900.31	933.71
761	1 OWATONNA PUBLIC SCHOOL DISTRICT	5,350.67	5,284.18
763	1 MEDFORD PUBLIC SCHOOL DISTRICT	976.46	986.23
768	1 HANCOCK PUBLIC SCHOOL DISTRICT	459.95	473.13
771	1 CHOKIO-ALBERTA PUBLIC SCHOOL DIST.	172.57	148.03
775	1 KERKHOVEN-MURDOCK-SUNBURG	857.04	892.28
777	1 BENSON PUBLIC SCHOOL DISTRICT	847.30	818.81
786	1 BERTHA-HEWITT PUBLIC SCHOOL DIST.	569.31	555.98
787	1 BROWERVILLE PUBLIC SCHOOL DISTRICT	575.47	588.06
801	1 BROWNS VALLEY PUBLIC SCHOOL DIST.	165.39	169.94
803	1 WHEATON AREA PUBLIC SCHOOL DISTRICT	395.65	383.10
811	1 WABASHA-KELLOGG PUBLIC SCHOOL DIST.	999.11	1,011.88
813	1 LAKE CITY PUBLIC SCHOOL DISTRICT	1,353.27	1,326.11
815	2 PRINSBURG PUBLIC SCHOOL DISTRICT	1.10	1.75
818	1 VERNDALE PUBLIC SCHOOL DISTRICT	580.74	561.42
820	1 SEBEKA PUBLIC SCHOOL DISTRICT	507.23	524.66
821	1 MENAHGA PUBLIC SCHOOL DISTRICT	1,059.41	1,039.28
829	1 WASECA PUBLIC SCHOOL DISTRICT	1,911.83	1,897.09
831	1 FOREST LAKE PUBLIC SCHOOL DISTRICT	6,443.10	6,357.43
832	1 MAHTOMEDI PUBLIC SCHOOL DISTRICT	3,515.39	3,478.79
833	1 SOUTH WASHINGTON COUNTY SCHOOL DIST	20,315.67	20,522.72
834	1 STILLWATER AREA PUBLIC SCHOOL DIST.	8,906.42	8,945.05
836	1 BUTTERFIELD PUBLIC SCHOOL DISTRICT	240.68	252.76
837	1 MADELIA PUBLIC SCHOOL DISTRICT	669.74	681.90
840	1 ST. JAMES PUBLIC SCHOOL DISTRICT	1,158.89	1,176.38

846	1 BRECKENRIDGE PUBLIC SCHOOL DISTRICT	684.55	682.50
850	1 ROTHSA Y PUBLIC SCHOOL DISTRICT	327.41	328.95
852	1 CAMPBELL-TINTAH PUBLIC SCHOOL DIST.	140.76	129.58
857	1 LEWISTON-ALTURA PUBLIC SCHOOL DIST.	732.76	661.79
858	1 ST. CHARLES PUBLIC SCHOOL DISTRICT	1,104.24	1,080.04
861	1 WINONA AREA PUBLIC SCHOOL DISTRICT	2,719.95	2,620.34
876	1 ANNANDALE PUBLIC SCHOOL DISTRICT	2,219.57	2,222.37
877	1 BUFFALO-HANOVER-MONTROSE PUBLIC SCH	5,924.86	5,873.21
879	1 DELANO PUBLIC SCHOOL DISTRICT	2,625.84	2,645.15
881	1 MAPLE LAKE PUBLIC SCHOOL DISTRICT	877.88	848.49
882	1 MONTICELLO PUBLIC SCHOOL DISTRICT	4,614.95	4,568.22
883	1 ROCKFORD PUBLIC SCHOOL DISTRICT	1,703.87	1,700.95
885	1 ST. MICHAEL-ALBERTVILLE SCHOOL DIST	7,145.48	7,131.00
891	1 CANBY PUBLIC SCHOOL DISTRICT	649.86	669.44
911	1 CAMBRIDGE-ISANTI PUBLIC SCHOOL DIST	5,520.67	5,493.57
912	1 MILACA PUBLIC SCHOOL DISTRICT	1,803.04	1,797.78
914	1 ULEN-HITTERDAL PUBLIC SCHOOL DIST	309.90	305.60
2071	1 LAKE CRYSTAL-WELLCOME MEMORIAL	1,018.87	1,044.81
2125	1 TRITON SCHOOL DISTRICT	1,082.30	1,064.24
2134	1 UNITED SOUTH CENTRAL SCHOOL DIST.	794.02	809.47
2135	1 MAPLE RIVER SCHOOL DISTRICT	972.37	1,016.12
2137	1 KINGSLAND PUBLIC SCHOOL DISTRICT	607.18	592.77
2142	1 ST. LOUIS COUNTY SCHOOL DISTRICT	2,120.51	2,083.12
2143	1 WATERVILLE-ELYSIAN-MORRISTOWN	825.07	821.26
2144	1 CHISAGO LAKES SCHOOL DISTRICT	3,639.56	3,633.81
2149	1 MINNEWASKA SCHOOL DISTRICT	1,414.60	1,420.97
2154	1 EVELETH-GILBERT SCHOOL DISTRICT		
2155	1 WADENA-DEER CREEK SCHOOL DISTRICT	1,185.45	1,227.75
2159	1 BUFFALO LK-HECTOR-STEWART PUBLIC SC	535.81	511.97
2164	1 DILWORTH-GLYNDON-FELTON	1,701.00	1,677.50
2165	1 HINCKLEY-FINLAYSON SCHOOL DISTRICT	1,080.87	1,054.07
2167	1 LAKEVIEW SCHOOL DISTRICT	692.73	769.91
2168	1 NRHEG SCHOOL DISTRICT	887.27	882.47
2169	1 MURRAY COUNTY CENTRAL SCHOOL DIST.	771.07	788.76
2170	1 STAPLES-MOTLEY SCHOOL DISTRICT	1,065.40	1,043.25
2171	1 KITTS ON CENTRAL SCHOOL DISTRICT	256.17	263.51
2172	1 KENYON-WANAMINGO SCHOOL DISTRICT	744.17	728.62
2174	1 PINE RIVER-BACKUS SCHOOL DISTRICT	947.71	942.34
2176	1 WARREN-ALVARADO-OSLO SCHOOL DIST.	589.76	604.44
2180	1 M.A.C.C.R.A.Y. SCHOOL DISTRICT	773.31	800.11
2184	1 LUVERNE PUBLIC SCHOOL DISTRICT	1,246.15	1,245.98
2190	1 YELLOW MEDICINE EAST	702.37	675.06
2198	1 FILLMORE CENTRAL	636.05	643.21
2215	1 NORMAN COUNTY EAST SCHOOL DISTRICT	241.23	228.26
2310	1 SIBLEY EAST SCHOOL DISTRICT	1,192.60	1,196.60
2311	1 CLEARBROOK-GONVICK SCHOOL DISTRICT	488.39	504.23
2342	1 WEST CENTRAL AREA	839.60	845.44
2358	1 TRI-COUNTY SCHOOL DISTRICT	200.31	187.72
2364	1 BELGRADE-BROOTEN-ELROSA SCHOOL DIST	675.06	672.26

2365	1 G.F.W.	686.54	665.50
2396	1 A.C.G.C. PUBLIC SCHOOL DISTRICT	967.79	940.98
2397	1 LE SUEUR-HENDERSON SCHOOL DISTRICT	1,017.40	1,002.17
2448	1 MARTIN COUNTY WEST SCHOOL DISTRICT	743.94	726.41
2527	1 NORMAN COUNTY WEST SCHOOL DISTRICT		
2534	1 BIRD ISLAND-OLIVIA-LAKE LILLIAN	656.09	655.85
2536	1 GRANADA HUNTLEY-EAST CHAIN	349.20	354.18
2580	1 EAST CENTRAL SCHOOL DISTRICT	817.68	818.93
2609	1 WIN-E-MAC SCHOOL DISTRICT	459.77	460.97
2683	1 GREENBUSH-MIDDLE RIVER SCHOOL DIST.	254.40	242.66
2687	1 HOWARD LAKE-WAVERLY-WINSTED	1,382.77	1,435.18
2689	1 PIPESTONE AREA SCHOOL DISTRICT	1,222.35	1,249.63
2711	1 MESABI EAST SCHOOL DISTRICT	979.22	950.97
2752	1 FAIRMONT AREA SCHOOL DISTRICT	1,964.77	1,992.50
2753	1 LONG PRAIRIE-GREY EAGLE SCHOOL DIST	1,039.73	1,091.87
2754	1 CEDAR MOUNTAIN SCHOOL DISTRICT	479.88	467.85
2769	1 MORRIS AREA PUBLIC SCHOOLS	1,143.27	1,165.07
2805	1 ZUMBROTA-MAZEPPA SCHOOL DISTRICT	1,373.89	1,375.18
2835	1 JANESVILLE-WALDORF-PEMBERTON	752.28	746.30
2853	1 LAC QUI PARLE VALLEY SCHOOL DIST.	847.85	874.13
2854	1 ADA-BORUP PUBLIC SCHOOL DISTRICT		
2856	1 STEPHEN-ARGYLE CENTRAL SCHOOLS	320.87	316.80
2859	1 GLENCOE-SILVER LAKE SCHOOL DISTRICT	1,610.06	1,591.39
2860	1 BLUE EARTH AREA PUBLIC SCHOOL	1,186.65	1,160.60
2884	1 RED ROCK CENTRAL SCHOOL DISTRICT	424.56	396.33
2886	1 GLENVILLE-EMMONS SCHOOL DISTRICT	283.06	297.24
2888	1 CLINTON-GRACEVILLE-BEARDSLEY	329.48	342.93
2889	1 LAKE PARK AUDUBON SCHOOL DISTRICT	807.68	810.97
2890	1 RENVILLE COUNTY WEST SCHOOL DIST.	591.40	581.45
2895	1 JACKSON COUNTY CENTRAL SCHOOL DIST.	1,254.04	1,241.88
2897	1 REDWOOD AREA SCHOOL DISTRICT	1,184.33	1,172.29
2898	1 WESTBROOK-WALNUT GROVE SCHOOLS	457.73	497.30
2899	1 PLAINVIEW-ELGIN-MILLVILLE	1,594.06	1,591.88
2902	1 RTR PUBLIC SCHOOLS	667.87	687.87
2903	1 ORTONVILLE PUBLIC SCHOOLS	518.35	527.66
2904	1 TRACY AREA PUBLIC SCHOOL DISTRICT	707.63	713.04
2905	1 TRI-CITY UNITED SCHOOL DISTRICT	2,068.08	2,096.01
2906	1 RED LAKE COUNTY CENTRAL PUBLIC SCH	404.29	386.04
2907	1 ROUND LAKE-BREWSTER PUBLIC SCHOOLS	495.73	547.06
2908	1 BRANDON-EVANSVILLE PUBLIC SCHOOLS	560.88	564.40
2909	1 ROCK RIDGE PUBLIC SCHOOLS	2,684.82	2,617.27
2910	1 ADA-BORUP-WEST PUBLIC SCHOOL DISTRICT	738.92	726.95
		860,797.74	857,641.20

End of Worksheet

FY24	FY25	FY26
1,082.75	1,056.10	1,002.75
30,787.11	30,392.48	30,212.29
260.04	254.73	232.05
477.37	479.45	474.26
3,152.90	2,997.40	2,955.53
42,129.92	42,318.06	42,429.30
7,149.57	7,173.90	7,201.91
3,831.97	3,754.36	3,651.31
2,917.30	2,842.84	2,833.08
4,561.71	4,420.23	4,352.25
6,565.07	6,501.60	6,487.91
3,026.64	2,910.50	2,841.57
894.18	883.99	879.96
48.20	61.97	61.29
5,167.18	5,155.43	5,171.67
766.14	616.47	615.77
384.18	381.67	387.22
1,658.10	1,690.89	1,740.69
4,731.28	4,778.56	4,638.42
2,037.00	2,033.29	2,023.86
881.15	869.59	826.10
8,919.82	8,898.54	9,160.98
116.00	108.49	103.00
651.38	649.08	637.95
632.77	641.12	632.99
2,405.75	2,397.80	2,403.80
738.51	709.64	697.90
337.24	331.77	368.26
3,014.67	2,979.09	2,922.93
326.94	301.91	288.19
638.49	630.17	600.53
1,434.58	1,385.49	1,350.43
381.86	356.43	359.17
1,031.76	1,043.59	1,046.02
4,423.19	4,392.07	4,485.27
1,634.07	1,677.26	1,642.90
10,001.58	9,912.01	9,784.41
745.35	775.14	793.45
1,223.96	1,483.69	1,493.77
1,368.34	1,377.71	1,381.85
367.42	354.78	360.97
1,622.95	1,521.34	1,465.80
3,002.69	2,985.81	2,960.03
984.56	965.43	960.38
959.93	943.45	989.79
1,166.12	1,171.84	1,173.67

7,725.07	7,679.82	7,680.78
1,024.84	1,009.33	993.89
486.73	481.20	478.94
550.23	561.03	557.82
1,307.07	1,285.05	1,252.50
6,475.74	6,311.01	6,245.50
1,100.12	1,085.29	1,074.73
1,972.49	1,937.46	1,867.97
8,456.29	8,348.54	8,349.62
7,372.62	7,356.17	7,366.49
13,329.76	13,509.35	13,839.06
951.95	955.28	938.25
31,996.23	31,791.87	31,723.55
5,548.55	5,556.91	5,583.39
3,533.61	3,465.41	3,434.44
4,502.65	4,395.28	4,277.92
678.90	711.58	689.67
2,388.31	2,374.44	2,375.49
4,409.77	4,403.12	4,362.86
935.34	922.34	910.98
959.77	961.15	926.11
492.75	475.25	413.95
274.76	285.91	278.91
704.32	707.11	689.37
3,611.76	3,555.13	3,577.16
529.42	535.51	521.68
1,150.04	1,131.76	1,143.54
803.24	776.45	760.82
1,649.48	1,670.61	1,690.62
2,680.53	2,592.95	2,536.62
355.37	357.42	369.52
103.99	99.58	99.00
7,576.22	7,523.59	7,539.82
11,152.34	10,993.37	10,944.59
9,760.75	9,726.86	9,839.42
9,447.80	9,490.20	9,565.12
12,444.27	12,404.08	12,417.70
2,634.35	2,621.60	2,632.10
3,224.23	3,236.04	3,229.92
23,051.30	23,349.55	23,562.44
4,348.83	4,228.63	4,197.29
11,763.27	11,575.76	11,543.25
2,055.72	2,020.75	1,957.34
4,941.54	4,927.50	4,933.10
13,850.71	14,246.51	14,401.17
2,358.61	2,352.62	2,184.83
2,366.18	2,354.46	2,320.91
383.61	382.00	364.90
794.95	779.12	746.90

1,122.83	1,073.07	1,029.29
382.62	379.21	381.83
654.73	649.74	667.50
1,817.72	1,789.33	1,753.92
826.81	831.07	827.91
1,087.73	1,085.19	1,124.02
942.49	922.52	949.70
4,377.32	4,254.04	4,262.18
583.63	566.57	563.82
28.83	26.31	22.63
285.03	237.59	238.62
1,715.09	1,677.94	1,680.66
524.69	525.08	540.48
1,678.99	1,646.58	1,611.70
4,388.66	4,338.40	4,366.17
216.23	227.36	217.99
976.15	968.15	957.33
400.02	394.74	396.42
204.31	205.16	207.25
608.97	608.93	596.68
1,451.92	1,451.07	1,415.16
456.86	438.89	432.16
695.51	705.72	672.69
183.33	170.34	185.28
129.60	131.29	134.00
194.97	195.72	173.48
2,835.85	2,814.74	2,839.36
498.60	494.49	482.06
232.99	228.08	236.84
2,901.45	2,821.78	2,765.45
514.94	519.30	496.97
683.04	694.31	708.05
787.54	822.66	857.61
506.37	494.41	503.51
143.63	137.85	135.47
260.65	261.14	278.68
987.40	966.12	955.33
1,713.47	1,710.33	1,689.52
2,341.70	2,323.52	2,241.04
461.94	460.66	462.21
3,533.50	3,497.76	3,443.53
699.47	696.83	718.89
2,556.79	2,577.44	2,539.32
1,375.83	1,367.90	1,367.48
1,017.59	1,009.98	966.18
398.18	406.95	410.35
367.50	358.54	358.87
5,398.70	5,390.26	5,371.19
479.59	485.37	486.56

337.74	338.94	338.22
302.38	284.44	282.33
542.89	552.06	559.48
391.11	397.16	389.30
386.36	371.42	377.56
2,251.23	2,202.14	2,156.25
622.73	619.78	617.64
143.42	144.07	141.59
4,302.59	4,588.14	4,501.78
2,556.66	2,546.39	2,513.10
1,219.39	1,186.43	1,168.74
2,235.86	2,212.26	2,198.65
18,737.06	18,398.19	18,141.85
444.84	435.80	422.66
3,358.38	3,291.19	3,238.98
380.26	387.83	401.56
606.79	532.75	527.79
941.68	926.41	923.69
1,812.93	1,839.30	1,798.27
623.35	625.60	614.45
892.88	905.83	906.46
276.91	271.32	284.59
1,943.93	1,916.97	1,888.61
441.31	443.76	438.73
1,714.95	1,704.49	1,689.89
443.32	456.99	457.73
191.50	190.90	191.75
1,191.86	1,185.41	1,169.16
2,036.35	2,038.18	2,034.11
545.22	538.02	511.22
254.35	262.17	270.15
653.42	623.96	629.61
12,557.95	12,523.70	12,668.84
11,320.01	11,243.60	11,353.86
8,088.89	8,091.96	8,053.07
9,065.44	8,944.74	8,811.36
34,801.09	33,660.33	33,665.08
427.19	433.51	436.70
70.89	75.79	75.80
442.31	437.41	423.80
3,469.58	3,373.64	3,337.17
4,240.93	4,155.48	4,107.47
388.24	372.52	362.21
227.01	221.43	214.54
1,239.01	1,232.70	1,221.39
1,155.75	1,113.90	1,113.41
739.87	738.28	744.07
555.91	554.56	531.94
168.66	169.80	206.28

2,308.35	2,272.14	2,287.98
2,337.17	2,330.92	2,341.65
2,038.97	2,013.71	1,906.98
79.74	77.10	74.06
8,813.89	8,792.68	8,717.21
659.10	631.11	648.05
1,681.61	1,686.51	1,666.30
2,024.57	2,005.48	1,976.06
9,703.93	9,649.85	9,566.28
8,509.86	8,364.36	8,024.10
4,400.73	4,285.02	4,201.80
3,078.62	3,081.19	3,091.09
3,490.34	3,482.29	3,439.41
15,161.69	15,320.98	15,518.41
1,168.79	1,163.46	1,142.68
814.91	803.07	808.63
1,432.08	1,413.08	1,352.91
1,017.04	989.42	992.66
9,950.65	9,897.33	9,994.69
1,257.50	1,252.26	1,264.83
1,981.23	1,991.61	1,971.72
4,438.17	4,384.55	4,320.38
2,651.65	2,624.84	2,607.50
946.42	944.54	955.60
5,355.18	5,292.71	4,990.87
968.16	973.23	981.04
481.73	473.67	471.78
151.92	141.66	140.25
858.23	840.87	819.97
832.65	754.86	755.06
535.16	527.10	523.18
559.60	594.85	570.87
193.62	199.64	195.44
392.35	388.87	397.78
993.25	541.82	1,004.83
1,303.68	1,295.74	1,265.68
1.14	1.23	1.29
564.92	550.53	536.39
518.89	501.03	457.41
1,048.38	1,076.24	1,066.80
1,904.79	1,884.15	1,786.06
6,194.15	6,090.94	6,065.56
3,575.94	3,534.22	3,372.14
20,748.21	20,861.63	20,584.58
9,087.79	9,193.41	9,394.96
236.13	231.47	224.45
671.90	671.12	687.02
1,171.92	1,160.69	1,165.96

626.73	660.46	643.33
337.33	342.03	337.84
135.05	126.92	126.44
647.05	650.84	624.33
1,097.57	1,077.19	1,002.27
2,607.12	2,527.32	2,437.81
2,210.68	2,214.04	2,204.27
5,691.82	5,588.94	5,486.44
2,678.84	2,655.06	2,626.98
849.76	849.91	852.97
4,566.71	4,504.16	4,447.68
1,729.45	1,751.32	1,742.47
7,197.81	7,157.34	7,166.64
653.91	652.45	649.50
5,507.93	5,435.33	5,207.72
1,691.76	1,651.59	1,587.77
317.06	306.53	298.19
1,061.71	1,033.92	1,025.82
1,027.91	995.84	1,039.60
823.75	826.46	748.93
1,027.29	1,021.22	1,021.83
574.05	569.71	565.53
2,130.64	2,124.55	2,136.01
814.81	773.89	745.85
3,689.71	3,674.49	3,606.72
1,391.72	1,413.24	1,414.10
1,244.25	1,249.02	1,239.42
507.63	494.47	481.07
1,713.56	1,738.55	1,741.26
1,107.57	1,084.25	1,081.61
773.59	788.34	775.55
870.38	858.12	849.78
763.42	755.40	753.24
1,007.26	1,028.89	996.65
262.21	266.43	267.70
752.54	722.46	703.22
892.15	943.68	941.46
618.07	632.82	650.24
816.80	789.42	766.32
1,272.74	1,245.54	1,217.76
675.96	678.72	673.71
640.38	631.43	617.95
212.49	258.67	258.75
1,196.77	1,171.27	1,166.60
528.52	543.61	544.73
828.86	809.61	845.22
237.76	246.96	250.75
665.54	668.24	694.36

689.50	639.47	622.99
971.76	948.98	926.52
986.00	982.80	959.60
706.38	671.74	656.39
650.30	648.88	630.41
340.46	337.95	338.79
805.79	788.40	797.85
485.16	466.11	473.60
240.58	239.03	228.53
1,426.14	1,443.59	1,438.81
1,206.90	1,149.73	1,129.97
939.27	936.55	939.15
2,023.16	1,997.26	2,003.23
1,077.73	1,062.01	1,052.27
458.04	452.48	433.27
1,139.17	1,205.08	1,197.94
1,350.31	1,433.38	1,421.87
762.39	718.34	657.56
893.88	918.23	924.70
303.22	635.13	323.32
1,572.39	1,517.89	1,476.48
1,181.80	1,174.75	1,180.34
408.12	390.92	416.77
309.14	303.73	294.45
347.99	348.58	357.79
771.87	780.71	776.07
579.03	569.56	587.07
1,240.68	1,230.56	1,228.23
1,220.07	1,185.78	1,161.99
490.93	494.77	503.83
1,613.44	1,600.28	1,575.12
709.27	725.42	738.45
540.19	536.57	531.07
722.25	630.59	618.91
2,099.67	2,060.65	2,028.37
359.27	361.06	383.46
566.64	569.50	594.09
605.30	611.03	601.99
2,563.49	2,559.01	2,305.56
737.12	754.21	764.62
862,298.34	856,381.68	852,187.96

FY 2024 District Average Building Age, 3-08-24 upload

Dist	Type	23-24 age	24-25 age
1	1	54.12	55.12
1.2	3	60.20	61.20
2	1	34.90	35.90
4	1	46.47	47.47
6	3	50.96	51.96
11	1	43.11	44.11
12	1	41.00	42.00
13	1	55.20	56.20
14	1	57.52	58.52
15	1	41.72	42.72
16	1	37.73	38.73
22	1	37.62	38.62
23	1	42.72	43.72
25	1	22.00	23.00
31	1	32.12	33.12
32	1	43.01	44.01
36	1	31.82	32.82
38	1	28.89	29.89
47	1	31.09	32.09
51	1	30.36	31.36
75	1	41.27	42.27
77	1	52.26	53.26
81	1	53.66	54.66
84	1	52.81	53.81
85	1	38.11	39.11
88	1	43.10	44.10
91	1	41.76	42.76
93	1	65.87	66.87
94	1	39.75	40.75
95	1	33.55	34.55
97	1	9.39	10.39
99	1	43.32	44.32
100	1	44.65	45.65
108	1	47.60	48.60
110	1	25.75	26.75
111	1	39.57	40.57
112	1	28.91	29.91
113	1	46.02	47.02
115	1	36.92	37.92
116	1	26.71	27.71
118	1	28.81	29.81
129	1	48.32	49.32
138	1	32.76	33.76
139	1	33.96	34.96
146	1	55.55	56.55
150	1	37.58	38.58

152	1	27.04	28.04
162	1	39.89	40.89
166	1	40.71	41.71
173	1	60.61	61.61
177	1	38.55	39.55
181	1	38.29	39.29
182	1	39.66	40.66
186	1	33.51	34.51
191	1	48.15	49.15
192	1	30.64	31.64
194	1	32.36	33.36
195	1	32.67	33.67
196	1	37.73	38.73
197	1	45.44	46.44
199	1	43.68	44.68
200	1	40.87	41.87
203	1	45.69	46.69
204	1	25.54	26.54
206	1	24.88	25.88
213	1	39.66	40.66
227	1	36.16	37.16
229	1	49.22	50.22
238	1	72.47	73.47
239	1	7.00	8.00
241	1	49.27	50.27
242	1	38.84	39.84
252	1	41.36	42.36
253	1	41.17	42.17
255	1	28.74	29.74
256	1	41.60	42.60
261	1	34.12	35.12
264	1	87.59	88.59
270	1	52.85	53.85
271	1	53.62	54.62
272	1	36.87	37.87
273	1	48.17	49.17
276	1	47.58	48.58
277	1	49.10	50.10
278	1	44.49	45.49
279	1	42.17	43.17
280	1	63.40	64.40
281	1	53.91	54.91
282	1	54.28	55.28
283	1	60.66	61.66
284	1	36.09	37.09
286	1	40.24	41.24
294	1	68.64	69.64
297	1	75.46	76.46
299	1	35.00	36.00

300	1	42.92	43.92
306	1	35.95	36.95
308	1	34.25	35.25
309	1	36.18	37.18
314	1	41.96	42.96
316	1	80.22	81.22
317	1	39.86	40.86
318	1	28.30	29.30
319	1	92.12	93.12
323	2	-	
330	1	54.99	55.99
332	1	38.05	39.05
333	1	32.55	33.55
345	1	34.74	35.74
347	1	42.34	43.34
356	1	64.85	65.85
361	1	58.68	59.68
362	1	36.89	37.89
363	1	43.57	44.57
378	1	41.42	42.42
381	1	41.96	42.96
390	1	30.03	31.03
391	1	35.72	36.72
402	1	72.37	73.37
403	1	84.88	85.88
404	1	58.83	59.83
413	1	32.94	33.94
414	1	54.54	55.54
415	1	71.69	72.69
423	1	37.09	38.09
424	1	36.00	37.00
432	1	45.96	46.96
435	1	34.76	35.76
441	1	43.55	44.55
447	1	52.84	53.84
458	1	69.78	70.78
463	1	44.86	45.86
465	1	51.90	52.90
466	1	42.88	43.88
473	1	38.65	39.65
477	1	34.20	35.20
480	1	40.19	41.19
482	1	52.71	53.71
484	1	34.67	35.67
485	1	31.00	32.00
486	1	44.74	45.74
487	1	36.14	37.14
492	1	64.19	65.19
495	1	17.33	18.33

497	1	32.42	33.42
499	1	55.39	56.39
500	1	45.66	46.66
505	1	71.69	72.69
507	1	30.79	31.79
508	1	37.34	38.34
511	1	46.07	47.07
514	1	76.10	77.10
518	1	30.20	31.20
531	1	29.17	30.17
533	1	37.00	38.00
534	1	41.22	42.22
535	1	41.80	42.80
542	1	37.95	38.95
544	1	45.57	46.57
545	1	44.35	45.35
547	1	52.87	53.87
548	1	45.49	46.49
549	1	17.12	18.12
550	1	36.95	37.95
553	1	38.20	39.20
561	1	70.28	71.28
564	1	49.79	50.79
577	1	38.66	39.66
578	1	44.70	45.70
581	1	56.39	57.39
592	1	56.20	57.20
593	1	37.76	38.76
595	1	32.53	33.53
599	1	52.84	53.84
600	1	36.34	37.34
601	1	48.60	49.60
621	1	45.18	46.18
622	1	34.37	35.37
623	1	45.33	46.33
624	1	42.88	43.88
625	1	56.16	57.16
630	1	37.82	38.82
635	1	60.93	61.93
640	1	33.63	34.63
656	1	42.31	43.31
659	1	36.23	37.23
671	1	41.13	42.13
676	1	48.35	49.35
682	1	40.18	41.18
690	1	31.30	32.30
695	1	97.90	98.90
696	1	97.86	98.86
698	1	36.58	37.58

700	1	27.48	28.48
701	1	75.96	76.96
704	1	37.85	38.85
706	1	-	1.00
707	1	30.72	31.72
709	1	39.63	40.63
712	1	22.04	23.04
716	1	41.43	42.43
717	1	34.42	35.42
719	1	26.42	27.42
720	1	24.08	25.08
721	1	32.31	33.31
726	1	31.53	32.53
727	1	30.54	31.54
728	1	30.24	31.24
738	1	38.23	39.23
739	1	41.38	42.38
740	1	40.98	41.98
741	1	40.55	41.55
742	1	38.23	39.23
743	1	43.56	44.56
745	1	28.95	29.95
748	1	26.21	27.21
750	1	40.45	41.45
756	1	42.02	43.02
761	1	52.42	53.42
763	1	21.00	22.00
768	1	46.88	47.88
771	1	67.32	68.32
775	1	41.11	42.11
777	1	38.75	39.75
786	1	45.67	46.67
787	1	47.93	48.93
801	1	62.95	63.95
803	1	55.03	56.03
811	1	42.09	43.09
813	1	51.80	52.80
815	2	-	
818	1	42.01	43.01
820	1	39.95	40.95
821	1	28.09	29.09
829	1	55.07	56.07
831	1	38.60	39.60
832	1	35.20	36.20
833	1	35.73	36.73
834	1	40.52	41.52
836	1	82.20	83.20
837	1	52.87	53.87
840	1	49.05	50.05

846	1	63.77	64.77
850	1	14.20	15.20
852	1	72.83	73.83
857	1	48.85	49.85
858	1	52.91	53.91
861	1	51.00	52.00
876	1	31.03	32.03
877	1	37.54	38.54
879	1	35.59	36.59
881	1	38.06	39.06
882	1	38.07	39.07
883	1	34.39	35.39
885	1	23.55	24.55
891	1	56.96	57.96
911	1	41.91	42.91
912	1	41.06	42.06
914	1	33.99	34.99
2071	1	23.33	24.33
2125	1	28.79	29.79
2134	1	11.20	12.20
2135	1	22.01	23.01
2137	1	51.85	52.85
2142	1	37.15	38.15
2143	1	60.34	61.34
2144	1	33.61	34.61
2149	1	41.36	42.36
2154	1	-	1.00
2155	1	35.43	36.43
2159	1	68.27	69.27
2164	1	37.21	38.21
2165	1	41.76	42.76
2167	1	18.94	19.94
2168	1	50.17	51.17
2169	1	67.52	68.52
2170	1	52.62	53.62
2171	1	41.74	42.74
2172	1	40.43	41.43
2174	1	45.02	46.02
2176	1	61.68	62.68
2180	1	22.32	23.32
2184	1	45.96	46.96
2190	1	68.36	69.36
2198	1	57.57	58.57
2215	1	46.78	47.78
2310	1	23.21	24.21
2311	1	20.21	21.21
2342	1	46.05	47.05
2358	1	62.19	63.19
2364	1	40.70	41.70

2365	1	57.92	58.92
2396	1	42.57	43.57
2397	1	59.65	60.65
2448	1	63.18	64.18
2527	1	-	1.00
2534	1	67.49	68.49
2536	1	52.84	53.84
2580	1	19.87	20.87
2609	1	22.69	23.69
2683	1	66.71	67.71
2687	1	23.80	24.80
2689	1	15.87	16.87
2711	1	48.23	49.23
2752	1	47.82	48.82
2753	1	38.43	39.43
2754	1	52.05	53.05
2759	1	-	
2769	1	36.15	37.15
2805	1	40.63	41.63
2835	1	42.79	43.79
2853	1	43.29	44.29
2854	1	-	1.00
2856	1	77.49	78.49
2859	1	40.87	41.87
2860	1	55.47	56.47
2884	1	77.95	78.95
2886	1	60.25	61.25
2888	1	61.30	62.30
2889	1	28.03	29.03
2890	1	71.58	72.58
2895	1	35.33	36.33
2897	1	34.74	35.74
2898	1	66.51	67.51
2899	1	56.67	57.67
2902	1	3.00	4.00
2903	1	54.45	55.45
2904	1	48.88	49.88
2905	1	38.96	39.96
2906	1	62.25	63.25
2907	1	71.40	72.40
2908	1	56.88	57.88
2909	1	48.95	49.95
2910	1	25.57	26.57

24-25 = 23-24 plus 1
End of Worksheet

2023 Est ANTC from Department of Revenue files. February, 2024 Forecast

MDE	School District		Ag Modified 2023 Est. ANTC
1	Aitkin		30,882,960
1.2	Minneapolis Special School District #1		882,202,404
2	Hill City		3,239,027
4	McGregor		16,060,241
6	South St. Paul Special School District #6		26,518,696
11	Anoka		443,850,276
12	Centennial		70,026,362
13	Columbia Heights		40,035,844
14	Fridley		27,476,093
15	Saint Francis		60,221,370
16	Spring Lake Park		76,162,519
22	Detroit Lakes		48,185,928
23	Frazee-Vergas		13,769,822
25	Pine Point		
31	Bemidji		61,396,638
32	Blackduck		5,480,964
36	Kelliher		1,976,754
38	Red Lake		20,240
47	Sauk Rapids		35,971,162
51	Foley		12,310,087
75	St. Clair		5,415,459
77	Mankato		117,046,076
81	Comfrey		3,406,097
84	Sleepy Eye		9,581,536
85	Springfield		5,803,079
88	New Ulm-Hanska		30,469,508
91	Barnum		5,539,962
93	Carlton		8,133,605
94	Cloquet		16,548,132
95	Cromwell		3,338,178
97	Moose Lake		8,001,785
99	Esko		9,036,153
100	Wrenshall		5,648,812
108	Norwood-Young America		16,340,705
110	Waconia		51,847,081
111	Watertown-Mayer		21,635,905
112	Chaska		161,495,727
113	Walker-Akeley		34,248,333
115	Cass Lake		11,586,845
116	Pillager		19,721,244
118	Remer		27,632,985
129	Montevideo		10,385,748
138	North Branch		34,866,779
139	Rush City		10,164,647

146	Barnesville		9,923,270
150	Hawley		7,730,619
152	Moorhead		60,962,537
162	Bagley		9,493,231
166	Cook County		27,895,649
173	Mountain Lake		6,422,257
177	Windom		12,095,370
181	Brainerd		108,539,210
182	Crosby-Ironton		39,014,972
186	Pequot Lakes		63,963,362
191	Burnsville		130,747,113
192	Farmington		58,990,729
194	Lakeville		142,607,069
195	Randolph		7,095,635
196	Rosemount		301,153,321
197	West Saint Paul		117,708,625
199	Inver Grove-Pine Bend		51,878,040
200	Hastings		54,703,954
203	Hayfield		10,564,460
204	Kasson-Mantorville		16,135,926
206	Alexandria		80,080,391
213	Osakis		7,487,293
227	Chatfield		9,232,349
229	Lanesboro		4,043,931
238	Mabel-Canton		4,127,671
239	Rushford-Peterson		6,952,900
241	Albert Lea		26,936,283
242	Alden		3,112,217
252	Cannon Falls		16,140,554
253	Goodhue		5,640,525
255	Pine Island		12,520,402
256	Red Wing		47,562,004
261	Ashby		3,489,382
264	Herman		4,413,107
270	Hopkins		190,058,083
271	Bloomington		235,012,204
272	Eden Prairie		165,951,568
273	Edina		165,557,798
276	Minnetonka		168,158,501
277	Westonka		80,477,546
278	Orono		72,253,885
279	Osseo		327,447,435
280	Richfield		85,392,352
281	Robbinsdale		178,405,539
282	St. Anthony-New Brighton		20,862,621
283	St. Louis Park		107,507,158
284	Wayzata		258,618,923
286	Brooklyn Center		15,469,893
294	Houston		4,797,155

297	Spring Grove		2,988,709
299	Caledonia		8,130,341
300	La Crescent		12,207,059
306	Laporte		4,752,370
308	Nevis		10,374,007
309	Park Rapids		37,369,336
314	Braham		8,113,752
316	Coleraine		10,681,100
317	Deer River		12,602,429
318	Grand Rapids		67,063,840
319	Nashwauk-Keewatin		5,634,307
323	Franconia Common School District #323		562,680
330	Heron-Lake-Okabena		4,976,745
332	Mora		14,895,387
333	Ogilvie		4,269,209
345	New London-Spicer		23,548,734
347	Willmar		32,959,063
356	Lancaster		1,375,879
361	International Falls		12,243,267
362	Little Fork-Big Falls		2,261,548
363	South Koochiching		2,372,307
378	Dawson-Boyd		6,305,328
381	Lake Superior		38,693,594
390	Lake of The Woods		8,555,098
391	Cleveland		7,718,709
402	Hendricks		2,701,901
403	Ivanhoe		3,439,584
404	Lake Benton		4,721,601
413	Marshall		24,975,332
414	Minneota		5,709,400
415	Lynd		2,693,094
423	Hutchinson		27,404,453
424	Lester Prairie		4,605,543
432	Mahnomen		4,088,703
435	Waubun		7,866,703
441	Newfolden		5,541,076
447	Grygla-Gatzke		1,770,705
458	Truman		5,404,727
463	Eden Valley-Watkins		8,956,380
465	Litchfield		20,112,415
466	Dassel-Cokato		17,961,967
473	Isle		9,904,346
477	Princeton		32,875,836
480	Onamia		13,233,710
482	Little Falls		23,015,479
484	Pierz		7,258,270
485	Royalton		6,091,368
486	Swanville		3,671,133
487	Upsala		2,621,500

492	Austin		28,611,424
495	Grand Meadow		4,923,128
497	Lyle		2,410,002
499	LeRoy-Ostrander		4,563,571
500	Southland		8,127,076
505	Fulda		7,607,355
507	Nicollet		5,759,431
508	St. Peter		19,184,129
511	Adrian		7,746,477
514	Ellsworth		2,962,422
518	Worthington		26,197,820
531	Byron		17,446,920
533	Dover-Eyota		7,854,294
534	Stewartville		17,684,934
535	Rochester		280,440,636
542	Battle Lake		23,263,481
544	Fergus Falls		30,109,185
545	Henning		7,852,139
547	Parkers Prairie		6,360,773
548	Pelican Rapids		31,025,462
549	Perham		38,507,455
550	Underwood		5,289,544
553	New York Mills		5,340,903
561	Goodridge		1,906,614
564	Thief River Falls		19,828,974
577	Willow River		6,445,438
578	Pine City		18,013,651
581	Edgerton		4,941,298
592	Climax		2,392,133
593	Crookston		12,626,357
595	East Grand Forks		15,524,331
599	Fertile-Beltrami		7,413,639
600	Fisher		3,197,332
601	Fosston		5,588,007
621	Mounds View		179,706,747
622	North Saint Paul-Maplewood		163,046,519
623	Roseville		114,336,102
624	White Bear Lake		147,965,332
625	St. Paul		489,882,640
630	Red Lake Falls		2,685,309
635	Milroy		2,998,704
640	Wabasso		7,149,345
656	Faribault		47,391,303
659	Northfield		46,686,394
671	Hills-Beaver Creek		5,951,894
676	Badger		1,142,224
682	Roseau		8,079,376
690	Warroad		9,429,652
695	Chisholm		4,608,019

696	Ely		12,223,936
698	Floodwood		6,639,614
700	Hermantown		26,070,404
701	Hibbing		17,840,646
704	Proctor		19,034,631
706	Virginia		
707	Nett Lake		189,460
709	Duluth		141,840,810
712	Buhl-Mount Iron		6,446,925
716	Belle Plaine		17,856,769
717	Jordan		21,469,513
719	Prior Lake		105,788,113
720	Shakopee		109,730,993
721	New Prague		39,821,703
726	Becker		34,610,682
727	Big Lake		29,495,132
728	Elk River		164,193,601
738	Holdingford		7,268,195
739	Kimball		9,108,977
740	Melrose		14,440,125
741	Paynesville		12,499,406
742	St. Cloud		138,028,358
743	Sauk Centre		15,221,089
745	Albany		15,464,140
748	Sartell		29,838,204
750	Cold Spring		25,096,825
756	Blooming Prairie		8,548,713
761	Owatonna		48,474,138
763	Medford		6,044,714
768	Hancock		2,903,492
771	Chokio-Alberta		4,969,242
775	Kerkhoven-Murdock-Sunburg		7,374,354
777	Benson		12,801,017
786	Bertha-Hewitt		3,277,894
787	Browerville		4,365,611
801	Browns Valley		1,455,964
803	Wheaton		6,392,430
811	Wabasha		10,643,969
813	Lake City		18,050,014
815	Prinsburg Common School District #815		1,492,910
818	Verndale		2,217,593
820	Sebeka		4,332,886
821	Menahga		6,248,206
829	Waseca		16,916,035
831	Forest Lake		106,684,986
832	Mahtomedi		40,531,871
833	South Washington County		232,345,807
834	Stillwater		189,631,532
836	Butterfield		2,906,168

837	Madelia		5,938,194
840	St. James		8,812,714
846	Breckenridge		9,706,736
850	Rothsay		3,042,125
852	Campbell-Tintah		5,647,761
857	Lewiston		6,593,663
858	St. Charles		9,496,795
861	Winona		49,650,843
876	Annandale		31,512,231
877	Buffalo		64,832,217
879	Delano		28,306,072
881	Maple Lake		10,548,890
882	Monticello		57,664,571
883	Rockford		22,108,916
885	St. Michael-Albertville		43,249,483
891	Canby		7,019,822
911	Cambridge		46,953,328
912	Milaca		14,811,971
914	Ulen-Hitterdal		4,242,742
2071	Lake Crystal-Welcome Memorial		13,769,843
2125	Triton		14,742,836
2134	United South Central		11,556,716
2135	Maple River		12,392,982
2137	Kingsland		9,148,102
2142	St. Louis County		55,518,242
2143	Waterville-Elysian-Morristown		14,159,652
2144	Chisago Lakes		44,288,309
2149	Minnewaska		23,083,361
2154	Eveleth-Gilbert		
2155	Wadena-Deer Creek		7,637,989
2159	Buffalo Lake-Hector		11,380,686
2164	Dilworth-Glyndon-Felton		12,500,480
2165	Hinckley-Finlayson		13,210,657
2167	Lakeview		7,181,550
2168	NRHEG		12,504,557
2169	Murray County		11,684,571
2170	Staples-Motley		17,739,479
2171	Kittson Central		10,513,112
2172	Kenyon-Wanamingo		11,262,751
2174	Pine River-Backus		27,869,678
2176	Warren-Alvarado-Olso		9,230,345
2180	MacCray		11,574,466
2184	Luverne-Magnolia		16,065,957
2190	Yellow Medicine East		15,067,395
2198	Fillmore Central		9,177,800
2215	Norman County East		3,407,825
2310	Sibley East		14,253,400
2311	Clearbrook-Gonvick		11,957,608
2342	West Central Area	399	12,940,223

2358	Karlstad-Strandquist		3,234,748
2364	Belgrade-Brooten-Elrosa		9,087,641
2365	Gibbon-Fairfax-Winthrop		15,089,193
2396	A.C.G.C.		15,409,148
2397	Le Sueur-Henderson		13,708,754
2448	Martin County West		15,104,713
2527	Halstad-Hendrum		
2534	Bird Island-Olivia Lake Lillian		10,878,037
2536	Granada-Huntley-East Chain		6,976,533
2580	East Central		10,130,741
2609	Win-E-Mac		7,549,569
2683	Greenbush-Middle River		3,515,622
2687	Howard Lake-Waverly-Winsted		15,895,695
2689	Pipestone-Jasper		17,590,029
2711	Mesabi East Schools		10,965,689
2752	Fairmont Area		21,233,046
2753	Long Prairie-Grey Eagle		11,501,426
2754	Cedar Mountain		7,164,548
2769	Morris Area		10,854,944
2805	Zumbrota-Mazeppa		13,852,449
2835	Janesville-Waldorf-Pember		10,281,612
2853	Lac Qui Parle Valley		15,208,641
2854	Ada-Borup		
2856	Stephen-Argyle Central		8,396,831
2859	Glencoe-Silver Lake		20,739,184
2860	Blue Earth Area		18,214,180
2884	Red Rock Central		11,408,850
2886	Glenville-Emmons		5,605,308
2888	Clinton-Graceville-Beardsley		9,311,809
2889	Lake Park-Audubon		22,406,052
2890	Renville County West		10,871,272
2895	Jackson County Central		19,722,939
2897	Redwood Falls Area		14,169,910
2898	Westbrook-Walnut Grove		8,040,448
2899	Plainview-Elgin-Milville		14,137,037
2902	Russell-Tyler-Ruthton		8,491,456
2903	Ortonville Area		7,008,210
2904	Tracy Area		14,072,248
2905	Tri-City United		20,839,508
2906	Red Lake County Central		7,226,644
2907	Round Lake-Brewster		5,868,946
2908	Brandon-Evansville		8,531,070
2909	Rock Ridge		18,803,143
2910	Ada-Borup-West		10,121,919

Total

11,678,509,895

End of Worksheet

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Statewide ANTC / PU calculations

Revenue Year	FY 2024	FY 2025	FY 2026
Payable year	2023	2024	2025
3 YP Data Year	2021	2022	2023
Three year prior Ag. Modified ANTC		10,527,603,375	11,678,509,895
Three year prior APU		860,797.74	857,641.20
State average ANTC / APU	10,393.38	12,230.05	13,617.01
Percent change		17.7%	11.3%
End of worksheet			

FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
2026	2027	2028	2029	2030	2031
2024	2025	2026	2027	2028	2029
12,250,756,880	12,716,285,641	13,224,937,067	13,753,934,550	14,304,091,932	14,876,255,609
862,298.34	856,381.68	-	-	-	-
14,207.10	14,848.85	15,443.00	16,061.00	16,703.00	17,371.00
4.3%	4.5%	4.0%	0	0	0

FY 2033	FY 2034
2032	2033
2030	2031
15,471,305,833	16,090,158,067
-	-
18,066.00	18,789.00
0	0

Edit Version List

date	version	tab
May 3, 2024	V0	all
May 3, 2024	V0	all
	V0	Ten Year

End of Worksheet

notes

Updated bond information as of May 3, 2024

Updated ANTC, APU, and building age information as of
February, 2024 Forecast

Certified LLC data for taxes payable 2024

ISD 1, 1.2, 11, 622, 625, 831, 832, 2909, 2910 checked.

correction in cell F47 for duplicate error

FY 2026 LTFM Ten-Year Revenue Spreadsheet update instructions.

<u>tab</u>	<u>to do</u>	<u>date completed</u>
Ten year	change dates	3-12-24
Line Instructions	change dates	3-12-24
certified	downloads updated	3-12-24
paygo	downloads updated	3-12-24
Compile	change dates	3-12-24
Alt Fac Bonds	see "Alt Fac Query FY 2025-34B.xls"	5-3-24
H & Safety Bonds	see "Alt Fac Query FY 2025-34B.xls"	5-3-24
IAQFAA Bonds	see "Alt Fac Query FY 2025-34B.xls"	5-3-24
FM Other Bonds	see "Alt Fac Query FY 2025-34B.xls"	5-3-24
VPK Bonds	see "Alt Fac Query FY 2025-34B.xls"	5-3-24
Grandfather	no change	3-12-24
APU	February 2024 Forecast	3-13-24
Ave Age	March 8, 2024 upload	3-13-24
ANTC	February 2024 Forecast	3-13-24
state factors	February 2024 Forecast	3-13-24
Pay 24 Edits	update	5-3-24
to revise	update	5-3-24
End of Worksheet		

 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects C										
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2023, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.												
District Info. (REQUIRED) Enter Information		District Info. (REQUIRED) Enter Information										
District Name:	Barnesville	Date:	7/15/2024									
District Number:	0146-01	Email:	jellerbusch@barnesville.k12.mn.us									
District Contact Name:	Jon Ellerbusch											
Contact Phone #	218-354-2217											
				Fiscal Year (FY) Ending June 30								
Expenditure Categories				2024 (base year)	2025	2026	2027	2028	2029	2030	2031	2032
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	Category (1)											
347	Physical Hazards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
349	Other Hazardous Materials	\$480	\$250	\$500	\$500	\$750	\$750	\$1,000	\$1,000	\$1,250	\$1,250	\$1,250
352	Environmental Health and Safety Management	\$11,667	\$10,760	\$11,000	\$11,500	\$12,000	\$12,500	\$13,000	\$13,500	\$14,000	\$14,000	\$14,000
358	Asbestos Removal and Encapsulation	\$963	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$14,222	\$14,380	\$14,500	\$14,500	\$15,000	\$15,000	\$15,500	\$15,500	\$16,000	\$16,000	\$16,000
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$27,333	\$25,390	\$26,000	\$26,500	\$27,750	\$28,250	\$29,500	\$30,000	\$31,250	\$31,250	\$31,250
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue												
Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	Category 3 (a)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025											
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Gender-Neutral Single User Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$3,845	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
370	Electrical	\$6,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
379	Interior Surfaces	\$74	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
380	Mechanical Systems	\$37,809	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
381	Plumbing	\$3,635	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$816	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000	\$200,000
384	Site Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Deferred Capital Expense and Maintenance		\$52,179	\$52,500	\$52,500	\$52,500	\$52,500	\$52,500	\$52,500	\$52,500	\$252,500	\$252,500	\$252,500
Total Annual 10-Year Plan Expenditures		\$79,512	\$77,890	\$78,500	\$79,000	\$80,250	\$80,750	\$82,000	\$82,500	\$283,750	\$283,750	\$283,750
Fund Balance Section												
Fund 01												
Beginning Fund Balance 01-467-XX		\$161,710	\$250,649	\$342,165	\$450,470	\$558,223	\$664,832	\$960,203	\$1,254,324	\$1,347,945	\$1,347,945	\$1,347,945
LTFM Fiscal Year Revenue - Levy		\$93,267	\$95,858	\$111,575	\$114,896	\$116,391	\$223,307	\$223,303	\$223,309	\$223,310	\$223,310	\$223,310
LTFM Fiscal Year Revenue - AID if Applicable		\$75,184	\$73,548	\$75,230	\$71,857	\$70,468	\$152,814	\$152,818	\$152,812	\$152,810	\$152,810	\$152,810
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT if applicable - Special Legislation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures		\$79,512	\$77,890	\$78,500	\$79,000	\$80,250	\$80,750	\$82,000	\$82,500	\$283,750	\$283,750	\$283,750
Ending Fiscal Year Fund Balance 01-467-XX		\$250,649	\$342,165	\$450,470	\$558,223	\$664,832	\$960,203	\$1,254,324	\$1,347,945	\$1,440,315	\$1,440,315	\$1,440,315
Fund 06												
Beginning Fund Balance 06-467-XX		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Bonded Revenue		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fiscal Year Fund Balance 06-467-XX		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

		Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Only	ED - 02478-10
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesc					
District Info.		(REQUIRED) Enter Information			
District Name:	Barnesville				
District Number:	0146-01				
District Contact Name:	Jon Ellerbusch				
Contact Phone #	218-354-2217				
Expenditure Categories		2033	2034		
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		
349	Other Hazardous Materials	\$1,250	\$1,500		
352	Environmental Health and Safety Management	\$14,500	\$15,000		
358	Asbestos Removal and Encapsulation	\$0	\$0		
363	Fire Safety	\$16,000	\$16,500		
366	Indoor Air Quality	\$0	\$0		
Total Health and Safety Capital Projects		\$31,750	\$33,000		
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue					
Finance Code	Category (2)				
358	Asbestos Removal and Encapsulation	\$0	\$0		
363	Fire Safety	\$0	\$0		
366	Indoor Air Quality	\$0	\$0		
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0		
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151					
Finance Code	Category 3 (a)				
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0		
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0		
Remodeling for Gender-Neutral Single-User Restrooms					
Finance/Course Codes	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025				
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	\$0	\$0		
Total Remodeling for Gender-Neutral Single User Projects		\$0	\$0		
Accessibility					
Finance Code	Category (4)				
367	Accessibility	\$0	\$0		
Total Accessibility Projects		\$0	\$0		
Deferred Capital Expenditures and Maintenance Projects					
Finance Code	Category (5)				
368	Building Envelope	\$0	\$0		
369	Building Hardware and Equipment	\$2,500	\$2,500		
370	Electrical	\$5,000	\$5,000		
379	Interior Surfaces	\$30,000	\$30,000		
380	Mechanical Systems	\$10,000	\$10,000		
381	Plumbing	\$5,000	\$5,000		
382	Professional Services and Salary	\$0	\$0		
383	Roof Systems	\$200,000	\$200,000		
384	Site Projects	\$0	\$0		
Total Deferred Capital Expense and Maintenance		\$252,500	\$252,500		
Total Annual 10-Year Plan Expenditures		\$284,250	\$285,500		
Fund Balance Section					
Fund 01					
Beginning Fund Balance 01-467-XX		\$1,440,315	\$1,532,186		
LTFM Fiscal Year Revenue - Levy		\$223,308	\$223,304		
LTFM Fiscal Year Revenue - AID if Applicable		\$152,813	\$152,814		
LTFM Fiscal Year Revenue Other		\$0	\$0		
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0		
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0		
LTFM Transfer OUT if applicable - Special Legislation		\$0	\$0		
LTFM Estimated Fiscal Year Expenditures		\$284,250	\$285,500		
Ending Fiscal Year Fund Balance 01-467-XX		\$1,532,186	\$1,622,804		
Fund 06					
Beginning Fund Balance 06-467-XX		\$0	\$0		
LTFM Fiscal Year Bonded Revenue		\$0	\$0		
LTFM Fiscal Year Revenue Other		\$0	\$0		
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0		
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0		
Other Transfers		\$0	\$0		
LTFM Estimated Fiscal Year Expenditures		\$0	\$0		
Ending Fiscal Year Fund Balance 06-467-XX		\$0	\$0		

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

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

projects for Fiscal Year (FY) 2025 and FY 2026. The later years can be a rough estimate. Fiscal 2024 is an estimate of what the **final** UFARS expenditures will be. Once the FY 2024 audited financial data is complete and final UFARS data has been submitted, enter the actual FY 2024 Health and Safety (H&S) expenditures on the Health and Safety Data Submission System. Category 1 excludes projects costing \$100,000 or more for asbestos removal or encapsulation, fire safety, and indoor air quality as they are entered under Category 2 as listed below. Also enter FY 2024, FY 2025 and FY 2026 totals per finance code in the Health and Safety Data Submission on the Minnesota Department of Education (MDE) website (MDE homepage > Districts, Schools and Educators > Business and Finance > Data Submissions, then select the Health and Safety category) so hold harmless revenue calculates properly on the levy.

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

A district enters totals by finance code for individual projects that cost \$100,000 or more per site, per year for asbestos removal and encapsulation, fire safety, or indoor air quality as they generate additional revenue. Also, enter FY 2024, FY 2025 and FY 2026 H&S projects costing \$100,000 or more on a separate line in the Health and Safety Data Submission System on the MDE website (the project description should include the site name and whether it is financed by “pay-as-you-go” or bonded dollars).

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

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

Category 3(b): Remodeling for Gender Neutral Single-User Restroom per site (Effective FY 2025)

For districts who budget for a remodeling project for a gender-neutral single user restroom at least one at each school site.

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

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

Category 5: Deferred Maintenance Projects by UFARS Finance Code.

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

Additional Documentation

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

For districts with asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year for FY 2025 or FY 2026 the ten-year plan includes a narrative describing the scope and cost of the project in greater detail. Individual project approval is required as these projects generate additional revenue.

- a. For **asbestos removal and encapsulation projects**, give a description of the type and amount of asbestos and the scope of the project including an engineer or contractor estimate of the cost -***narrative from contractor/professional engineer - on company letterhead and signed by a company contractor/engineer.***
- b. For **fire safety projects**, include a project description and an estimate of the cost ***from the professional engineer.*** If a building permit has been pulled for other school construction projects, the building inspector has jurisdiction over the review of the fire suppression rework, but the State Fire Marshal should be contacted for final review and approval; otherwise, the fire suppression rework requires an order from the state fire marshal, schools division. If replacing a fire alarm system which is inoperable, ***submit State Fire Marshal orders to substantiate.*** Voice activated systems cannot be installed in existing systems unless there are Fire Marshal orders authorizing replacement due to in operable system.
- c. For **indoor air quality projects**, describe which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Indoor Air Quality (IAQ) standards are not being met and indicate how the project will result in meeting ASHRAE standards and include an estimate of cost from the project engineer. Also, include a floor plan to reflect classrooms affected and a report listing cubic feet per minute (CFM) ratings (current and projected ratings at completion of project) - ***narrative from professional engineer on company letterhead and signed by professional engineer.***

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

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

Category 3(b) Gender Neutral Single-User Restrooms - Remodeling Costs

For districts who budget for a remodeling or construction project for a gender-neutral, single user restroom at each school site, include a narrative describing the project scope and cost to remodel existing instructional space to accommodate a single-user restroom (at least one per school site). In the narrative, describe the square footage and changes to be made to the facility, and the final square footage and features of the bathroom space. Include a schematic of the remodeled area. ***Narrative information is required to be submitted on vendor/contractor letterhead and signed by the appropriate staff member. If the work is to be done by school facilities staff, please include the narrative information on the school's letterhead and signed by authorized personnel.***

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

For districts with deferred maintenance projects for FY 2025 or FY 2026 costing \$2,000,000 or more per project, per site, per year, a narrative describing each project in greater detail is required. In the narrative, discuss the deferred capital and maintenance criteria that make the project eligible for Long-Term facilities maintenance revenue and the work necessary to prevent further erosion of facilities. Describe the scope of work in sufficient detail to indicate the change in condition of the facility and provide an indication of the improvement to useful life. Indicate the level of deferred maintenance work needed for the facility before and after the project will be completed. Include an architect or consultant cost estimate detailing categories of work and associated cost including an estimate of fees - narrative from professional engineer/architect.

Updating the Health and Safety Database (Does not include Deferred Maintenance Fina

The Minnesota Department of Education (MDE) will continue to use the existing Health and Safety (H&S) database (located on the MDE website under MDE > Districts, Schools and Educators > Business and Finance > Data Submissions, select Health and Safety) to drive levy processing for fall levies. Districts enter summary data by finance code, consistent with the summary data for Fiscal Year (FY) 2024, FY 2025 and FY 2026 included on the district's ten-year plan expenditure spreadsheet. Detailed information by project will still be required for asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year since those generate additional revenue over and above the Long-Term Facilities Maintenance (LTFM) formula allowance. Do not enter information for deferred maintenance or accessibility finance codes. The Health and Safety amounts provide an accurate calculation of the hold harmless revenue estimate on the levy and aid entitlement reports, and either add to revenue or show complete information for persons who seek levy information. When comfortable with data and assumptions, a district should enter the total health and safety cost from the expenditure spreadsheet in the hold harmless section of the revenue spreadsheet and the Health and Safety Data Submission System. Hold harmless revenue depends on the year's H&S costs plus deferred maintenance revenue for districts that did not qualify for alternative facilities revenue. Hold harmless for an alternative facilities school district is health and safety plus an amount to fund the other ten-year plan projects. For FY 2026 and later, MDE is asking school districts to enter totals by finance code from the expenditure spreadsheet in the Health and Safety Data Submission System (instructions on how to enter H&S data on the data submissions website may be found on the LTFM webpage under MDE > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance, then select "Health and Safety Website Instructions" (these instructions may also be found on the Health and Safety Data Submission System). MDE uses the submission system to load the prior law calculation H&S amount into the Levy Limitation and Certification system and LTFM Aid Entitlement system. Without this step, the levy shows zero in the health and safety line under the old law revenue and the calculation is inaccurate. An alternative facilities school district should not include the amount in both the Health and Safety Data Submission System and in the revenue amount entered for deferred maintenance ten-year plan projects levy as the H&S levy will be doubled. In the Health and Safety Data Submission System, enter the H&S finance totals, six in all (if all are included in the ten-year planned projects) from the expenditure spreadsheet plus separately enter each individual project (asbestos removal and encapsulation, fire safety or indoor air quality) costing \$100,000 or

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

Make sure to update the system for **final, audited UFARS H&S financial data** (reference the 23-24 UFARS Turnaround Report titled **Expenditure by Finance Code Report** on the Minnesota Funding Reports (MFR) webpage located at Data Center > Data Reports and Analytics, locate the School Finance Reports section, select Minnesota Funding Reports (MFR). Enter your school name, view all reports, select UFARS Turnaround Reports category, select 23-24 school year, under Report select "All" and then List Reports.

Facilities Age and Square Footage Reporting

Memo Sent to Superintendents/Business Managers: **Mid-October 2024**

Next Reporting Period: Mid - October to December 15, 2024 for 25PAY26 Levy for FY 2

Districts, Schools and Educators > Business and Finance > Data Submissions, then select

or on Main MDE Webpage: <https://education.mn.gov/MDE/index.htm>, select "Data S

Facilities Age and Square Footage Report

All K-12 independent and special school districts are required to submit information using the Facilities Age and Square Footage Report (accessible below). Login requires a district's four-digit district number and an assigned four-digit password used for accessing the Health and Safety system.

Districts are required to annually review and update the district's inventory of buildings prior to the beginning of the fiscal year. This data is necessary to calculate the operating capital portion of general education revenue under Minnesota Statutes, section 123B.595, for qualifying districts. This data is also used to calculate aids and levies for operating capital and long-term facilities maintenance, as well as to calculate the health and safety budget on a biennium basis.

A memo is sent to superintendents, with instructions, when the submission window is open.

[> Enter the Facilities Age and Square Footage Report.](#)

[Facilities Age and Square Footage Report - 10/13/23](#)

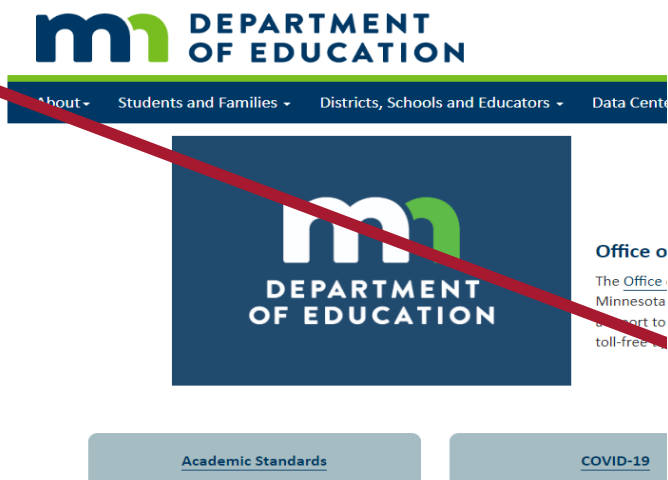
027

in left grey column, "Facilities Age and Square Footage Report"

submissions" radial button.

Age and Square Footage Report
ord. This same password is also

inning of each calendar year. This
ota Statutes, section 126C.10, and
istricts. The data is used
late district's finance code 352



er ▾ Office of the Inspector General

of the Inspector General is responsible for protecting the Department of Education against fraud, waste and abuse. Make the office at MDE.Inspector.General@state.mn.us or with the line at 833-819-8090.



Long-Term Facilities Maintenance A

Pay as You Go

Project Expenditures Fund	Project Description
A - Fund 01	Project(s) \$1 to \$1,999,999 per site/year for finance codes 358, 363 and 366 funded on a pay as you go basis . The project is completed with excess funds remaining.
B - Fund 06	Project(s) \$2 million or more per site/year for Finance Codes 358, 363 and 366, funded on a pay as you go basis . The project is completed with excess funds remaining.
E - Fund 06	Funding in Fund 01 has accumulated over time providing for a project \$2 million or more per site/year funded on a pay as you go basis . The project is completed with excess funds remaining.

Bond

Project Expenditures Fund	Project Description

D - Fund 06	Project(s) \$2,000,000 or more per site/year for Finance Codes 358, 363 and 366, funded with debt issued. The project is completed with excess funds remaining.
G - Fund 06	Project(s) under \$2 million per site funded with debt issued. The project is completed with excess funds remaining.
H - Fund 06	Project(s) \$2 million or more per site funded with debt issued, project is completed with excess funds remaining.
end of worksheet	

Maintenance (LTFM) Fund Transfers as of 05/2024

On go Basis		
Conclusion	Minnesota Statutes	Funds
No fund transfer required. MDE will adjust revenues based on the lesser of actual expenditures or approved costs.	123B.595 (reserve)	
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for \$2 million or more project/site/year . At the completion of the project any amount that was transferred in excess of expenditures must be returned to Fund 01. MDE will adjust revenues in the General Fund 01 - LTFM based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the projects (\$2 million or more per project/site/year) . At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01. MDE will adjust revenues in the General Fund 01 - LTFM based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1
Debt		
Conclusion	Minnesota Statutes	Funds

At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07 (see other "Use of Proceeds" options under Minnesota Statutes 2022, section 475.65). Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.	123B.595 (reserve) or 475.61 (transfer to Fund 7 - Debt Service), 475.65	6 to 7
At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07 (see other "Use of Proceeds" options under Minnesota Statutes 2022, section 475.65), Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.	123B.595 (reserve) or 475.61 (transfer to Fund 7 - Debt Service), 475.65	6 to 7
At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07 (see other "Use of Proceeds" options under Minnesota Statutes 2022, section 475.65), Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.	123B.595 (reserve) or 475.61 (transfer to Fund 7 - Debt Service), 475.65	6 to 7

Restricted Grid Codes

Program Code(s)	Finance Codes	Object Code	Source Code
866	358, 363 and 366		
866 868	358, 363 and 366	910	649
865 868	Not including Finance Codes 358, 363 or 366	910	649

Restricted Grid Codes

Program Code(s)	Finance Codes	Object Code	Source Code

867	358, 363 and 366	910	649
867	Not including Finance Codes 358, 363 or 366	910	649
867	Not including Finance Codes 358, 363 or 366	910	649

Journal Entry

No Entry Required

Entry 1:

Debit Expense 01-005-866-3XX-910-000
Credit Revenue 06-005-868-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-868-000-649-000
Credit Expense 01-005-866-3XX-910-000

Entry 1

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-868-000-649-000

Correcting Entry to Return Funds (Under \$2 Million)

Debit Revenue 06-005-868-000-649-000
Credit Expense 01-005-865-3XX-910-000

Journal Entry

Debit Expense 06-005-867-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-867-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-867-3XX-910-000
Credit Revenue 07-005-000-000-649-000



Lakes Country Service Cooperative
School District Membership Agreement
FY 2025
July 1, 2024 - June 30, 2025

Membership	Total
Base Fee per district	\$1,400.00
Plus \$1.75 per student <u>875</u> *student count	\$1,531.25
Subtotal	\$2,931.25
Adjusted Membership Fee <i>(Smaller of the Subtotal or \$5,500.00 Max)</i>	\$2,931.25
Capital Outlay <i>(Cooperative facility maintenance fee)</i> Facilities Maintenance Fee	<u>\$1,000.00</u>
Total Membership	\$3,931.25

**Student count was taken from the MDE website. Please update if necessary.*

Barnesville Public School District

School District Name

Dr. Jon Ellerbusch

Superintendent
July 15, 2024

Date

Lakes Country Service Cooperative

Jeremy Kovash

Jeremy Kovash, Executive Director
6/19/2024

Date

Please return completed agreement by August 1, 2024 to:
Lakes Country Service Cooperative
1001 E. Mount Faith
Fergus Falls, MN 56537
Questions? Contact Siri Livdahl at 218-737-6542 or slivdahl@lcsc.org

**RESOLUTION FOR CONTRACT BETWEEN
THE CLAY COUNTY COLLABORATIVE AND
BARNESVILLE PUBLIC SCHOOLS
JULY 1, 2024 – JUNE 30, 2025**

WHEREAS, the Clay County Collaborative received Local Collaborative Time Study (LCTS) funds to utilize in supporting the physical and mental health of children and their families in an effort to reduce the need for out of home placements; and

WHEREAS, the Clay County Collaborative's Children's Mental Health Work Group has identified **Summer School at Barnesville Public Schools** as a priority program to address the needs of children and families; and

WHEREAS, the Clay County Collaborative and **Barnesville Public Schools** have agreed that **Barnesville Public Schools** will be the employing partner for the program;

NOW, THEREFORE, BE IT RESOLVED that the Clay County Collaborative has budgeted **\$7,480** from LCTS dollars for this project.

Reimbursement for services/programming, as indicated in the FY25 work plan approved by the Governance Board of the Collaborative, needs to be submitted on a quarterly basis. If the program employs staff utilizing Collaborative funds, any vacancies in those staffing positions need to be communicated to the Collaborative Coordinator. Funding may be adjusted on a case by case basis. Programming provided using Collaborative funds must follow the requirements within the attached Collaborative Funding Policy including a work plan report on a quarterly basis. Invoices submitted for program reimbursement will be held until such time the report is provided to the Collaborative Coordinator. See attached Funding Policy for more information.

Termination without Cause. Without cause, either party may terminate this Agreement, after giving a 30-day prior written notice to the other of intent to terminate without cause. The parties shall deal with each other in good faith during the 30-day period after notice of intent to terminate without cause has been given.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

For Barnesville Public Schools

By:

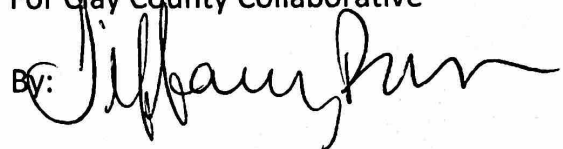
Name:

Title:

Date:

For Clay County Collaborative

By:



Tiffany Ross

Governance Board Chair

June 17, 2024

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CLAY COUNTY COLLABORATIVE, CLAY COUNTY SOCIAL SERVICES, LAKELAND
MENTAL HEALTH INC, AND THE BARNESVILLE PUBLIC SCHOOL DISTRICT #146
JULY 1, 2024 – JUNE 30, 2025**

WHEREAS, the Clay County Collaborative has identified as a priority the need for mental health services in the school that address the needs of children and families who do not have access to mental health services, and/or are experiencing either a gap in insurance benefits, are uninsured, or underinsured.

WHEREAS, it is in the Clay County Social Services best interest, the community's benefit, and the enhancement of Children's Mental Health Act to provide clinical based and skill development-based programming to children not currently served and/or identified in the current mental health system of care; and

WHEREAS, the Clay County Collaborative received Local Collaborative Time Study (LCTS) funds to utilize in supporting the physical and mental health of children and their families in an effort to reduce the need for out of home placements; and

WHEREAS, the Clay County Collaborative and Clay County Social Service in cooperation with the Barnesville Public School District, and Lakeland Mental Health agree to participate in providing school based mental health services; and Lakeland Mental Health, Inc agrees to become the employer of record for staff providing said services; and

WHEREAS, provider agency will develop a set of services that meet the need of the partnering school district based, and agreed upon in written and verbal communication, including such services as clinical diagnostic services, individual and group therapy, teacher consultation and support, and skill building. Provider agency agree to contact families prior to providing services to explain the process and get permission to treat.

WHEREAS, the funds for the agreed upon School Based Mental Health services provided in the Barnesville school district will flow through the Clay County Collaborative in the following amounts: Clay County Collaborative, **\$49,500**; Clay County Social Services, \$8,200; Barnesville Public School District, **\$10,000**; for a total of **\$67,700** and

WHEREAS, Lakeland Mental Health will, whenever possible, utilize insurance billing as the first payor of services; and will invoice the Collaborative for reimbursement based on expenditures and revenue; and agrees to complete the Collaborative's data documentation at a minimum semi-annual basis;

WHEREAS, all financial partners for said program have the right to terminate without cause after giving a 30-day prior written notice to the other interested parties of intent to terminate without cause. The parties shall deal with each other in good faith during the 30-day period after notice of intent to terminate without case has been given.

Barnesville Public School

Date

**Clay County Collaborative
Governance Board Chairperson**

Date

2024-2025

CONTRACTUAL AGREEMENT FOR ADDITIONAL SERVICES

This contract entered into the 1st day of July 2024, by and between Lake Agassiz Education Cooperative and Barnesville School District witnesses that:

WHEREAS, Barnesville has determined that it is necessary to contract the additional services noted below to support the students enrolled in its district.

Position	Full-Time Equivalent
Speech-Language Pathologist	.4
School Social Worker	1.0

Barnesville will ensure that the individual filling the social worker position is provided with a Barnesville email address, has adequate technology, an office space, all district-specific training, and access to appropriate instructional materials.

Service provisions will commence the week following Labor Day and will not extend beyond the end of Lake Agassiz's approved calendar. The contract provides for the district to reimburse Lake Agassiz for all expenses incurred.

This shall be a continuing contract until canceled by either party. Notice of cancellation must be received by April 1st of the year before service.

Signed:

Superintendent
Date

Special Education Director
Date





June 28th, 2024

Ind. School District No. 146
PO Box 189
Barnesville, MN 56514

Here is our quote to haul garbage for the 2024-2025 school year.

Elementary and High School Buildings \$27,464.19

Please let us know if you have any other questions.

Thanks
Fuchs Sanitation

BARNESVILLE ELEMENTARY



PARENT / STUDENT HANDBOOK

2024-25

(Revised July 15, 2024)

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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

JACOB THOMPSON (chair) / DION BREDMAN / MARLA FIELD / CRYSTAL HENDERSON /
DAVE HERBRANSON / RYAN LINDBOM / ANDREW MAIER

ADMINISTRATION

DR. JON ELLERBUSCH	SUPERINTENDENT
TODD HENRICKSON	K-6 PRINCIPAL
BRYAN STRAND	7 - 12 PRINCIPAL
AARON SCHINDLER	ACTIVITIES/COMMUNITY ED DIRECTOR

SECRETARIES / OFFICE STAFF

KARI WILSON	ELEMENTARY ADMINISTRATIVE ASSISTANT
JULIE KUIK	ELEMENTARY ADMINISTRATIVE ASSISTANT
SHELLY KRUEGER	HIGH SCHOOL ADMINISTRATIVE ASSISTANT
MELISSA SOSSA	HIGH SCHOOL ADMINISTRATIVE ASSISTANT
CHRIS ELLEFSON	ACTIVITIES DIRECTOR/COMMUNITY ED ASSISTANT
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 15, 2024**. 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

Administrative Assistants

Kari Wilson.....	405
Julie Kuik	409

Health Aid/Special Ed Paraprofessional

Trisha O’Leary	444

Kindergarten

Shari Grabow	415
Megan Martin.....	417
Christine Messer	416
Alison Willers	428

Grade 1

Chastity Justesen.....	419
Karie Martinson	420
Tori Olson	432

Grade 2

Lisa Forsgren.....	439
Carrie Jenkins.....	424
Laura Jorud.....	427
Sandy Meyer	436

Grade 3

Ryan Bomstad	434
George Haj	433
Michelle Tonsfeldt	418

Grade 4

Lisa Gilbertson	430
Tracy Hinsz	429
Lynn Thorkildson.....	431

Grade 5

Scott Amundson	421
Megan Askegaard	422
Alissa Honrud	423

Grade 6

TBD.....	318
McKinzie Solum	353
Kailee Strand.....	500

Title I Lead Teacher

Patti Erlandson	442

MTSS Coordinator

Nicole Nelson	354

Special Education

Patti Erlandson.....	442
Sarah Poepping	408
Mary Spillum	413
Matty Tschider.....	426
Michelle Wander.....	414

Occupational Therapy

Megan Weller	355

Speech Clinician

Michelle Field	441
Brittany Thompson	451

Preschool		
	Breanna Chuinard	456
	Laura Lempe	335
Music		
	Ava Pfeifer.....	443
Physical Education		
	Jacob Grosz	412
Art		
	Kendra Jolicoeur.....	453
Social Worker		
	Jamie Skrove	450
Behavior Paraprofessional		
	Micki Bang.....	369
Lakeland Mental Health		
	Renee Olson	471
Library Aide		
	Janet Rasmussen	411
Title I Paraprofessionals		
	Madelyn Anderson	654
	Betsy Ronsberg.....	458
	Jessi Haus.....	440
	TBD.....	655
	Joanne Herbranson	651
	Chrissa Wolters	672
Special Education Paraprofessionals		
	Julia Bekkerus.....	643
	Colyn Gardner	644
	Chandra Buck.....	408
	Brea Hauck	659
	Cheryl Carlton.....	655
	Ashley Schwartz.....	408
	Amy Caruso	656
	Michelle Zajac	368
	Lesley Connelly	674
	Cary Zepper.....	TBD
Preschool Paraprofessionals		
	Cassandra Blomberg	674
	Stacey Rotz	645
5th & 6th Grade Band		
	Grace Tangen	334 - High School
Technology Coordinator		
	Casey Ehlert	338
Kids Club		
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Cooks		
	Sharon Braton	342
	Nita Fenner.....	410
	Tim Getz	410
	Deborah Goegren	410
	Ruth Johnson.....	410
	Chris Lien	410
Custodian		
	Duane Duval	407
	Laurie Haapala	407
	Scott Odden.....	407
	Jamin Krause.....	340

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:** The purpose of this policy is to maintain a safe school environment by enforcing rules against contraband. Contraband is defined as any unauthorized item or possession that is prohibited by the school district policy and/or the law. School officials have the right to search lockers, desks, personal possessions, and a student's person if they have reasonable suspicion that a violation of school rules or laws will be found. A violation occurs if students use lockers or desks for unauthorized purposes or to store contraband. If contraband is found, it will be seized and may be turned over to legal officials. Students who violate this policy may face disciplinary actions, such as suspension or expulsion. Officials must provide notice of searches to students when feasible, and searches should be conducted with reasonable scope and intrusiveness.
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.

Art – 100 page Sketch Book 5.5” x 8.5”

Music – Kleenex (1)

PE - Non-marking tennis shoes

Kindergarten – **Labeled with Name:** Bath or beach towel (no rugs or foam mats please), Backpack, (2) 2-pocket Vinyl folders, Headphones (no earbuds) **Unlabeled:** (1) package of black dry erase markers, (2) Boxes of 24 count Crayola Crayons, (2) 10 count Crayola Classic Color Markers, (1) set of watercolor paints, (1) large pack Elmer’s Glue sticks, (1) box of #2 yellow pencils, (3) small Elmer’s Glue Bottles, (2) boxes of Kleenex, (1) box of colored pencils, (1) 1½” Binder, (1) Box Ziploc Bags – Quart or Gallon, Clorox Wipes.

First Grade – (2) Crayola Crayons (24) count pack only, (2) 2-pocket folders, (2) Crayola Washable Markers (classic colors), (1) Elmer’s white glue bottle, (12) glue sticks, (24) Ticonderoga #2 yellow pencils, (1) spiral notebooks, scissors, (2) boxes of Kleenex, Sterilite pencil box, 8-color watercolor paint set, (4) Black Expo Markers, (1) package of colored pencils, (2) highlighters, (1) pair of headphones, (1) Clorox wipes, (1) 1 1/2 inch binder.

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 watercolor Crayola or Prang paint set, (3) glue sticks, (2) wide spaced spiral notebooks, (2) 2-pocket folders, (1) glue bottle, (2) disinfecting wipes, (2 boxes) facial tissues, (2) individual Expo markers(any color), headphones. Items do not need to be labeled.

Third Grade - crayons, 1 box classic colored markers, colored pencils, 5x8 pencil box, 24 count watercolor paints, (2) Kleenex, (8) glue sticks, (24) #2 Pencils– regular or mechanical, pencil top erasers, highlighter, (1 pk) expo markers, headphones, (1) wide-lined notebook, scissors, (2) 2-pocket folders, (2) Clorox/Lysol disinfecting wipes, (2) black sharpies, Elmer's glue bottle, 1 package of 3x3 post-it notes (any color)

Fourth Grade – headphones for iPads, 12” ruler, crayons, scissors, (3) wide-lined spiral notebooks, 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, black sharpies (2), Clorox/Lysol disinfecting wipes, kleenex

Fifth Grade – crayons, scissors, (3) wide-lined spiral notebooks, (2) 2-pocket folders, (1) highlighter, white glue, glue sticks, markers, (2) Black Sharpies, pens, pencils, colored pencils, (1) Kleenex, (2) Clorox/Lysol disinfecting wipes, earbuds or headphones, pencil box or pouch.

Sixth Grade - scissors, markers, colored pencils, pencils, (1) Kleenex, earbuds, (5) wide lined spiral notebooks, (2) Black Sharpie, red pens, crayons, (1) highlighter, (5) 2 pocket folders, (3) Clorox/Lysol disinfecting wipes, (1) white glue, (6-8) Expo Markers, pencil box or pouch.

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

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including but not limited to:

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

RELEASE TIME FOR RELIGIOUS CLASSES

Information regarding release time for religious instructions will be sent home to the parents during the first part of the school year. A note will then have to be signed by the parents requesting that their child be allowed to attend religious instruction during the week.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

LOST AND FOUND

Each year mittens, sweaters, caps, boots, and coats are turned into the Lost and Found and are never claimed. We urge that all pieces of clothing be marked with the child's name. Lost articles may be picked up at the two designated locations. Remind your child to report any lost article promptly. The school secretary will hold items of higher value. At the end of the school year, all items not claimed will be donated to the Dakota Boy's Ranch.

FIRST DAY OF SCHOOL

Tuesday, September 3rd, will be the first day of school for all children. Students should meet in the following areas as assigned to them:

• Preschool	Rooms 172, 176
• Kindergarten	Rooms 105, 106, 107, 108
• Grade 1	Rooms 102, 103, 104
• Grade 2	Rooms 101, 167, 168, 171
• Grade 3	Rooms 164, 165, 166
• Grade 4	Rooms 161, 162, 163
• Grade 5	Rooms 127, 128, 129
• Grade 6	Rooms 136, 137, 138

SCHOOL HOURS

1. The School Breakfast Program begins at 8:00 am and will be served in two shifts:
 - a. 8:00 am - 8:15 am (all students report to the lunchroom)
 - b. 8:15 am - 8:30 am
 - c. Students walking or being dropped off have the option of either time.
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

Barnesville Kids Club exists to provide a safe, supervised place for children enrolled in the Senior Preschool classes through sixth grade to learn new skills and develop resourcefulness, responsibility, and reliability. Information can be found on the School Website or by contacting the Community Education Office at 354-2638

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	Free	Free
1 meal – includes 1 milk	Free	Free
1 adult meal – includes 1 milk	\$2.55	\$4.95
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 **\$.50 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 \$27.00 for a half year or \$54.00 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.....	10:55 a.m. to 11:20 a.m.
Grade 1.....	11:15 a.m. to 11:40 a.m.
Grade 2.....	11:45 a.m. to 12:10 p.m.
Grade 3.....	11:05 a.m. to 11:30 a.m.
Grade 4.....	11:35 a.m. to 12:00 p.m.
Grade 5.....	12:00 p.m. to 12:25 p.m.
Grade 6.....	12:10 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 #1 on the South End of the building during the school day.

PICK UP / DROP OFF STUDENTS

- a. The bus loop on the south end of the school is not to be used between 8:00 am - 8:30 am and between 3:00 pm – 3:30 pm. Buses will be arriving during those times.
- b. Doors 1, 3, and 4 can be used for student drop off in the morning (8:15 am) and when the school day is done (3:10 pm).
- c. If using the drop-off loop on the west side of the building (Doors 4 & 5) enter on the south end and exit on the north end.

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

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 Kindergarten through six. 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, math and other subjects.

1. Parent-Teacher Conferences are held in the fall and spring for all students. 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 - \$75.00 / Student - \$50.00 / 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).

Your child's photo/videos will be used for Barnesville Public Schools publications (Facebook, Website, YouTube, Newspaper, etc.). You MUST call the Elementary Office to opt out.

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 (34 CFR § 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. 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 AND PROTECTION RIGHTS AMENDMENT

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 PTO 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. PTO 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.

DISTRIBUTION OF NON SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

The policy outlines guidelines for the distribution of non-school sponsored materials on school premises by students and employees. It aims to protect free speech rights while considering educational objectives. Prohibited materials include those that are obscene, libelous, indecent, violent, or disruptive. The principal must approve distribution in advance and any violations will result in disciplinary action. Additional guidelines may be developed by the administration with approval from the school board.

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.

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

Compulsory Attendance Law:

Minnesota Statute 120.10 states, "Every child between 7 and 16 years of age shall attend a public school, or a private school, during the entire time that the school is in session during the school year." This law will be enforced.

The administration and faculty of Barnesville Elementary School believe that regular attendance is a significant and valuable component of a student's education. Regular attendance is essential to successful academic achievement. Consistent school attendance is one means by which a student develops responsibility and self-discipline. To be present, on time, and in condition for the day's work is a habit that should be developed by all concerned. Parent and student cooperation in this matter is strongly urged and expected.

A complete set of records of all absences and tardies are kept in the office. **Attendance will be taken at 9:00 A.M. Any student arriving between 8:30 – 8:35 will be considered tardy.**

ABSENCE:

Definition: A student will be considered absent when he/she is missing from school for any day or part of a day. Half days are determined as (1) the time school starts in the morning to dismissal for lunch; and (2) resumption of classes after noon lunch to dismissal time. If a child is ill, it is better to remain at home than to expose others.

Reporting: Parents shall call the elementary school office when their child will be absent or tardy for school. If an extended absence is anticipated, parents should notify the office well in advance so that arrangements for make-up work can be made if necessary. If you do not call the office, we will call you to verify the absence or tardiness. Parents should be specific as to the type of illness.

Excused Absences: To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

- **The following reasons shall be sufficient to constitute excused absences:**

- Medical or medically related to appointments to include doctors, dentists, chiropractors, etc.
- Professional appointments to include psychologists, county workers, other professional therapists, etc.
- Illnesses with appropriate notification from the parent or guardian.
- Personal family emergencies.
- Family vacations: Family vacations are strongly encouraged during the regular school vacation periods. The school must be notified prior to any vacation.
- Legal proceedings.

Unexcused Absences:

- **The following are examples of absences which will not be excused:**

- Hair appointments, shopping, babysitting, working at home, oversleeping, student did not feel like going to school, not knowing school schedule, running late.

Consequences of Unexcused Absences:

- Students with unexcused absences shall be subject to discipline in the following manner:
 - Letters will be sent to the family after the third and fifth unexcused absence.
 - A letter will be sent to the family and Clay County Social Services after the seventh unexcused absence.
 - After subsequent notifications, the school will request a conference with the parent(s) or guardian(s) to discuss the student's absences. The parent or guardian may also request a conference with the school officials to discuss the student's absences.

Tardiness

- **Definition:** Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- **Procedures for Reporting Tardiness**
 - Students tardy at the start of school must report to the school office.
- **Excused Tardiness - Valid excuses are:**
 - Medical or medically related to appointments to include doctors, dentists, chiropractors, etc.
 - Professional appointments to include psychologists, county workers, other professional therapists, etc.
 - Illnesses with appropriate notification from the parent or guardian.
 - Personal family emergencies.
 - Legal proceedings.

Homework:

- Homework requests for absent students should be made early in the school day to allow the teacher(s) adequate time to put together books, worksheets, instruction, etc.
- Students who miss school 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.

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 that promote drugs, alcohol, tobacco, and /or are obscene, suggestive, or indecent will not be permitted.
2. Short shorts, short skirts, skimpy tank tops and tops that expose the midriff are not allowed.
 - a. Skirts and shorts must meet the fingertip test with arms at full extension.
 - b. Tops may expose the shoulders; however, a thick strap will be required on all tops.
3. Tennis shoes must be worn for physical education class.
4. Any apparel or footwear that could damage school property, are not allowed at any time during the school day or during after school activities.
5. Belts must be the appropriate length and secured in belt loops.
6. Clothing must fit appropriately at the waist.
7. Any clothing or attire that interferes with or disrupts the normal educational environment is not appropriate for the school setting.
8. 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.
9. 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.
10. 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, WATCHES, PDAs, ETC.

Students may not bring any electronic devices to school (cell phone, watches, 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.

The use of cell phones, watches 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 may not bring in a **cell phone, watch, 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:
- a. 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
 - b. 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.
 - c. 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

It shall be the policy of ISD #146, Barnesville Public School, to subscribe to Minnesota State Law regarding its Drug Free Policy. This law has provisions that address persons caught possessing, using, or selling drugs. Drugs are defined as any illegal substance as identified by law. 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.

WEAPON FREE

The purpose of the school weapons policy is to ensure a safe environment for students, staff, and the public. No one is allowed to possess, use, or distribute weapons on school property, except in certain specified circumstances. The policy defines what constitutes a weapon and outlines consequences for students and nonstudents who violate the policy. Consequences for students include suspension, notification of parents, and possible expulsion for bringing a firearm to school. Employees who violate the policy may face disciplinary action, including termination. Law enforcement may be involved in certain situations. The policy also includes exceptions for specific situations, such as firearm safety courses and ceremonial color guards.

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 under 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 not necessarily 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

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 that is orderly, safe, stimulating and 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.

THE “TROJAN WAY”

- a. **We are Respectful / Act Responsibly / You are Valued**
- b. We are a PBIS (Positive Behavior Interventions and Supports) School. PBIS supports all students through interventions ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate. For behavior management, we follow the multi-tiered systems of supports - structured with the Second Step Curriculum, School Social Worker small groups, a Behavior Intervention Team (BIT), as well as in-school mental health services provided by Lakeland Mental Health.
- c. We have a PBIS Team that is representative of the entire school staff across grade levels. The PBIS Team meets once a month to plan and coordinate school-wide behavior systems, including activities and programs. They monitor and update PBIS programs, attend trainings and present PBIS news and updates at staff meetings to keep staff informed and receive feedback. The mission of the PBIS team is:

To foster and promote a safe and positive school environment that enhances student learning through teaching and recognizing positive behavior.

School Board – holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

Superintendent - establishes guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and

directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

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:

3. To establish and implement rules and regulations governing conduct of students which are consistent with the Minnesota Statutes and school board policies.
4. 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.
5. To be responsible for informing students, parents or guardians, and community groups of the current rules and regulations.
6. To assure that all system wide regulations and school rules regarding discipline are applied consistently.
7. To take prompt corrective action for referred violations of discipline regulations.
8. To inform the parent/guardian and involved staff member, when appropriate, of actions taken for referred violations.
9. To report all illegal activities to appropriate authority, as required by law, or as necessary to maintain school discipline and order.

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.

Other School District Personnel

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/Student 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.

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.

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 that may interfere with a teacher's right to teach and a student's right to learn.
- d. To bring to class materials required for daily classroom use.
- e. To complete assigned class work on time and according to instructions given by the teacher.
- f. To obey all safety regulations in the educational setting.
- g. To use appropriate language avoiding cursing, using profanity, or vulgar language.

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.
- 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 Threat** - 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.
- 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 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.
- 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.

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.

PART IV – HEALTH & SAFETY

STUDENT MEDICATION – POLICY 516

- A. **PURPOSE** - The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency medication to students.
- B. **GENERAL STATEMENT OF POLICY** - The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with school district procedures.
- C. **REQUIREMENTS**
 - a. No prescription medication or medicine that may be purchased without a prescription will be administered during the school day by school personnel unless prescribed by a licensed prescriber and an Authorization Form is signed by the student's parent/guardian.
 - b. An "Administration Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
 - c. Prescription medication must come to school in a container appropriately labeled for the student by the pharmacy.

- d. Nonprescription medications must come in the original container. This must be accompanied with a licensed prescriber's written order and signature when being administered by the school district.
- e. Prescription medications are not to be carried by the student unless there is a written agreement between the school district and the parent. Medications will be left with the appropriate school district personnel, except as noted in a written agreement between the school district and the parent or as specified in an IEP (individual education plan) or IHP (individual health plan).
- f. The school must be notified immediately by the parent or student over 18 in writing of any change in the student's medication or if the medication is no longer required. A new container label with new pharmacy instructions shall be required within two days of the change.
- g. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- h. The school nurse, or other designated person, shall be responsible for the filing of Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designed person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- i. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization (if appropriately contracted by the school district under private health organization (if appropriately contracted by the school district under Minn. Stat. 123.35, subd.17(2) or (3)). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

D. NOT COVERED BY THIS POLICY:

- a. Special health treatments such as catheterization, tracheotomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine.
- b. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
- c. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
- d. This policy does not apply to drugs or medicines used at school in connection with services for which a minor may give effective consent.
- e. The provisions of this policy do not apply to medications:
 - i. that are used off school grounds.
 - ii. that are used in connection with athletics or extracurricular activities; or
 - iii. that are used in connection with activities that occur before or after the regular school day.
 - iv. "Parent" for students over 18 is the student.

VISION SCREENING PROGRAM

This program begins with the preschool child and continues each year in grades K-6. It is also done with new pupils and on teacher recommendation. This consists of the use of the LEA Chart for Pre-School – Grade 1, Color Vision for Kindergarten, and HVOT for Grades 2-6.

HEARING SCREENING PROGRAM

This program also begins with the preschool child and continues each year in grades K-6. The pure-tone audiometer is used to determine whether or not the child has a hearing defect. Good vision and hearing are directly related to a child's achievement in the classroom.

POLICY CONCERNING ACCIDENTS AND ILLNESS

If your child has had an accident in school and needs immediate medical attention, the school will attempt to notify you and then take him/her to the nearest physician. There have been, and will continue to be, instances where parents were unable to be contacted. The school will continue to use the same procedure unless we are notified otherwise.

This means that if your child needs urgent medical attention and you cannot be reached by telephone, the school will take him/her to the nearest physician.

1. 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 100° 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.

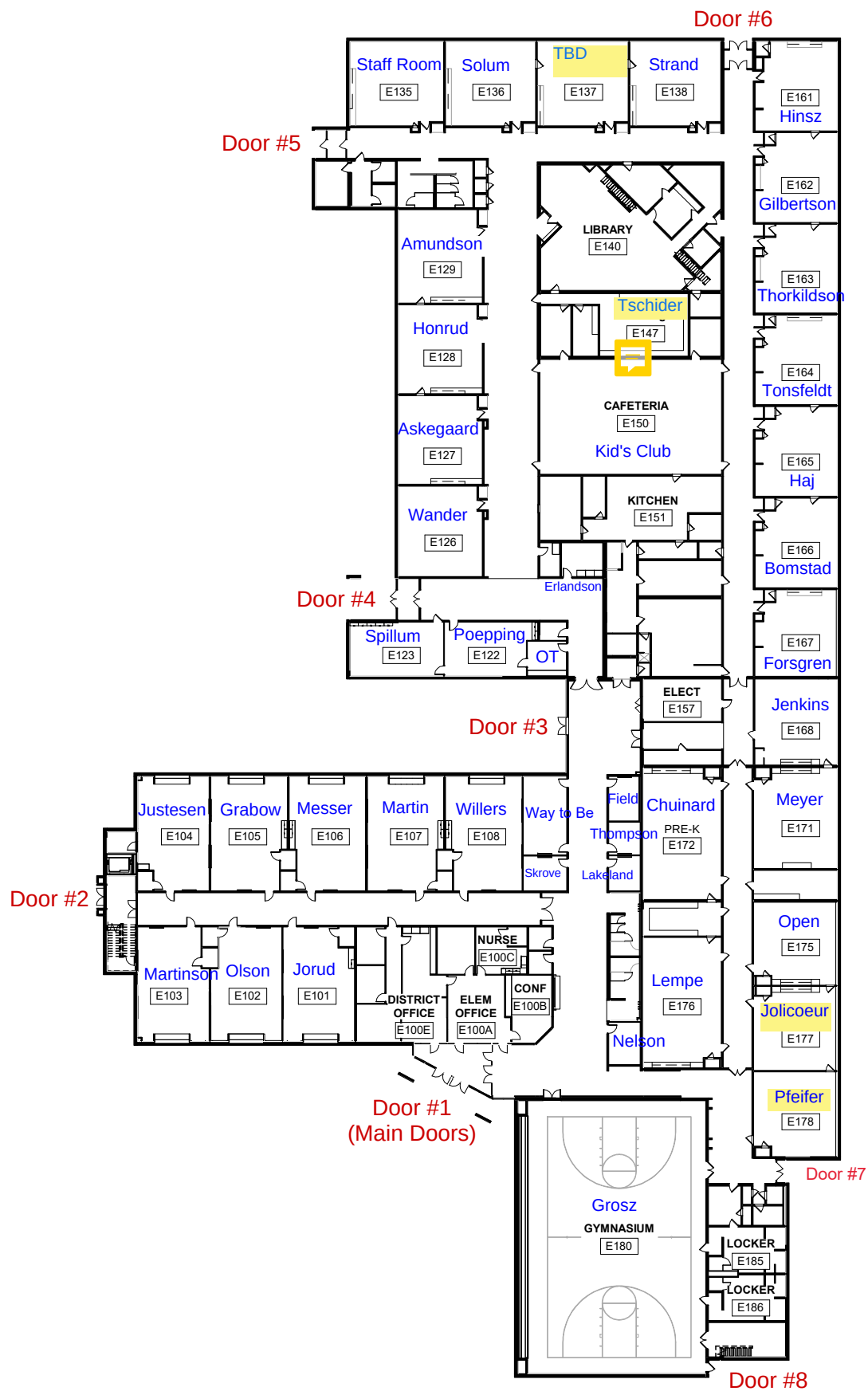
Periodic and annual walk-through of the school buildings will be performed by the Indoor Air Quality Coordinator, Don Sweduik. The purpose of the walk-through is to evaluate school facilities for obvious water intrusion, structural problems, ventilation, overall cleanliness, and to monitor the IAQ program 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.



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

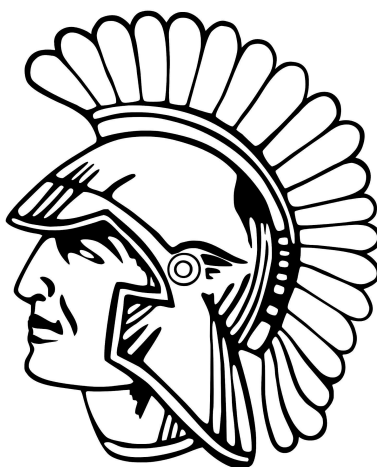
Contact your school or district for the form to opt out of local assessments.

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 _____

Barnesville High School



Student/Parent Handbook 2024-2025

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High School Staff Listing

Name	Duties	Ext.	Email
Breanna Anderson	Special Education Para	658	banderson@barnesville.k12.mn.us
Matt Askegaard	Business Education Head Boys Golf Yearbook Advisor	337	maskegaard@barnesville.k12.mn.us
Jane Bjornson	Social Worker (Special Education)		jbjornson@lagassiz.com
Amber Blilie	Special Education Teacher	327	ablilie@barnesville.k12.mn.us
Carrie Braton	Special Education Para	661	cbraton@barnesville.k12.mn.us
Kathy Braton	Special Education Para	650	kbraton@barnesville.k12.mn.us
Laurn Braton	Health Aide/MA Billing	352	lbraton@barnesville.k12.mn.us
Sharon Braton	Cook	342	sbraton@barnesville.k12.mn.us
Ben Del Greco	Spanish	325	bdelgreco@barnesville.k12.mn.us
Duane Duval	Custodian	407	dduval@barnesville.k12.mn.us
Susan Duval	Library Para	341	sduval@barnesville.k12.mn.us
Casey Ehlert	Tech Coordinator	338	cehlert@barnesville.k12.mn.us
Chris Ellefson	Activities & Community Education Secretary	361	cellefson@barnesville.k12.mn.us
TBD	Special Education		
Laurie Ernst	Custodian		lernst@barnesville.k12.mn.us
Laura Eberhardt	English	324	leberhardt@barnesville.k12.mn.us
Michelle Field	Speech Clinician	441	mfield@barnesville.k12.mn.us
John Goering	Science	329	jgoering@barnesville.k12.mn.us
Bill Gottenborg	Science Head Girls Basketball	326	bgottenborg@barnesville.k12.mn.us
Isaac Frauendienst	Vocal Music	344	ifraundienst@barnesville.k12.mn.us
Laurie Haapala	Custodian	407	lhaapala@barnesville.k12.mn.us
Angela Hamman	Kitchen Aide		ahamman@barnesville.k12.mn.us
Kelsey Haspel	Special Education Para		khaspel@barnesville.k12.mn.us
Anthony Hermes	Math	333	ahermes@barnesville.k12.mn.us
Megan Hoyer	School Counselor	311	mhoyer@barnesville.k12.mn.us
Jed Johnson	Math	350	jedjohnson@barnesville.k12.mn.us
Roxanne Kara	Custodian		rkara@barnesville.k12.mn.us
Jamin Krause	Building & Grounds Supervisor	340	jkrause@barnesville.k12.mn.us
Shelly Kruger	Secretary	301	skrueger@barnesville.k12.mn.us
Sarah Larson	English	321	slarson@barnesville.k12.mn.us
Ruth LeNoue	Cook		rlnoue@barnesville.k12.mn.us
Sara Lien	Assistant Payroll/HR	367	slien@barnesville.k12.mn.us
Nancy Loen-Erickson	Agriculture	336	nloen@barnesville.k12.mn.us

	FFA Advisor		
Stacy Martz	Special Education Head Baseball	332	smartz@barnesville.k12.mn.us
Alissa Nibbe	Musical Director		anibbe@barnesville.k12.mn.us
Jeff Nibbe	Technical Theater Coordinator/Custodian		jnibbe@barnesville.k12.mn.us
Nick Paur	Physical Education Health Assistant Track	357	npaur@barnesville.k12.mn.us
Cassie Pender	Special Education Para		cpender@barnesville.k12.mn.us
Monica Petersen	Math	323	mpetersen@barnesville.k12.mn.us
Sharon Poach	Cook		spoach@barnesville.k12.mn.us
LaVonne Redding	Cafeteria Aide		lredding@barnesville.k12.mn.us
Ricky Reep	Custodian		rreep@barnesville.k12.mn.us
Jodi Samuelson	Finance Officer	362	jsamuelson@barnesville.k12.mn.us
Mike Schaub	Physical Education Health Head Girls Track	309	mschaub@barnesville.k12.mn.us
Aaron Schindler	Activities Director/Community Education Coordinator	307	aschindler@barnesville.k12.mn.us
TJ Schmitt	Science ESports coach	331	tschmitt@barnesville.k12.mn.us
Nicci Seifert	English	322	nseifert@barnesville.k12.mn.us
Shane Sigler	Athletic Trainer	310	ssigler@barnesville.k12.mn.us
Heidi Smith	Art Art Club Advisor	315	hsmith@barnesville.k12.mn.us
Scott Snobl	Social Studies	319	ssnobl@barnesville.k12.mn.us
Missy Sossa	Records Secretary Food Service	302	msossa@barnesville.k12.mn.us
Bryan Strand	Principal Head Football	304	bstrand@barnesville.k12.mn.us
Chad Suter	Industrial Tech	308	csuter@barnesville.k12.mn.us
Cheryl Suter	Assurance and Mastery Para	339	casuter@barnesville.k12.mn.us
Grace Tangen	Instrumental Music	334	gtangen@barnesville.k12.mn.us
Britta Teeples	Social Studies NHS Advisor Renaissance Advisor	317	bteeple@barnesville.k12.mn.us
Phil Trowbridge	Social Studies Assistant Football Knowledge Bowl Advisor	316	ptrowbridge@barnesville.k12.mn.us
Leah Wirth	Special Education Para		lwirth@barnesville.k12.mn.us
Cindy Zander	Special Education	349	czander@barnesville.k12.mn.us
Cary Zepper	Technology Professional	454	czepper@barnesville.k12.mn.us

For student/ staff safety and security purposes, the High School building is monitored by security cameras.

School Board Philosophy

The Board of Education of Independent School District Number 146 believes that each individual should be accepted into the educational program as he/she is; that each student shall be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustment to life.

In the practical application of this philosophy, opportunities shall be provided to each individual mentally, physically, emotionally, and morally. It is further the philosophy of the Board of Education to provide the plant, tools, and facilities to implement this policy.

School District Mission Statement

The mission of Barnesville Public Schools, in partnership with the family and community in its quest to develop responsible students, is to promote academics, arts, and athletics by providing challenging programs in an innovative environment.

District Goals

Our goals are to develop lifelong learners in an atmosphere of mutual respect and trust by:

- Improving educational achievement by establishing clear standards, measuring performance, assisting educators and increasing opportunities for lifelong learning in an ever changing society.
- Promoting school spirit and enthusiasm so that all students, staff, and residents of the District feel connected and proud.

High School Mission Statement

The mission of Barnesville High School, in cooperation with our community, is to help individuals by providing learning opportunities appropriate to the unique needs and abilities of each individual so that each student may acquire knowledge, skills, and positive attitudes toward self and others. These attitudes and abilities will enable students to solve problems, think creatively, continue learning, and develop maximum potential for leading productive, fulfilling lives in a complex and changing society.

We, therefore, believe that...

...all students can learn.

...success breeds success.

...schools and instructors are responsible for creating the conditions for success.

...each individual has unique needs and abilities.

...quality education is enhanced by commitment and cooperation among community, parents, students, and staff.

...learning is a lifelong experience.

We, therefore, believe that...

...it is essential that all members of the school community treat others with dignity and respect.

...a global perspective, valuing cultural diversity, is essential to success in the 21st century.

...a willingness to change and a sense of adaptability is necessary to succeed in our ever-changing society.

...an individual or organization which is committed to excellence must continually grow, challenge and assess itself.

Expectations within Barnesville High School

1. Take full advantage of your learning opportunities.
2. Set goals 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 Don Szweduk 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 instructions 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 Szweduk at 354-2217.

Indoor Air Quality

Dear Parent or Guardian,

Barnesville Public Schools has in place a program to monitor and improve indoor air quality at our school. The district advocates a healthy school environment conducive to learning for all students, and productively for teachers and support staff. The IAQ Management Plan implemented follows the guidelines provided by the Minnesota Department of Education and the "Tools for Schools" support document developed by the United States Environmental Protection Agency.

Periodic and annual walk-through of the school buildings will be performed by the Indoor Air Quality Coordinator, Merlin Strom. The purpose of the walk-through is to evaluate school facilities for obvious water intrusion, structural problems, ventilation, overall cleanliness, and to monitor the IAQ program in general.

The District's response to parental inquiries will be timely and direct. Questions are always welcome and should be directed to Don Szweduk 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.

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 in 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, Otter Tail @ 218-998-8230, or Wilkin @ 218-643-7161.

Notice of MN Student Survey and Protection Rights Amendment

In the spring of 2019, the Minnesota Department of Education in partnership with the Minnesota Departments of Health, Public Safety, and Human Services will be administering the Minnesota Student Survey. The MSS goes to all Minnesota 5th, 8th, 9th and 11th grade students and is administered every three years. The questions are designed around various patterns of youth behaviors related to personal health, school safety, drug use, and violence in schools.

As part of the Protection of Pupil Rights Amendment all education agencies must provide parents and students notification of the MSS administration in their school district. As part of this notification, parents must be allowed to review the survey and be given the opportunity to elect not to allow their child to participate in the survey.

MSBA

Family Educational Rights and Privacy Act (FERPA)

20 U.S.C. § 1232g. Regulations: 34 CFR part 99

FERPA provides that a local education agency (LEA) that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10)
- Seek to amend education records (34 CFR § 99.20 and 99.22)
- Consent to the disclosure of personally identifiable information from education records except as specified by law (CFR 34 § 99.30 and 99.31)

These rights transfer to the student when she / he turns 18 years of age or enters a post secondary educational institution at any age as an "eligible student."

LEA's must annually notify parents and eligible students of their rights under FERPA 34 CFR § 99.7. The annual notification must include the following:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent;
- The right of parents to file a complaint with the Family Compliance Office in the Department

Parents Right to Know

School districts are required to notify parents of all children in All Title I schools at the beginning of 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 school wide. Section 111 (h) (6) (A)

When the parent of a child requests information on their child's classroom teacher's 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 the parent's 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.

Independent School District 146 Board of Education

Ryan Lindbolm	Dave Herbranson	Marla Field
Crystal Henderson	Dion Bredman	Jake Thompson
	Andy Maier	

Administration

Jon Ellerbusch	Superintendent	Brooke Fradet	Administrative Secretary
Bryan Strand	High School Principal	Shelly Krueger	High School Secretary
Todd Henrickson	Elementary Principal	Missy Sossa	High School Secretary
Aaron Schindler	Activities Director	Tammy Maesse	Elementary Secretary
Casey Ehlert	Network Administrator	Chris Ellefson	Community Ed Secretary
Jodi Samuelson	District Finance Officer		

School Offices

District Office
P.O. Box 189
Barnesville, MN 56514
(218) 354-2217

High School Office
P.O. Box 189
Barnesville, MN 56514
(218) 354-2228

24 Hour Attendance

354-2228

This handbook and its contents were approved by the School Board at its meeting on July 17, 2023.

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.

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:

SCHEDULE				2 HOUR LATE START			1:00 DISMISSAL		
1	8:30 AM	9:15AM	45 min	1	10:30 AM	11:01 AM	1	8:30 AM	9:00 AM
2	9:19 AM	10:04 AM	45 min	2	11:05 AM	11:36 AM	2	9:04 AM	9:34 AM
3	10:08 AM	10:53 AM	45 min	3	11:40 AM	12:11 PM	3	9:38 AM	10:08 AM
4a	10:57 AM	11:42 AM	45 min	4a	12:15 PM	1:00 PM	4a	10:12 AM	10:42 AM
4b	11:27 AM	12:12 PM	45 min	4b	12:45 PM	1:30 PM	4b	10:42 AM	11:12 AM
5	12:16 PM	1:01 PM	45 min	5	1:34 PM	2:05 PM	5	11:16 AM	11:46 AM
6	1:05 PM	1:50 PM	45 min	6	2:09 PM	2:40 PM	6	11:50 AM	12:20 PM
7	1:54 PM	2:39 PM	45 min	7	2:44 PM	3:18 PM	7	12:24 PM	12:55 PM
8	2:43 PM	3:18 PM	35 min	8	NO 8th HOUR		8	NO 8th HOUR	
JR Lunch	10:53 AM	11:23 AM	30 min	JR Lunch	12:11 PM	12:41 PM	JR Lunch	10:08 AM	10:38 AM
SR Lunch	11:42 AM	12:12 PM	30 min	SR Lunch	1:00 PM	1:30 PM	SR Lunch	10:42 AM	11:12 AM

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

Breakfast will be served between 8:00 a.m. and 8:25 a.m. in the cafeteria. 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.

The noon hour lunch provision is served in two shifts, one for junior high students beginning at 10:53am and the other for senior high students beginning at 11:42am. Students are to eat during these time periods and stay located in the commons. Students are expected to return to class at the regularly scheduled time.

After School Hours

Students in the building after 4:00 must be in an area which is under the supervision of a teacher or coach. Students not in an after school, supervised activity, must leave the building by 3:45. Failure to comply with this provision may result in disciplinary referral and actions.

Attendance Requirements

Barnesville High School Maximum Attendance Policy

School Attendance Philosophy

Regular attendance at school is considered one of the most important educational issues for all students. Patterns of regular attendance aid in the learning process, positively impact performance in the classroom, encourage development of good study and work habits, and promote qualities of employability in students. Whenever a student is absent from class, he or she misses an interaction and educational opportunity that can never be regained. Studies demonstrate a direct statistical correlation between attendance and student academic progress. Therefore regular, or maximum, attendance is encouraged and promoted in the educational program at Barnesville High School.

State Requirements

State compulsory attendance law requires regular school attendance by all persons under the age of sixteen. Students, as well as parents and guardians, are held accountable for regular school attendance and are subject to appropriate legal consequences when the law is violated. Violation of the compulsory attendance law is labeled “truancy” by the state of Minnesota. Three unexcused absences constitute continuing truancy; seven absences from school constitute habitual truancy and will be prosecuted. Students who are truant from school are required, under law, to be reported to the courts by school officials to be handled in the judicial system. Students will be referred to the Truancy Intervention Program’s Family Advocate.

Students who are absent 15 consecutive days will be dropped from enrollment and are considered high school dropouts according to state attendance reporting requirements.

Maximum Attendance Procedure

If a student must be absent from school, it is the parent’s and student’s responsibility to report such absence. Parents are required to call the High School Office at 354-2228 or 354-2229 before 9:00 a.m. on a regular school day to report student absences from school. Failure to report the absence will result in an unexcused absence for that particular absence.

Activities Attendance Guidelines

Unless prior arrangements are made with the activities director or school principal, a student in an extra-curricular activity must be in regular attendance at school on the day of a contest and at school a full day following a contest. Failure to follow the attendance guideline may forfeit participation in the next contest. Consequences for not following such guidelines 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.

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.
- 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 an “O”. 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.
- Student absences that are school related will be required to make up their work in advance unless otherwise directed by their teacher.

- 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)
- 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.
- 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.
- For documentation purposes, a written doctor's excuse will be required for ALL medical appointments or serious illness to be filed upon the student's return to school. Such documentation may be important to issues of truancy, appeals of the policy, or for decisions related to homebound (tutorial) instructional services.
- **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

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.

- Students are allowed 1 tardy per class during a quarter with no consequence.
- Students who exceed 1 tardy per class per quarter will be assigned detention by the teacher. (1 detention for EACH tardy beyond 1)
- Definition of tardy – Being less than three (3) minutes late to class.
- 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, job shadowing or be excused for job interviews provided they have prior permission by completing the appropriate forms through the School Counselor. College fairs and/or career fair absences apply only to seniors and will only be excused according to these terms and for the duration of time in which the program is conducted. Documentation must be obtained and signed by the school or interview in order to complete the requirements. This privilege may be granted to students whose work is satisfactory and who have not been in violation of the overall attendance policies. No more than 5 students may be gone on any given day for post-secondary visits.

Skip Days

The high school does not recognize any school-approved "skip days" during the school year. Students are expected to be in attendance for all regularly scheduled days in the school calendar. Should school personnel become aware of any "skip day" arrangements planned by students, the administration may vary from its normal student absence verification procedures. Students who fail to attend school during these days, with or without parental consent, will receive detention on a 2 for 1 rate. (2 detentions for every 1 hour missed)

Late Work

Each staff member's late work policy will be posted in their room or put online in a place that both students 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 their 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. Driving/riding during the school day, without permission, will result in a 1 day suspension for 1st offense and a 3 day suspension for all occurrences after the 1st. If actions persist and permission has been granted for going home and eating, the privilege will be taken away. If a student leaves the building by walking during noon hour the penalty will be one hour of detention for the 1st offense and a day suspension for the 2nd, if a 3rd violation occurs it will be a 3 day suspension, and for all future occurrences.

Out-of-Building Pass

Students leaving the building or school grounds during school hours for any reason must have an out-of-building pass issued from the principal's office. Students must sign out before leaving. Out-of-building passes will only be issued with prior parental permission. Parents should call the school or send written consent the day before or the morning of an anticipated out-of-building pass. Students must pick up an out-of-school pass in the office to present to the classroom teacher before leaving class.

Extended Campus Programs

Any course that requires a student to leave the building as part of the class on a daily basis is considered an Extended Campus Program. Parental authorization is required for participation in an Extended Campus Program. Parents must be apprised of the designated location and the means of transportation. Transportation for Extended Campus Programs which take place during the seventh period without a return to school or during the 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

Immunizations

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>

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 them 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. 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. Locks may be "rented" in the office for \$5.00. The student will receive \$4.00 back when they return the same lock they were given.

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.

iPads

All students in ISD 146 will be issued ipads for school use. An insurance fee is required to be paid by all students getting issued an ipad, this is covered under Apple Care.

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.

- Seventh Grade: English, Math, Science, Social Studies, Physical Education, Health, Music, Art, FACS, Computer
- Eighth Grade: English, Math, Science, Social Studies, Physical Education, Health, Introductory Agriculture, Ind Tech Art, FACS, Computer

Graduation Requirements

Students in all grade levels must carry 7 full credits each school year. A student who elects a shared-school program may elect to carry 6 credits. A minimum of 25 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.

Subjects required in grades 9-10-11-12 are as follows:

English	4 Credits
Math	3 Credits
Science	3 Credits
Social Studies	4 Credits
PhyEd/Health	2 Credits
Fine Arts	1 Credit
Electives	8 Credits

Specific courses which are required by the School District include the following courses/grade levels:

- Ninth Grade: Composition 9, Literature 9, Math (placement appropriate to ability), Physical Science, Earth Science, Social Studies, Physical Education, Health
- Tenth Grade: Composition 10, Literature 10, Math (placement appropriate to ability), Biological Science, U.S. Modern History, Physical Education, Health
- Eleventh Grade: English 11, Math (placement appropriate to ability), Science (appropriate to ability), Economics
- Twelfth Grade: English 12, World History

A fine art credit must be attained before graduating high school, this can be in instrumental band, vocal music, or any art elective class.

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.

State Graduation Standards: The state of Minnesota is in the process of developing and implementing new Academic Standards. Barnesville High School will implement these requirements as they are adopted at the state level. The state of MN requires all students to pass a Basic Skills test in the areas of Math, Reading, and Writing. (Additional information is explained in the course description book.)

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-five (25) credits in grades 9-12. For homeschooled 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.

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 homeschooling 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.

Post Secondary Enrollment Options (PSEO): Students who attend the Post Secondary Enrollment Options program must take all courses for grades (A-F) or they will not be eligible to top ten percent honors or graduation distinction. Students who enroll from a home school or who transfer from public or private high school and attend a post secondary program through Post Secondary Enrollment Options will not be eligible for honor roll, National Honor Society, or graduation distinction of any kind if they have not attended classes for at least one year at Barnesville High School between transfer time and the beginning of PSEO.

Graduation Policy

Barnesville High School will formally recognize, through the graduation ceremony, only those students who have met the requirements of the Barnesville Public Schools and the state of MN. Students who do not have the appropriate number of credits or have not met the requirements will not be permitted to participate in the graduation ceremony and exercises. Students enrolling in alternative credit programs to meet graduation requirements must have credits completed by noon on the day of graduation practice walk through.

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

Students who have not earned the 25 credits required in grades 9 through 12 to be awarded a diploma from the Barnesville Public Schools but will not be permitted to participate in the formal graduation ceremony.

Credits to be considered for the graduation requirements include:

- Credits earned through the successful completion of courses offered at the Barnesville Public Schools including Minnesota's enrollment options programs;
- Credits earned through the successful completion of courses offered from accredited or generally recognized alternative educational credit recovery programs

High School Grading

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	76-73	C
93-90	A-	72-70	C-
89-87	B+	69-67	D+
86-83	B	66-63	D
82-80	B-	62-60	D-
79-77	C+	59 - below	F

Calculation of Honor Roll/Grade Point Average

The following scale is used to determine honor roll and grade point averages for students in Barnesville High School. Students failing or receiving an incomplete (unless the incomplete is due to extenuating circumstances) in any class are not eligible for the honor roll.

Grade	Numerical Value
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D+	1.333
D	1.000
D-	.667
F/I	0

Barnesville High School does use weighted grades for college level courses. In accordance with 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 10- 11-12 who meet the criteria and qualification standards of the national organization.

Requirements of the Barnesville Honor Society:

1. NHS guidelines (academic, service, leadership, character) will be encouraged and promoted within the Barnesville Honor Society membership.
2. Candidates for NHS membership must meet all national criteria and will have to apply for NHS membership/induction.
3. NHS candidates must have a 3.5 GPA to be eligible.
4. Candidates must be evaluated on the four areas of qualification established at the national level. These criteria include standards of academic excellence, service to community, leadership, and qualities of personal character.

Incompletes

Incomplete assignments must be completed within two weeks of the conclusion of the grading period unless individual circumstances warrant allowing the student more time to complete the work. If an extension of time has been granted, the faculty members involved will set a specific time and limitations will be communicated to the student. If the incomplete work is not completed within the prescribed time, the student will be given a "0" for each incomplete assignment.

Schedule Changes

Students may change courses once a semester has begun only through the completion of the schedule change process.

- A. Schedule change requests at the start of 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 Policy

Students in Barnesville High School are normally scheduled into seven course assignments during the day. As an alternative to the seven class period assignment, students who are seniors may apply to serve as a student volunteer aide.

- A. Seniors may receive up to a full credit for service as a student aide.
- B. Students who choose to serve as an aide must file the proper forms with the School Counselor.
- 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.

Eligible Juniors and Seniors may take one eCampus in the High School (eCHS) course per semester. Students wanting to enroll in part time or full time PSEO at a college, must notify the school by May 30th for the following year.

High School Credit	College Credit
.25	1
.5	2
.75	3
1.0	4
1.25	5

Service/Leadership Credit

Students at Barnesville High School may earn, over the course of the senior high program, up to one academic credit for documented service and/or leadership experiences. To receive credit, students are required to complete 75 or 150 hours of "certified" leadership/service activities in the community. Credits may be earned any time in grades 7-12, with hours accumulating throughout, but are not awarded until after the first semester of the senior year to count toward graduation. Students are required to establish a leadership/service plan, record and document hours, have the time certified by an appropriate authority, and submit the project to the principal's office.

Senior Privileges

Graduating senior students who maintain an academic record deserving of privileges do not need to attend class during the final three days for seniors. The conditions for the privilege include:

- A. Must be in good academic standing with no "F's" or Incompletes on their final fourth quarter grade check reports and be eligible to graduate.
- B. Be a student without violation of the attendance policies.
- C. Have completed all activities in a class such as computer, welding, art, etc.
- D. The course does not schedule a final test or the instructor agrees to dismiss.
- E. Participation in a "skip day" will result in loss of privileges.
- F. Senior privileges may be replaced by a class trip.
- G. Any senior who has lost privileges and for whatever reason, illness, suspension, etc will need to make up the days missed before they are allowed to RECEIVE their diploma. They will be able to walk in the ceremony if they have days to make up but will not take possession of their diploma until all time with the school has been made up. This will be arranged through the building principal.
- H. If a student has had privileges removed and they do not show up for school, they will not be allowed to participate in the graduation ceremony.

Administration will notify students if they have lost senior privileges.

Section 504 Education Statement of Non-Discrimination on the Basis of Disability

Barnesville Public Schools, ISD #146 will provide a free and appropriate public education to each student with a disability. It is the intent of the District to ensure that students who are disabled with the definition of Section 504 of the Rehabilitation Act of 1973 are identified, assessed, and provided appropriate educational services.

In accord with this statement, a student with a disability is one who (a) has physical or mental impairment that substantially limits one or more major life activity(s), (b) has a record of such impairment, or (c) is regarded as having such impairment. Students may be disabled under Section 504 even though they do not require services consistent or pursuant with the Individuals with Disabilities Education Act (IDEA).

At the direction of the 504 Compliance Officer or building principals each school site will coordinate its efforts to comply with the regulations of Section 504.

Section 504 Student and Parental Rights

- Participation of your child in school district programs and activities, including extracurricular programs to the maximum extent appropriate, free from discrimination based upon the student's disability and at the same level as students without disabilities.
- Free educational services to the extent they are provided to students without disabilities.
- Information about your child and your child's educational programs and activities in a language the parent can understand.
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right periodically request a re-evaluation of your child.

- Inspect and review your child's educational records including the right to copy those records for a reasonable fee. The parent may ask the school district to amend your child's educational records if you feel the information in the records is inaccurate. In the event the school district refuses to amend said records upon request, you have a right to file a student grievance on your child's behalf.

Section 504 Sample Accommodation Plan (abbreviated)

1. Describe the nature of the concern.
2. Describe the basis for the determination of disability. Identify corresponding documentation.
3. Describe how the disability affects a major life activity or student learning.
4. Present level of performance applicable to this student: academics, behaviorally/emotionally, Socially, medical / physical, or other.
5. Describe the reasonable accommodations that will provide commensurate opportunity in any related area: environmental/accessibility, instructional, behaviorally/socially, discipline or assessments.
6. Names and titles of 504 Accommodations Planning Team Members.
7. Plan Administrator / Coordinator
8. Review / Reassessment Date

Any person with a disability, who qualifies under Section 504 of the Rehabilitation Act, will not be excluded from band or choir at Barnesville Public Schools due to band and choir rooms that are inaccessible to students with certain disabilities. The band and choir classes and activities will relocate to a gymnasium or other first floor / main floor classroom that is accessible to students with disabilities in order to accommodate a qualifying student. The contact information for this related information is Mr. Bryan Strand, HS Principal –Barnesville Public Schools- 354-2228.

Notice of Disability/Non-Discrimination Policy

A. Purpose: This policy is to provide a fair employment setting and opportunities for all persons and in doing so comply with state and federal law.

B. Statement: Barnesville Public Schools shall not discriminate against qualified individuals with disabilities because of disabilities in regard to an individual's 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: 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

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 Release Time

Students may be released from school for church services. Parents need to contact the high school office if they want their child released for church services.

Announcements

Student announcements will be read in the morning when possible. They will also be posted on Schoology.

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 or go directly to the nurse. The school does not carry accident insurance to cover students' injuries. Students who are ill during the day should report to the nurses 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 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. All guests must provide the school secretary a drivers license or picture ID to gain access to the building during the school day. 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, KVRP, and area radio stations. We will also use the Blackboard 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 for 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 an emergency.

School Dress Code

Although a formal dress code is not a part of the school guidelines, the following standards of appropriate dress are expected.

- A. Articles of clothing, hats, shirts, jackets, etc. that promote drugs, alcohol, tobacco, and/or are obscene, suggestive statements, or indecent words or pictures will not be permitted. Specific examples of clothing which will not be permitted include short shorts, short skirts, and any other clothing that is not keeping in with community standards.
- B. Any apparel or footwear that would damage school property.
- C. Belts must be the appropriate length and secured in belt loops.
- D. Clothing must fit appropriately.
- 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. 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 hidden. **This includes sweatshirts with a hole cut into it to put the thumb or any other fingers.
- H. 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.
- I. Skirts must meet the fingertip test with arms at full extension.
- J. 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

- 1. Students are not permitted to carry/wear backpacks or duffel bags to class. All bags/backpacks must be left in student lockers.
- 2. 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.
- 3. 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 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 bathrooms and locker rooms or other

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 at lockers. A student going to their locker during class to check a cell phone is in direct violation of Barnesville High School policy. Cell phones are not allowed in the classroom, only exception would be for photography class in art where they are used as cameras. No cell phones should be on any students body, pockets, etc during a class. They must remain in their lockers or off campus.

If a student will not relinquish a 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 the cell phone will be returned at the end of the school day in which it was taken.. If the violation is in regard to a phone being used in the bathroom/locker room or a possibility of a teacher being recorded then the student will be suspended until the 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.

1. Students may not bring in a cell phone, ipad, ipod or pda for the purpose of taping a class or classroom teacher with the intent to put the teacher or another student on the internet or any other public displays where embarrassment or ridicule is inevitable. Such action will result in immediate suspension or if necessary expulsion. (MASSP RECOMMENDED)

School Records and Reports

Parent-Teacher Conferences

Conferences are held in the high school twice a year. These conferences can be of great value to the student. Parents and students are asked to come to the school during this period. Parents are also invited to visit the school and classrooms at any other times during the school year.

Records

The school has on file student grades, attendance, and standardized test scores. If students have attended several different schools, these records have all followed the students to this school and are on file here.

- A. Students and/or parents/guardians may see the contents of these records by making an appointment with the principal or counselor. Students are permitted to look at their records in the records office.
- B. Student records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of the student and/or the parent or guardian. Written consent can be given by using a form available in the principal's office requesting that records be released. An exception to this may be made to send records to another public school in which a student has already enrolled after transferring from this school.
- C. All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and the resulting procedures described below apply to the records of all graduates from this school.
- D. Directory information will be released to authorized agencies unless you have registered a written objection with the principal's office. Such information may include the following: name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information.

Transfer/Withdrawals

Students planning to transfer or withdraw from Barnesville High School should obtain a drop form from the principal's office a few days prior to the transfer or withdrawal. This form needs to be signed by the student's teachers and grades, at the date of

transfer/withdrawal, will be recorded. One copy of the form should be returned to the office and one copy retained by the student for the records for the new school

Financial Concerns

General Fees

Public education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

- A. A project in art, home economics, agriculture or some other course that is in excess of material requirements of the minimum course outline, provided that the student elects to do such a project with the approval of the instructor.
- B. Cost of school equipment, material destroyed, broken, or damaged through carelessness or failure to follow instructions, in the amount necessary, to restore the item involved to service.
- C. Deposit for lab or shop breakage, such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving lab or shop work.
- D. Rental charge on school-owned instruments.
- E. Cost of the school paper, yearbook, graduation announcements or class rings should the student elect to order any of these items.
- F. Admission fees for various activities students should have the option. Students furnish own paper, pencils, pens, notebooks, gym clothes, tennis shoes and other personal equipment.
- G. Driver's Education Fee: Driver's Education is not required as a high school course, but it is provided for a fee through Community Education. Courses are offered at out-of-school times. For further information about the scheduling of these courses, contact the Community Education office. Information will be provided to the students through the regular announcement procedures.

Class Dues and Fees

Each class promotes some social activity during their school years. These activities can sometimes make it necessary for the class to collect dues from the members of the class. Often, the class fees are determined by the members of the class themselves, but in no event will exceed \$5.00. The proceeds from these dues are collected and recorded throughout the student's academic career in the Barnesville Schools. Proof of class due payment may be required for admittance to events such as the Junior-Senior Prom.

School Meal Prices

	Lunch	Breakfast
Adult Meal	4.95	2.55

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 with a negative balance.

If students are requesting seconds; that will be charged to family accounts and considered ala-carte.

The District will continue to mail invoices to families with a negative balance.

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

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.

1. 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.
2. **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.
3. **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.
4. **The Role of the Principal:** The principal should support each teacher's established behavior expectations and confirm that the teacher is in charge of the classroom. If a referral is made it is the principal's responsibility to ensure that due process is provided and that all actions comply with mandated procedures, board-established policy, as well as state and federal law.

General Disciplinary Process

As tools within the disciplinary process, Barnesville High School will incorporate and may utilize a variety of corrective measures and approaches. The process and corrective measures used should be appropriate, sequential, and progressive. The initial step of the process should include a conference with the student to identify and correct specific disciplinary behavior(s). If the behaviors are not changed, appropriate logical consequences may be utilized in effort to modify the student behaviors. The general progression of corrective actions includes detention, Saturday detention, in-school suspension, out-of-school suspension, and expulsion. For certain behaviors or situations, other logical actions may be utilized. Examples would include cleaning work assigned for vandalism or acts of reckless behavior, work assigned in regard to physical damage or destruction of property, notes of apology or explanation for inappropriate behavior, or other reasonable tasks as assigned by administration. Any corrective actions may be used at one time and administrative officials may utilize professional discretion in handling disciplinary matters. According to Mn. Statute 121A.582 a teacher, principal, school employee or other agent of the district is exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities or operation of the school.

Disciplinary Definitions

- I. **Detention:** Detention time will vary throughout the year. The days and times of detention will be posted in the daily bulletin. Failure to report to assigned detention time may result in a Saturday detention assignment/in school suspension/loss of certain privileges within BHS/loss of noon hour privileges/some cases 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 or 15 days per disciplinary measure. Students who have been suspended are ineligible for any and all extra-curricular activities and cannot attend school functions during their suspension.
- V. **Out-of-School Suspension:** A student is suspended out of the school program from 1 to 10 days, not to exceed 3 concurrent suspensions or 15 days per disciplinary measure. Students who have been suspended are ineligible for any and all extra-curricular activities and cannot attend school functions during their suspension or be allowed on any school property.
- VI. **Expulsion:** A student may be expelled from school after having charges presented before the Board of Education following the provisions of the Pupil Fair Dismissal Act of 1974 Expulsion is an action taken by the School Board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond one calendar year. A pupil may be dismissed on any of the following grounds: a. willful violation of any reasonable school board regulation; b. willful conduct that significantly disrupts the rights or others to an education; c. willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

General Disciplinary Behaviors

Measured by the philosophy and guidelines above, acts which may bring about disciplinary action include, but are not limited to the following examples. Although this policy does not cover every possible action, behavior, or standard of conduct, all other disciplinary matters will be dealt with in similar fashion. Any corrective actions may be used at one time and administrative officials may utilize professional discretion in handling disciplinary matters.

Decisions on issues of suspension are the jurisdiction and responsibility of the high school principal.

Category A Issues-Classroom

<u>DESCRIPTION OF BEHAVIOR</u>	<u>CORRECTIVE ACTION- Minimum/Maximum Recommendations</u>
1. INAPPROPRIATE BEHAVIORS	1. Redirection of Behaviors
2. FOOD/DRINK ISSUES	2. Appropriate/Progressive Classroom Consequences
	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

DESCRIPTION OF BEHAVIOR

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.

3. UNSAFE BEHAVIOR: Conduct which endangers self or others.

4. WILLFUL DISOBEDIENCE: Refusal to follow published or defined rules and regulations.

5. FALSIFICATION OF RECORDS AND NOTES

6. LEAVE SCHOOL GROUNDS: Leaving without permission during school hours and/or failure to check out of school properly.

7 TOBACCO/ALCOHOL: Possession or use of tobacco/alcohol or tobacco like products such as e-cigs and vapor cigarettes.

8. STUDENT ATTIRE: Manner of dress which possesses a danger, is offensive, or creates disorder.

9. Inappropriate behavior at school

CORRECTIVE ACTION-

Minimum/Maximum Recommendations

1. Removal from Class
2. Student Conference
3. Detention
4. In-School Suspension
5. Out-of-School Suspension

1. 2 Hour Detention for each hour gone from school
2. 1 day OSS
3. 3 Days of OSS

1. Parental Notification and 3-5 days of OSS
2. Referral to Law Enforcement

1. Detention, Clothing Change
2. In-School Suspension, change attire
3. ISS-2 days
4. Parent Conference

1. Removal for the remainder of the year at assemblies. remaining school assemblies.

Category C Issues- Suspendable Behaviors

DESCRIPTION OF BEHAVIOR

1. FIGHTING: Fighting is an exchange in which one or both parties have contributed to the situation by verbal or physical action.

2. INSUBORDINATION: Acts or actions which convey a disrespect for authority, openly defy rules, directly contradict

CORRECTIVE ACTION-

Minimum/Maximum Recommendations

1. Parental Notification, 3 days Out-Of-School suspension.
1. Student Conference, Parental Notification, Dismissal or In-School Suspension
2. Out-Of-School Suspension

expected actions or procedures, and/or use of inappropriate language directed at a staff member.

3. WILLFUL DAMAGE OF SCHOOL PROPERTY

1. Parental Notification, Restitution or Repair of Damage, Dismissal or Suspension. Depending on severity

4. HARASSMENT: (Inclusive of Sexual, Religious and Racial Harassment) Acts That injure, degrade, or disgrace others.

1. Student Conference-Referral to Human Rights Officer; Notification Of Parents
1. Action According to District Harassment Policy

5. SKIPPED/MISSED DETENTION: Any absence from assigned detention which is not authorized or approved.

1. Detention Doubles
2. Assigned Saturday Detention
3. Dismissal or Suspension

Category D Issues- Legal Issues

DESCRIPTION OF BEHAVIOR

CORRECTIVE ACTION-
Minimum/Maximum Recommendations

1. ASSAULT: Assault is committing an act with intent to cause bodily or psychological harm.

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

1. Suspension to expulsion, referral to Law Enforcement

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 forgo the scheduled detention for the purpose of participating in any extra-curricular or other school-sponsored activity scheduled the same time and date as detention. Students who do not attend a scheduled detention will be barred from further practice or participation in any extracurricular/school-sponsored activity until the original detention, plus the additional assignment, has been served.

Transportation Discipline Policy

Philosophy

The school district recognizes that students are expected to follow general standards of behavior on the buses which would be comparable to the expectations held in the school buildings. The general school behavior guidelines and expectations, as appropriate to the bus setting, are supported on the school district's transportation system. The bus driver is recognized as the authority directly responsible for student discipline on the bus route or while students are loading or unloading at the bus stops.

- A. The Barnesville Public Schools offer transportation to students of the district in an effort to assist with the educational process and facilitate orderly movement of students to and from the educational settings. The transportation of students is offered as a service to the residents of the school district.
- B. The provision of school transportation by the district does not endorse the transportation of students as a right held by the student. Transportation of students is a privilege and service offered by the district which may be revoked for appropriate and legitimate reasons.
- C. Because transportation of students is a privilege, rather than a right, it is the responsibility of the parents and/or guardians of the students transported to endorse, support, encourage, and uphold the general provisions for student safety and discipline as outlined in the district transportation policy.
- D. Bus safety information and training will be conducted during the first three weeks of the school year.

General Transportation Guidelines

- A. Bus Schedules will be filed in the Office of the Superintendent and Principal prior to the beginning date of school. It will be the duty of the bus manager to establish bus routes and notify parents and guardians of the locations and time of the bus stops. Students not at the prescribed bus stops at the scheduled time will be left behind.
- B. The bus driver will be in control of student discipline on the bus route or while students are loading or unloading at the bus stops.

- C. Students will not be allowed to stand up and/or change seats while the bus is in motion. Students must remain in seats at all times while the bus is in motion.
- D. Management of food and beverage issues on the school transportation is the responsibility of the bus manager. The guidelines developed by the bus manager will be endorsed and enforced by the school district officials.

Expectations and Roles in Transportation

- A. Role of the Student: Students must understand that all board appointed educators, including the bus driver, have authority over them and that it is the students' responsibility to comply with all rules and directives given to them by those in authority. Students are expected to respect the authority of the position.
- B. Role of the Parent: The parent is the most important person in the discipline process. Educational support staff expect and need parental involvement and support in dealing with student discipline problems. Parental support is necessary to make disciplinary action effective.
- C. Role of the Bus Driver: The driver is in charge of the bus. The driver is expected to practice appropriate behavior management techniques which will encourage positive student behavioral expectations. The bus driver has the right to establish his or her own bus behavioral expectations and may want to enforce logical consequences for noncompliance.
- D. Role of School Administrators: The administration should support the established behavioral expectations and confirm that the bus driver is in charge of the bus. Administrators will support disciplinary action while ensuring that due process is provided and that all actions comply with mandated procedures, board-established policy, state law, and federal law.

Disciplinary Issues

Students are expected to exhibit behavior on buses which reflects good judgment and common sense. Appropriate behavior promotes respect for self and others. Inappropriate behavior is that which displays a lack of good judgment and common sense.

Category I Offenses

These types of behavior are typically classified as disruptive behaviors which may interfere with the safe and efficient operation of the bus. Examples of this category of behaviors include, but are not limited to, unsafe behavior, interference or obstruction, swearing, willful disobedience, disruptive behavior, loud noises, insulting or abusive language, tardiness, etc. Students will not be allowed to stand up and/or change seats while the bus is in motion.

- 1) Bus drivers are expected to record instances of and give a verbal warning to students in regard to this behavior. Drivers are expected to utilize logical consequences for instances of behavior including assigning specific seats for students on the bus.
- 2) Upon the third, and each ensuing, incident of this behavior during the school year, the bus driver will file a report with school administration for further disciplinary action.
- 3) Appropriate, and increasing, consequences will be assigned by school administrators for each referral from bus drivers including assigned bus seats, removal of riding privileges as outlined below, detention, in-school suspension, or out-of-school suspension.

Category II Offenses

These types of behavior are classified as gross disruptive behaviors which create an oppressive, hostile, or dangerous environment. Examples of this category of behaviors include, but are not limited to, assault, fighting, harassment, theft, willful damage to property, defiance of authority, etc.

- 1) Incidents of Category II Offenses will be referred to the bus manager and school administrators immediately upon the return of the bus to the garage.
- 2) Category II Offenses may result in suspension from bus transportation according to the following schedule (although any and all actions may be taken at a given time if deemed appropriate):
 - suspension from transportation for one day,
 - suspension from transportation for one week,
 - suspension from transportation until the next

regularly scheduled board meeting at which time it will be recommended that the student be removed for the remainder of the year

- 3) Category II Offenses may result in concurrent consequences within the school building as well, should it be deemed appropriate by administrators.

- 4) Incidents of Category II offenses may be referred by school and transportation authorities to law enforcement officials when necessary.
- 5) Incidents of Category II Offenses will be recorded and records maintained for a period of a single school year. Increased levels of consequence will be enforced for incidents during the current school year only.

Students will not be rejected from the bus while the bus is on the route.

The driver may assign students to specific seats on the bus and take other corrective actions as appropriate to deal with student discipline.

Coordinating Scheduling of Extra-Curricular Events

Philosophy

The philosophy of Barnesville High School is that all extra-curricular events play an important role in the lives of Barnesville students and their families. The purpose of this policy is to avoid bringing pressure to an individual student as a result of conflicts between activities which may arise. The regulations are designed to provide an equitable basis concerning the scheduling of events for Barnesville students and a step-by-step procedure to solve problems if conflicts in dates/events do arise.

Grade Check 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 both the 3-week and 6-week intervals in each quarter and once again at the end of the quarter. Should any of the students enrolled in the aforementioned categories present grades to the principal that are failing in weeks 3 or 6 then, they must re-submit grades during weeks 4 and 7 to verify and confirm eligibility as a student in good-standing and able to participate in Category I and Category II activities.

Scheduling of Events

- A. The activities director will schedule events in the spring of the year as completely as possible for the ensuing school year.
- B. Events scheduled after that date will have to clear the master schedule which is to be kept in the office. OFFICIAL DISTRICT, REGION, and STATE ADDITIONS or corrections should take precedence over non-conference and locally scheduled events.
- C. The activities director is to receive in writing proposed dates for events that are scheduled after the initial schedule is drawn up.
- D. The original schedule will take priority over all late-scheduled events. Therefore, if an event is scheduled after the spring closing date, it should be known that the student members of the organization which originally scheduled the date are responsible to that organization for those dates.
- E. When it becomes necessary to reschedule a sport or music event which has been postponed 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

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.

- A. 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 games or meets will take priority over a practice or rehearsal.
- b. When a conflict appears, the following procedures should be followed:
 - i. Notify the activities director as to possible conflict.
 - ii. The activities director and coaches concerned will meet to see if the adopted rules can handle the alleged problem.
 - iii. If the adopted rules do not apply to when an agreement on the interpretation cannot be reached, then the activities director will call a meeting with the two coaches and/or directors to resolve the conflict. The principal will be called in as a fifth party only if needed.

Scheduling Extended Tours of Trips

It is the responsibility of the coach or director to schedule these events as early as possible. It appears as though the 2 to 21/2 weeks following completion of the winter tournaments are normally a period of time where the sports activities are not into their spring schedule of games or meets. If tours can be scheduled for that time of year, this would perhaps eliminate many problems. Knowing that this will not always be possible, the following regulations shall apply:

- A. It is the responsibility of the coach or director to look for open dates in the schedule. If open dates do exist or the activity director can find an area in the schedule where it least affects the total school program, the tour/trip may be scheduled in that time period.
- B. Problems or conflicts must be identified early. The coach or director must search out potential problems before the sports season begins. Those students with potential conflicts, should meet with the coach and activities director at that time to discuss the problem. The student will need to make a decision at that time (before the season begins) as to whether they will accompany the group on the trip or remain home for the sports event.
- C. It is the responsibility of the coach and director to clear the extended trip with the activities director, and building principal. They, as a committee of three, shall determine priorities if need be after examining the existing schedule.
- D. It will be the duty of the activities director, to see that the entire faculty is notified well in advance as to the dates of the approved trip and to provide a list of students involved.
- E. Students are not to be penalized, demoted, or degraded in any way due to missing practice, rehearsals, or scheduled events once the extended trip has been approved.
- F. If a student chooses to drop a major activity entirely, because of a conflict but after the start of a season, that student shall not be allowed to take part in that particular event.

Barnesville High School Dance Policy

1. ALL dances are to be CHEMICAL FREE and should be advertised as such.
2. Dances conducted by the school will designate the particular grade levels to be invited. It is recommended that Junior High School dances be designated for 7th, 8th and 9th graders only, while Senior High School dances be open to students in the 9th, 10th, 11th and 12th grades. Departures from these grade levels may be granted but the reason for the departure must be addressed in writing with the dance application forms.
3. Barnesville students and their guests are allowed into class parties or dances. All guests must follow BHS dance rules or will be asked to leave. All guests of BHS students must be registered in the Principal's Office. If the dance is scheduled for a Saturday evening, guests must be registered by the deadline given by the high school office.
4. Doors will be locked one hour after the start of a Senior HS dance and 30 minutes after the start of a Junior HS dance. No one is permitted to enter after that time. Exceptions to the late entry provision must be made by prior arrangement with the faculty advisor.
5. Once a person arrives he/she may not leave and re-enter for any reason.
6. Recommended times for all school-sponsored dances (with the exceptions of the Junior-Senior Prom and Homecoming) will be from 8:00 PM-12:00 PM for Senior High dances and from 7:00 PM-11:00 PM for Junior High dances. Departures from these times may be granted but the reason for the departure must be addressed in writing with the dance application forms. The organizations sponsoring the Junior-Senior Prom or Homecoming dances are to work out appropriate timeframes with administrative approval.
7. Because of the nature of the event, 9th grade students will not be permitted to attend Prom. 10th grade students may attend the Junior-Senior Prom only as a guest of a junior or senior. Any other guests may not be over the age of 20. (For Prom or any dance.)
8. Students suspected of any chemical (alcohol and/or drug) usage will be detained by the faculty advisor, acting as the designated administrator, until a parent/guardian and/or the authorities arrive. Any student so detained will be considered suspended from school until the student is re-admitted to school by means of a parent/guardian conference. Parent/guardian should call the school on the first school day after the incident and request a conference with the principal for re-admission. Any student who fails to cooperate with the faculty advisor by refusing to be detained until the

parent/guardian and/or authorities arrive will be suspended for a minimum of three days and a maximum of five. Legal authorities will be called immediately when a student refuses to be detained.

9. The faculty advisor will make prior arrangements with the Barnesville Police to ensure that the law enforcement officials will make periodic stops at the event.
10. Any unusual clean-up required (decorations, concessions, etc.) will be the responsibility of the group and the advisor.
11. The sponsoring group must do the following at least one week in advance of the event:
 - a. The faculty advisor must meet with or have an understanding with the principal of the responsibilities as the designated administrator.
 - b. Receive permission to hold the dance from the principal's office and reserve the facilities in the superintendent's office. A facility reservation form must be completed as well as the request form.
 - c. Arrange for at least 1 teacher (in addition to the advisor) to help chaperone.
 - d. Arrange for 2 parent/guardian chaperones (attempt to have 1 male and 1 female to provide for adequate restroom monitoring).
 - e. Return all forms for the event at least 3 days in advance.

Barnesville Public School District-Wide Policies

Drug Free/Weapon Free Policy

November, 1994

Effective August 1, 1991, a Weapon Free provision was added to Minnesota Statute 152.021-152.023 and 609.66 which address Drug Free Zones in schools, parks, and public housing zones. It shall be the policy of Independent School District No. 146, Barnesville Public School, to subscribe to Minnesota State law regarding its Drug Free/Weapon Free Policy. This law has provisions that address persons caught possessing, using, or selling drugs or anyone caught possessing, using or recklessly handling a dangerous weapon, may be subject to increased penalties.

The Drug Free/Weapon Free Zone is defined as being within the confines of and distances within one city block or 300 feet of any Minnesota school, park, public housing project, or school bus carrying students. Drugs are defined as any illegal substances as identified by law. Weapons are defined as any firearm or dangerous weapon that can be used to inflict a wound and/or harm to another person or to inflict damage to property. Juveniles who are convicted of violating the Drug Free/Weapon Free Zone and who are at least fourteen years old can be treated as an adult and sentenced in an adult court. Students who violate the above may be immediately suspended out of school, may be referred to law 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 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>

Medication Administration Policy

(Adopted Spring, 1999)

Purpose

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency medication to students.

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.

Requirements

- A. No prescription 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 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.

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.

Board of Education and Sexual Harassment and Violence Defined

Contact

Title IX officer and human rights person is Megan Hoyer 354-2228 ext 311 or mhoyer@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, Sexual Harassment and Violence Defined

Sexual Harassment

Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of sexual nature when:

- (I) Submission to that conduct or communications made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- (II) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- (III) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- (a) Unwelcome verbal harassment or abuse;
- (b) Unwelcome pressure for sexual activity;
- (c) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- (IV) Unwelcome sexual behavior or works, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- (V) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- (VI) Unwelcome behavior or works directed at an individual because of gender.

Racial Harassment

Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- I. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
- II. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- III. Otherwise adversely affects an individual's employment or academic opportunities.

Religious Harassment

Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- I. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

- II. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performances; or
- III. Otherwise adversely affects an individual's employment or academic opportunities.

Sexual Violence

Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the intentional touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breasts, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- I. Any intentional touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- II. Coercing, forcing or attempting to coerce or force the intentional touching of anyone's intimate parts;
- III. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- IV. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Racial Violence

Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to race.

Religious Violence

Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

Assault

Definition: Assault is:

- I. An act done with intent to cause fear in another of immediate bodily harm or death;
- II. The intentional infliction of or attempt to inflict bodily harm upon another; or
- III. The threat to do bodily harm to another with present ability to carry out the threat.

Reporting Procedures

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct with may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

- A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.
- B. In the District. The School Board hereby designates Kyle Gylland as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the superintendent. The school district shall conspicuously post the name of the Human Rights Officer including mailing address and telephone number.
- C. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades, or work assignments.
- D. Use of formal reporting forms is not mandatory.

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

Investigation

By authority of the school district, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation may be conducted by school district officials or by a third party designated by the school district.

The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the superintendent upon completion of an investigation. If the complaint involves the superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual or whether they appear to be violations of this policy.

School District Action

- A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

Reprisal

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

Student Grievance Procedure

Student Grievance Procedure & Information Provided for Students and Parents of Barnesville Public Schools, District #146.

Non-Discrimination

Title VII and Title IV, Civil Rights Act of 1964 and Age Discrimination in Employment Act of 1967

Title IX of the Education Amendments of 1972

Section 503 and 504 of the Rehabilitation Act of 1973

Section 402 of the Vietnam Veterans Readjustment Act of 1974

Title 11 of the American with Disability Act of 1990 ADA section 35.130

The Board of Education as required by law under the names, titles, and sections above assures that no person shall on the basis of race, color, age, religion, sex, handicap, or national origin, be excluded from participation in, denied benefits of, or otherwise be subjected to any degree discrimination in activities and programs und the control of the Board of Education. The Board of Education appoints the Superintendent as its Equal Opportunity Officer for the titles and sections listed above. The Superintendent is responsible that a program is in place for the school district to establish necessary procedures for effective, uniform, unbiased, and judicious enforcement of equal opportunity standards. The Superintendent or designee shall make available to all participants and other interested persons information regarding the provisions of the above named titles and sections and their application to the school district.

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 not necessarily require the complaint to be presented in writing as an initial step.
2. Purpose: The student grievance procedure has as its most salient purpose to identify at the earliest level possible equitable solutions to a complaint or a claim. If the complaint is justifiable all proceedings shall be kept to the strictest levels of confidentiality at each phase of this grievance procedure.
3. Timeframe: The number of days as indicated in the procedures outlined shall be regarded as the maximum and every effort should be made by all parties to accelerate the process. Time limits, if applicable, can be extended if agreed upon mutually by the complainant and district administration.
4. Level One: Students with a complaint shall present it first to their respective building principal- high school or elementary. At this juncture the District Equal Opportunity Officer is to be notified. If the concern / complaint can not be resolved at this meeting, the student may then present a formal claim in writing. This documentation should include all supporting statements and any other evidence and present this information to the his / her building principal. Upon receipt of this information, the school district will have 5 days to state its decision regarding the complaint. The district's decision shall be in writing that includes supporting reasons related to the final decision.
5. Level Two: If the complainant determines it necessary to carry this complaint forward and beyond the Level One procedures, he/she may within ten school days submit his / her complaint to the Superintendent. The Superintendent of Schools shall evaluate the evidence and produce his / her own decision within ten days of receiving the complaint.
6. Level Three: If the complainant still maintains a concern he / she may submit in writing within tens of the Superintendent's decision the complaint with the School Board and upon receiving the complaint it shall be placed on the next school board agenda for consideration. A final determination shall be made thirty calendar days after the conclusion of this school board meeting.
7. Withdrawal: Without prejudice or record a complaint may be withdrawn at any level of the grievance procedure.
8. Hearings/ Decisions: At each level in the process the complainant shall be given full and complete opportunity to be heard and present information. Decisions reached in Levels 2, 3, and 4 shall be in writing with the lone exception to this requirement being that of Level 1 resolution.
9. Recrimination / Reprisals: None shall be taken by or against any party of interest in the grievance procedure by reasons associated with participating in this process.
10. Record Keeping: All proceedings external to that of the School Board will be destroyed. Should any complainant wish to have his / her own complaint added to or placed in their file/school records they may do so by requesting this action in writing.

Barnesville Public Schools ISD # 146

Rights to Alternative Complaint Procedure

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

Harassment or Violence as Abuse

Under certain circumstances, alleged harassment or violence may also be possible abuse under MN law. If so, the duties of mandatory reporting under MN Stat. 626.556 may be applicable. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

Bullying Policy 514

Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2014

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
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- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
 - F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
 - G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
 - H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who

witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted

to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in

civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. § 124D.10 (Charter School)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)

34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 423 (Employee-Student Relationships)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Dissemination of Policy and Training

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall appear in student handbook.
- C. The school district will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

District Illness Policy

With your cooperation, illness at school can be kept at a minimum. Many diseases start with symptoms similar to those of a common cold. If your child is not feeling well, we request you keep him/her home. Certain symptoms in children may suggest the presence of a communicable disease. Excluding an ill child may decrease the spread of the disease to others.

Recommended exclusion varies by the disease or infectious agent and will be decided on a case by case basis. Children with symptoms listed below should be excluded until symptoms improve or a Physician has determined the child can return.

- A. Illness: Unable to participate in routine activities or needs more care than can be provided by the school staff.
- B. Fever: A fever of 100° 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)

Exchange Student Policy

November, 1995

- A. 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;
- B. 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;
 - a. 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
 - b. The organization must have the endorsement of the appropriate Minnesota state agency or department.
- C. 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.
- D. 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.
- E. Foreign Exchange Students will receive an Honorary Diploma from Barnesville High School.

Barnesville High School Alcohol and Drug Use and Tobacco

Philosophy and Purpose

The Barnesville Public Schools recognize that illegal chemical use is not only wrong and harmful; it is a serious problem which adversely affects the educational process. We recognize that responsible leadership is a critical component of an appropriate and effective response to this problem. The district is, therefore, committed to the development and implementation of programs and policies which contribute to the well being of students and adults through prevention, intervention, aftercare and staff development. The major components of our approach to chemical abuse are defined as:

Prevention - An education process that promotes the development of healthy self attitude and provides students with information and interactions needed to make responsible decisions regarding chemical use.

Intervention - An established process in which caring persons confront an individual with data regarding his/her chemically-related behaviors in an effort to help that individual seek appropriate corrective measures.

Aftercare - An organized support system for recovering chemically dependent individuals.

Staff Development - A process through which employees acquire the knowledge and skills required to constructively respond to the problems of chemical abuse.

MOOD-ALTERING CHEMICALS/TOBACCO

A. Reference Bylaw 205

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia, (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product, (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and

supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

Prevention

- A. Use of health series adopted by the district and supplemented with prevention materials and designed staff members.
- B. Provide “concerned persons” and drug information groups at the junior high and senior high levels.
- C. Provide educational prevention programming for junior and senior high students.

Intervention

- A. Referral of student using or possessing alcohol or illicit drugs outside of school hours: First Offense
 - 1. Student is referred to Student Assistance Coordinator for consultation.
 - a. If student is not in activities, six drug information sessions are recommended, but not required.
 - b. Students in extra-curricular activities will be required to participate fully (and complete) six drug information sessions to fully restore eligibility to the activities. If the time required to complete the sessions extends beyond the normal MSHSL violation penalty period, the student may return to activity pending continued attendance at the information sessions. Violation of the attendance provision would result in denial of participation privileges.
 - 2. MSHSL penalties for violation are assigned, if applicable.
- B. Referral of student using or possessing alcohol or illicit drugs outside of school hours: Second and Subsequent Offenses
 - 1. Student is referred to Student Assistance Coordinator for consultation.
 - a. If student is not in activities, six drug information sessions are strongly recommended.
 - b. Students in extra-curricular activities will be required to participate fully (and complete) six drug information sessions to fully restore eligibility to the activities. If the time required to complete the sessions extends beyond the normal MSHSL violation penalty period, the student may return to activity pending continued attendance at the information sessions. Violation of the attendance provision would result in denial of participation privileges.
 - 2. MSHSL penalties for violation are assigned, if applicable.
 - 3. Parental contact is made to determine need or means of evaluating situation along with explanation regarding the drug information sessions and opportunities for school personnel to assist with the issue. External assistance resources may be recommended.
- C. Students using or in possession of alcohol/illicit drugs in the school setting or at school related events: First Offense
 - 1. Administrator calls parent and police as deemed necessary.
 - 2. Student is given minimum 3 days of out-of-school suspension: Student must attend six drug information group sessions or two days of in-school suspension. If the student misses any drug information group sessions a day of in-school suspension goes into effect.
 - 3. Student is immediately suspended - from the day of the offense - from all extra curricular activities according to MSHSL and Barnesville High School rules.
 - 4. Administrator or Chemical Counselor makes contacts with parent/guardian and student.
 - a. Staff member checks to see if parent or student has any questions regarding the circumstances which led to the action taken.
 - b. Staff member clarifies consequences of repeated offense
 - c. Staff member reviews school resources available to student and family.
- D. Students using or in possession of alcohol/illicit drugs in the school setting or at school related events: Repeated Offense (within the same academic year).
 - 1. Administrator calls parents and police as deemed necessary.
 - 2. Parent/Guardian - Student is given a minimum of 5 days of Out-Of-School Suspension and the student must attend six drug information group sessions and complete an evaluation with a chemical abuse counselor as deemed appropriate by school resource people or 5 days Out-Of-School Suspension.
 - 3. Appropriate staff member conducts re-entry conferences as described above.
- E. Student under Influence
 - 1. Individual reports student suspected of being under the influence to an administrator immediately.
 - 2. Administrator follows the procedures for the student in possession except that the police are called if parent/guardian cannot be reached or if the student is disorderly. When parent/guardian is

reached, the parent/guardian is given a choice: do they wish to come and get the student, or, do they want the police to take the student to the police station?

All procedures for minor possession are then followed - see preceding section, "Students in Possession of Alcohol/Illicit Drugs".

F. Reasonable Suspicion that Student Is Under the Influence

1. Individual reports the problem to an administrator immediately.
2. Administrator and reporting staff member visit with student and counselor (if possible) as soon as possible.
3. If the student is not under the influence, the administrator and/or his/her designee, calls the parent/guardian regarding the nature and outcome of the conference with the student. School official calls with the student present.
4. If the student is under the influence, follow the procedure outlined previously.
5. If the nature of the problem cannot be determined, bring in parent/guardian - immediately if possible - but within 48 hours for a conference with the administrator, the reporting staff member, the counselor and the student. In that conference:
 - a. Review the circumstances (behavior) which precipitated the conference.
 - b. Request data from parent and student to determine the nature of the problem, i.e., the reasons for the behavior.
 - c. Review relevant school, community, medical and counseling services available.

G. Behavioral Evidence for Alcohol/Drug Abuse Problem

1. Staff will be alert to alcohol/drug related behaviors.
2. If these behaviors are present, staff will confront the student regarding his/her concern for the observed behavior.
3. If the behaviors persist, the staff will notify the alcohol/drug counselor who will in turn:
 - a. Collect data from other teachers, coaches, advisors, administrators and support staff.
 - b. Arrange a conference with referral teacher and others deemed necessary for that conference to assess the data gathered.
 - c. Above conference may result in any of the following: a conference with the student and parent, an outreach worker referral, testing, inpatient evaluation, community agency referral or other mutually agreed upon options.

Aftercare

- A. While the student is in inpatient treatment, the counselor will define the student's educational program and coordinate that program through conference with the student, parents, and classroom teachers and contact with the treatment center.
- B. When the student returns from inpatient treatment:
 1. The school chemical counselor will arrange an educational staffing (with classroom teachers, parent/guardian and student) to report on the status of the academic program.
- C. If a student is involved in an outpatient treatment program, and attending school, the above process will be followed to the extent deemed necessary by the student, parent/guardian, counselor and teacher.

Staff Development

- A. The Barnesville District will provide and coordinate on-going training in the areas of chemical use and dependency. Appropriate time will be set aside for key personnel (counselors, administrator, group facilitators, etc.) at the elementary and junior and senior high levels, so they secure skills in:
 1. Implementation of the prevention curriculum
 2. Intervention procedures
 3. Group leadership and facilitation
- B. There will be periodic inservice programs at the building, district, and community levels for all staff.

Procedures Resolving Citizen Complaints Policy

Purpose

The following procedures shall be instituted in order to allow an orderly and appropriate flow of communication between citizens and school district employees to provide a systematic and expedient resolution of concerns regarding school issues; and to provide for a full disclosure of complaints, criticisms, suggestions and the ultimate resolution of such to both the employee and the complainant. All conflicts between citizens and employees shall be resolved in a manner best serving the needs of the constituents participating in the program with respect for the

professional expertise of the employee and with regard for the rights of parents and citizens to express concerns regarding school programs.

Procedure

- SUBD.1. Initial communication will be made with the employee so that the complaint and the employee may attempt to resolve the issue at this level.
- SUBD. 2 If complaint is not resolved, the complainant shall be advised by the employee that he has the right to go to the employees immediate supervisor. Either person may seek the advice of the appropriate supervisor. The supervisor will make a log entry.
- SUBD. 3 If the complaint is still not resolved, it must be submitted in writing to the supervisor. The supervisor shall then examine the situation and respond in writing to the complainant and the employee as to the findings and take whatever action, if any, appears necessary. This step shall be documented in the supervisors log.
- SUBD. 4 The complainant or employee may appeal the decision of the supervisor to the Superintendent of Schools. He/she may reaffirm, or reverse the recommendation of request an alternative solution. This action shall be noted in the superintendent's log.
- SUBD. 5 The complainant or employee may appeal the decision of the Superintendent of Schools to the Board of Education. The decision of the Board is final.
- SUBD. 6 Any employee discipline resulting from a parental complaint shall be done according to the Employee Discipline Policy.

Procedure for Review of Curriculum Content and Alternative Instruction

Statement of Intent

The Barnesville School District believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in District 146 may express concerns about the content of instructional materials in the district's educational program.

Whenever a concern is expressed, the district will respond in accordance with the procedures described herein.

The intent of this procedure is to provide parents, guardians, and adult students the opportunity to review instructional materials, address concerns, and propose alternative instruction for the individual student. The intent is not to interfere with the rights of others to receive the instruction in question nor does it relieve the student from meeting state and district requirements or essential learner outcomes.

Procedure

When a parent, guardian, or adult student (hereafter referred to as "person") indicates a concern regarding the content of instructional materials, this procedure will be followed:

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.

Opportunity to Review Materials

- A. School responsibility
 - a. All adopted curricular and instructional materials (including adopted learner outcomes, print material and film/video with descriptive narrative) will be available for review:
 - i. By appointment with the principal;
 - ii. In the principal's office (or other reasonably private location);
 - iii. For check-out through the principal's office personnel for one week.

- iv. 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.
- B. 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.

Alternative Instruction

- A. 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.
- B. 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.

Assessment Procedures

- A. 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.
- B. Student responsibility
 - a. The student will complete the appropriate assessment in accordance with the agreed upon alternative instructional contract.']
- C. When the contract is completed and the specified outcome met, the student will be granted completion credit or a grade for the work.

Assessment and State Testing

Students in grades K-12 take a variety of tests and assessments each school year. We give students the assessments to determine your child's instructional level and to measure academic growth throughout the school year, and from year to year, in a variety of areas. Your child will take some assessments on an iPad. If you have questions about assessment purposes, time frames or results, please contact school administration. The State testing calendar for each school year is found on our website.

Parents/Guardians may choose to have their child opt out of statewide assessments.

Hazing Prohibition

October, 1997

Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

General Statement of Policy

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

Definitions

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

School District Action

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or

participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Dissemination of Policy

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

Military Recruitment Opt-Out

Military Recruitment Opt-Out forms are available to all students who do not wish that the military obtain personal information through their schools. This only applies to students who are juniors and seniors.

In the No Child Left Behind Act, signed by President Bush in 2001, there is a section that requires secondary schools to provide a list of names, phone numbers and addresses of all their students to military recruiters upon request. Also, military recruiters are guaranteed the same access to schools and students as college recruiters and employers. The military has the authority to contact anyone at home in their efforts to recruit teens.

If you do not want the student's name, address, and telephone number released to military recruiters, the student (regardless of age) or parent/guardian must sign the Military Recruiter Opt-Out form located in the High School Office and return it to the High School Office.

If a Military Recruitment Opt-Out Form has been submitted, another submission is not necessary.

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.

For more information please refer to our school district wellness policy.

Barnesville High School

Activities Handbook

Students, Parents & Spectators

(REVISED June 2023)

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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

- Develop lifelong learners in an atmosphere of mutual respect and trust.
- Improve educational achievement by establishing clear standards, measuring performance, assisting educators and increasing opportunities for lifelong learning in an ever-changing society.
- 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

Ryan Lindbolm
Crystal Henderson

Dave Herbranson
Dion Bredman
Andy Maier

Marla Field
Jake Thompson

Administration

Jon Ellerbusch
Bryan Strand
Todd Henrickson
Aaron Schindler
Casey Ehlert
Jodi Samuelson

Superintendent
High School Principal
Elementary Principal
Activities Director
Network Administrator
District Finance Officer

Brooke Fradet
Shelly Krueger
Missy Sossa
Tammy Maesse
Chris Ellefson

Administrative Secretary
High School Secretary
High School Secretary
Elementary Secretary
Community Ed Secretary

School Offices

District Office

P.O. Box 189
Barnesville, MN 56514
(218) 354-2217

High School Office

P.O. Box 189
Barnesville, MN 56514
(218) 354-2228

Elementary School Office

P.O. Box 189
Barnesville, MN 56514
(218) 354-2300

Barnesville High School - Activities Staff

Activity

Band- Director Grace Tangen
Choir Director Jennifer Gylland

Fall Activities

Musical Director Alissa Nibbe
Football- Head Coach Bryan Strand
Football- Assistant Phil Trowbridge
Football- JV Nathan Strand
Football- 9th Jacob Grosz
Football- 8th Nick Paur
Football- 7th Scott Amundson
Football- JH Floater Tracy Hinsz
Volleyball- Head Coach Megan Askegaard
Volleyball- JV Kailey Strand
Volleyball- B-Team Maizey Berg
Volleyball- 9th Janet Rasmussen
Volleyball- 8th TBD
Volleyball- 7th TBD

Winter Activities

Wrestling- Head Coach Zach Anderson
Wrestling- Assistant Jeff Titus
Wrestling- JH Rylee Anderson
Girls Basketball- Head Coach Ryan Bomstad
Girls Basketball- Assistant Ali Honrud
Girls Basketball- 9th TBD
Girls Basketball- 8th George Haj
Girls Basketball- 7th Lexi Bolgrean
Boys Basketball- Head Coach Matt Askegaard
Boys Basketball- Assistant Jenson Beachy
Boys Basketball- 9th Adam Tonsfeldt
Boys Basketball- 8th TBD
Boys Basketball- 7th TBD
Cheer Teams- Head Coach Randi Trowbridge
One Act Play- Director Alissa Nibbe
Speech Head Coach Cary Zepper

Spring Activities

Visual Arts- Director Heidi Smith
Girls Golf- Head Coach George Haj
Girls Golf- JH Golf Jed Johnson
Boys Golf- Head Coach Matt Askegaard
Boys Golf - JV/JH Jed Johnson
Softball- Head Coach Aaron Schindler
Softball- Assistant Nikki Gregg
Softball- Junior High TBD
Baseball-Head Coach Stacy Martz
Baseball- Assistant Nathan Strand
Baseball- Junior High Jacob Grosz
Girls Track- Head Coach Mike Schaub
Girls Track- Assistant Jack Schaub
Boys Track- Head Coach Maizey Berg
Boys Track- Assistant Nick Paur

Competitive Section Assignments

Volleyball	8AA
Football	8AA

Girls Basketball	8AA
Boys Basketball	8AA
Wrestling	8A
Dance	4A

Boys Track	8A
Girls Track	8A
Boys Golf	8AA
Girls Golf	8AA
Baseball	8AA
Softball	8AA

Music	6A
Speech	8A
One-Act Play	6A
Visual Arts	6A

Conference Assignments

Heart O'Lakes Conference

Volleyball, Cross Country, Basketball, Wrestling, Track, Baseball, Softball, Golf

Mid-Northwest District(new 2023)

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

- I. 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.
- II. 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.
- III. The Minnesota State High School League Rules shall be enforced.
- IV. Students will be encouraged to dress and groom in a manner that reflects appropriately on the school, community, and themselves.
- V. 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.
- VI. Students shall not use profanity in practice, games, or any activities in which the students represent the school.
- VII. 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.
- VIII. Students are financially responsible for equipment checked out to them during their seasons.
- IX. 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.
- X. 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.

- XI. 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.
- XII. 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.
- XIII. 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.
- XIV. .Participation: 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.
 - A. 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.

Activity Fees

A participation fee is charged for the following activities:

7 th and 8 th Graders	\$50.00 per activity
9 th – 12 th Graders	\$75.00 per activity
	\$20.00
	\$20.00
	\$20.00
	\$20.00

The guidelines are as follows:

Student Max:

Junior High (7 th & 8 th)	None
Varsity (9 th – 12 th)	\$200 student, \$350 family max

The fee will be collected by the supervisor/coach for each activity or can be paid in the high school office.

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.

The student will receive a receipt and the record of payment will be kept in the high school office.

Activity Prices

Athletic Events

\$6.00
\$4.00
\$4.00

Season Pass

\$55.00 Adult
\$35.00 Student

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 policies, see your coach, supervisor, or the high school office for information.

Conduct Rules of Barnesville High School Students

Student Code of Responsibilities

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.

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

Application of the Rules

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 extracurricular performances of any type offered at Barnesville School for grades 7-12.

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.***

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.

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.
- II. 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.
- III. 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.
- IV. 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.
- V. 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.
- VI. Should the grade remain failing, **the student will miss the next scheduled contest and remain ineligible until a passing grade has been verified.**
- VII. 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.

End of Quarter/Semester Provisions:

- I. Students who receive a failing grade at the end of any academic quarter will be declared ineligible. This period of ineligibility will begin the next school day following the date grade reports are due in the office.
- II. During the time of ineligibility, the student may be allowed to practice or scrimmage but will not be allowed to participate in a contest or activity.
- III. Final grades for 4th Quarter will be used for eligibility status for fall activities.
- IV. In dealing with the MCA Scores, teachers may have the ability to add the score into their fourth quarter grades. This could deal with Science, Math, Reading or Writing. The teachers will have the ability to figure out just what percentage of the fourth quarter grade the test score should count for. In doing this it will be necessary to have the fourth quarter grade represented by a "GP" or Grade Pending, this will have no bearing on the students eligibility as the principal and athletic director will see this 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.

Policy for Students who Fail Multiple Classes

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.

PSEO, On-Line College, Home-Schooled Students, Etc.

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.

Minimum Penalty: Failing One Class

Football, Golf, Track, Clay Target

Varsity 1 game, match, or meet

Junior High 1 game, match, or meet

Volleyball, Softball, Baseball

Varsity 2 matches

Junior High 2 matches

Basketball

Varsity 3 games

Junior High 2 games

Wrestling

Varsity 3 matches

Junior High 3 matches

- I. 1st public performance following a grading period
- II. 1st MSHSL sponsored competition or contest and/or the first "extra" performance
- III. Number of contests/games is based on a percentage of entire games played over the course of a season.
- IV. It is our goal to keep this policy as comprehensive as possible and we are continually working towards solutions to meet this end.

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

Poultry

National Convention

National FFA Week

Wildlife Horse

General Livestock

Job Interview

State Agri-Science Fair

Dairy

Crops

State FFA Convention

Fall Rally

Forestry Soils

Ag Activity at UMC

FFA Day at the Capitol

Talent Contest

Small Animal CDE

Meats

Spring Awards

Crops Contest

Ag Mechanics

Secretary, Treasurer, Newsletter, and Scrapbook Contests

FFA Invitational

Parliamentary Procedure

Little International

Dairy Foods

Farm Management

Salesmanship

Floriculture, Nursery, Landscape

Ski Trip

Band and Choir

Jazz Band Trips

Solo Ensemble Contest

Fall Festival

West Acres Jazz Band

Large Group Contest

Honor Choirs

Change of Pace Performances

Music Department Trip

Miscellaneous

Field Trips

Speech Meets

Knowledge Bowl

River Watch

One Act Play

Musical

- A. 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.
- B. 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.
 - a. 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.
 - b. **Appointments scheduled during the school day will require written professional documentation from those providing the service.**

Barnesville High School Activity Rule Violation

Category I Activities

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.

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

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.

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 –
 - A. 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 –
 - A. 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.

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.

Application

- I. 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.
- II. 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.
- III. 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.
- IV. 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.

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.

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.

- I. An athlete earning a letter for the first time will receive a chenille letter and a pin for that particular activity.
- II. All subsequent awards will be in the form of yearly bars, one for each additional time lettered.

Lettering Requirements by Sport:

- I. 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.
- II. **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.

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.

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. Violation of Procedure - Removal from all remaining contests.

If you are upset please call or arrange a meeting the following workday.

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

Purpose

The purpose of this policy is to assure adequate supervision is provided when Barnesville students participate in activities outside the District.

General Statement of Policy

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.

Procedures

- I. Standard MSHSL and local participation requirements are in the Barnesville Student Handbook.
- II. Instructors and co-curricular coaches/directors will communicate additional participant requirements and expectations to participants and parents/guardians.
- III. Consequences for inappropriate behavior shall be communicated to participants and parents/guardians. MSHSL and local consequences are explained in the Barnesville Student Handbook.
- IV. Day trips using the school car, school van, or mini-bus require only supervision by the instructor, activity coach/director, or authorized adult.

- V. 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.
- VI. Overnight trips require adult supervision by a person of the same gender as the participants.
 - A. In the event a same gender chaperone cannot be found, administrative discretion will be implemented.
- VII. 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.
- VIII. The building principal has authority to approve written requests for variance from procedures.

Barnesville School District Website

www.barnesville.k12.mn.us

Access to Activity Schedules

ACTIVITIES HANDBOOK



***STUDENTS, PARENTS, & SPECTATORS
BARNESVILLE HIGH SCHOOL
(REVISED July 11, 2024)***

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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

CRYSTAL HENDERSON ANDREW MAIER JACOB THOMPSON MARLA FIELD
DION BREDMAN RYAN LINDBOM DAVE HERBRANSON

ADMINISTRATION

DR. JON ELLERBUSCH	SUPERINTENDENT
TODD HENRICKSON	K-6 PRINCIPAL
BRYAN STRAND	7 - 12 PRINCIPAL
AARON SCHINDLER	ACTIVITIES DIRECTOR
	COMMUNITY ED COORDINATOR

SECRETARIES / OFFICE STAFF

JULIE KUIK	ELEMENTARY SECRETARY
KARI WILSON	ELEMENTARY SECRETARY
SHELLY KRUEGER	HIGH SCHOOL SECRETARY
MELISSA SOSSA	HIGH SCHOOL SECRETARY
CHRIS ELLEFSON	COMMUNITY ED/ACTIVITIES
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	Grace Tangen
Choir	Director	Isaac Fraundienst

FALL ACTIVITIES

Musical	Director	Alissa Nibbe
Musical	Director	Chris Caylor
Cross Country	Head Coach	Carolyn Rotz
Cross Country	Assistant	
Football	Head Coach	Bryan Strand
	Assistant	Phil Trowbridge
	JV	Jacob Grosz
	9 th	George Haj
	8 th	Nick Paur
	7 th	Scott Amundson
	JH Assistant	Tracy Hinsz
Volleyball	Head Coach	Megan Askegaard
	JV	Kailee Strand
	B-Team	Maizey Berg
	9 th	Janet Rasmussen
	8 th	Karie Martinson
	7 th	Alissa Honrud

WINTER ACTIVITIES

Wrestling	Head Coach	Zach Anderson
	Assistant	Jeff Titus
	9 th / JH	Rylee Anderson
Girls Basketball	Head Coach	Bill Gottenborg
	Assistant	Alli Honrud
	9 th	George Haj
	8 th	
	7 th	Amanda Scheffler
Boys Basketball	Head Coach	Matt Askegaard
	Assistant	Adam Tonsfeldt
	9 th	Justin Haugen
	8 th	Ben Del Greco
	7 th	Jacob Grosz
One Act Play	Director	Alissa Nibbe

SPRING ACTIVITIES

Visual Arts	Director	Heidi Smith
Girls Golf	Head Coach	George Haj
Boys Golf	Head Coach	Matt Askegaard
	JV Boys & Girls Golf	Bryan Strand
Softball	Head Coach	Aaron Schindler
	JH/JV	Lexi Bolgrean
Baseball	Head Coach	Stacy Martz
	Assistant	Phil Trowbridge
	Junior High	Jacob Grosz
Girls Track	Head Coach	Mike Schaub
	Assistant	Jack Schaub
Boys Track	Head Coach	Kailee Strand
	Assistant	Nick Paur
Clay Target	Head Coach	Corey Stuvland
Fishing League	Head Coach	Alison Willers

COMPETITIVE SECTION ASSIGNMENTS

VOLLEYBALL	8AA
FOOTBALL	8AA
CROSS COUNTRY	8A
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

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

MID-NORTHWEST-HOL-SUB-DISTRICT

FOOTBALL

A PRIVILEGE:

Participation in Interscholastic Activities

Progressive educators have long acknowledged that a student's participation in interscholastic athletics is a privilege. A student earns the right to represent his or her school in such a program, just as any individual earns the privilege to represent a credible organization.

Interscholastic programs are voluntary. No student is obligated to take part in any interscholastic activity. Participation is not required for graduation or for college entrance. Those who participate must give extra effort and put in additional time. In this respect, preparation for and participation in interscholastic athletics differs from intramurals.

Because high school interscholastics are voluntary and because those participating represent the student body, mandatory standards of conduct are set. These standards are of the highest level, particularly in the areas of academic requirements, school-citizenship, and sportsmanship. The dignity of the school program is reflected through interscholastic athletics. Participants must conduct themselves in a manner that is above question.

Because representing a school in athletics is a privilege, the school possesses the authority to revoke the privilege when a student does not conduct himself or herself in an acceptable manner. The responsibility for proper conduct exists not only in the competitive arena, but also at school and in public. As a member of a school team, the student brings attention not only to himself or herself, but also to the student body and the school itself. School authorities reserve the right to revoke the privilege of participation for students who do not follow the rules of the Minnesota State High School League, the rules of Barnesville High School, and the rules established by the activity coaches.

LETTER TO PARENTS

We are very happy your son/daughter has chosen to take part in one of our athletic programs. We feel our squads have a lot to offer your child and that your child will become a better person for having taken part in our programs.

As part of our programs, we feel your child has a responsibility to be the very best representative he/she can possibly be to our school and community.

Athletics are a part of our total educational system. We on the athletic staff believe that this part of the system can play a leading role in your son/daughter's education. We feel that all students should grow mentally, morally, and physically.

Mentally, we encourage your sons and daughters to do the very best in the classroom as they possibly can. Our coaches will stress their students are always to keep up in the schoolwork or risk losing the privilege of taking part in athletics. They will work closely with the regular teachers toward this goal of academics first, athletics second. Our student handbook and activity guidelines are written with this goal in mind.

Morally, we encourage your sons to be gentlemen, and your daughters to be ladies at all times. We and the MSHSL do not permit smoking, drinking, or other forms of intemperate living. Neither do we condone or accept behavior, which is illegal, immoral, or inappropriate. We encourage students to be honest, responsible, and accountable for their actions. All of these issues help to develop students of character and integrity.

Physically, we will try to teach them a new confidence and encourage them to be the best they can be. It is our belief regular sleeping hours, good personal hygiene practices, and proper nutrition are important to a growing youth and to their fullest level of performance. We sincerely hope you will help in this training. When they meet and compete each day with their teammates on a physical or competitive basis, they soon acquire the confidence and courage needed to do their best.

When problems or concerns come up concerning your child in a particular activity, we would like you to follow the ***procedures for Dealing with Conflicts***. Our coaches are concerned about your sons and daughters, and are doing the best they are capable of doing with your child's interests in mind.

If after meeting with the coach or coaches you feel you want to pursue the matter to a higher level, your next step would be the Athletic Director, followed by the Principal, Superintendent, and lastly, the School Board.

Barnesville High School Student Expectations

The chance to participate in athletics is available to all students in Barnesville High School. This privilege and honor carries with it a responsibility to the community, school, faculty, and student body the students represent.

So that the standards and ideals of Barnesville High School will be upheld and enforced uniformly, the following rules have been established and must be familiar to all coaches and students in the activities programs at Barnesville High School.

1. The Minnesota State High School League Rules shall be enforced.
2. Students will be encouraged to dress and groom in a manner that reflects appropriately on the school, community, and themselves.
3. Students shall accept the decisions of the officials made during activities. Questions should be brought up in the proper manner by either the coach or appointed captains.
4. Students shall not use profanity in practice, games, or any activities in which the students represent the school.
5. Students shall respect the property of others. Any Barnesville student stealing or damaging property in Barnesville or on road trips including any stops made while traveling is in violation of the Student Code of Responsibilities. The coaches must make it a point to check all locker rooms used and to supervise at all stops.
6. Students are financially responsible for equipment checked out to them during their seasons.
7. Students may be allowed to practice while under suspension for violations of rules at the discretion of the coaches and A.D. A student **cannot** practice or take part or attend a contest or practice if he/she is suspended from school for any reason.
8. All students are expected to work to their capabilities academically. Any teacher has the right and responsibility to keep a student from attending a contest during school time if they feel the trip will hurt the student in the classroom.
9. **ACTIVITY FEES**...A participation fee is charged for the following activities:
 - a. 7th and 8th Graders \$75.00 per activity
 - b. 9th – 12th Graders \$100.00 per activity
 - i. Change of Pace \$50.00
 - ii. Jazz Band \$50.00
 - iii. Knowledge Bowl \$50.00
 - iv. Musical \$50.00
 - v. One Act Play \$50.00
 - vi. Esports \$50.00
 - c. The guidelines are as follows:
 - i. **Student Max:**
 1. **Junior High (7th & 8th) No Student Max**

2. Varsity (9th – 12th) \$250.00

i. Family Max - \$400.00

- ii. The fee will be collected by the supervisor/coach for each activity or can be paid in the high school office.
- iii. The fee must be paid before the first contest in the activity or the student will not be allowed to take part or to practice after that time until the fee is paid.
- iv. The student will receive a receipt and the record of payment will be kept in the high school office.

2. ACTIVITY PRICES:

a. Athletic Events

- i. Adult \$6.00
- ii. Student \$4.00
- iii. Senior Citizen (65) Free

b. Season Pass

- i. Adult \$75.00
- ii. Student \$50.00
- iii. Senior Citizen (65) Free

a. No Charge for music concerts

2. 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.

3. 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.

4. 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.

5. 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 policies, 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.
- A. 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

I. 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 extracurricular 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.***

II. 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. In Season 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 dress and participate in a contest or activity.
- iii. Final grades for 4th Quarter will be used for eligibility status for fall activities **unless** spring sports are still going on.
- 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 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, Cross Country
 - A. Varsity 1 game/meet
 - B. Junior High 1 game/meet
- ii. Volleyball, Baseball, Softball
 - C. Varsity 2 matches/games
 - D. Junior High 2 matches/games
- iii. Basketball
 - E. Varsity 3 games
 - F. Junior High 2 games
- iv. Wrestling
 - G. Varsity 3 matches
 - H. Junior High 3 matches
- i. Category II Activities 1st public performance following a grading period
- ii. Band/Choir (Co-Curricular) 1st MSHSL sponsored competition or contest and/or the first “extra” performance
- v. Number of contests/games is based on a percentage of entire games played over the course of a season.
- vi. 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	Esports
Speech Meets	River Watch ⁵⁸¹	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 2 additional weeks for a total of 4 weeks or 4 events whichever is greater. The ineligibility period may be reduced to the MSHSL consequence by satisfactorily completing information classes for first-time offenders.
 - 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: Students 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 personal time devoted to a chemical/alcohol counseling program approved by the school counselor.
- 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 information classes. 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 counselor.
- 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

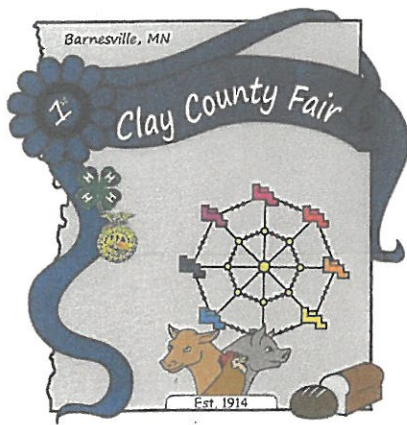
www.barnesville.k12.mn.us

ACCESS TO ACTIVITY SCHEDULES

12. Addendum

A. Property Use Agreement between Clay County Fair Board and Barnesville Public School for 2024-2029

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Clay County Fair Board of Directors

P.O. Box 376 • Barnesville, MN 56514

Jay Rehder Moorhead	President	Chris Bang Hawley	Vice President	James Kruise Fargo	Secretary/Treasurer
Lynn Alm Hawley	Director	Bruce Nelson Barnesville	Director	Paige Griffin Barnesville	Director
Ryan Hauck Barnesville	Director	Jody Johnson-Jackson Hawley	Director	Melissa Thune Barnesville	Director
Amber Nord Wolverton	Director	Evan Halverson Barnesville	Director	Kris Gades Barnesville	Director
Ben Kimm Pelican Rapids	Director				

July 11 – 14, 2024

June 29, 2024

Barnesville Public Schools ISD #146
Attn: Superintendent Jon Ellerbusch
P.O. Box 189
Barnesville, MN 56514

Dear Mr. Ellerbusch:

Attached you will find the Contract Agreement/Terms and Conditions for the ISD #146 Use of Fairground Properties July 1, 2024 – June 30, 2029 for your review and approval.

The current contract expires June 30, 2024. The Clay County Fair Board has approved a renewal of the contract at the same terms and conditions for a new five-year period (July 1, 2024 – June 30, 2029).

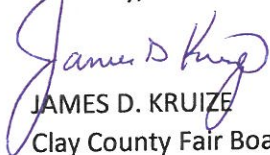
Please review the enclosed contract and if ISD #146 is in agreement, please sign the contract and return to:

Clay County Fair
P.O. Box 376
Barnesville, MN 56514

Once a signed contract is received, a fair representative will sign and provide a fully executed contract to ISD #146.

If you have any questions, please feel free to contact me.

Sincerely,


JAMES D. KRUIZE
Clay County Fair Board
Secretary-Treasurer
701-412-3511

Barnesville Public Schools & Clay County Fair & Agricultural Society

Contract Agreement/Terms and Conditions For ISD #146 Use of Fairground Properties July 1, 2024 – June 30, 2029

The terms and conditions of the following agreement are specific to Barnesville Public Schools – ISD #146 and the Clay County Fair & Agricultural Society. The agreement shall be in full effect for five (5) years from July 1, 2024 – June 30, 2029.

During the length of this contract/agreement the Clay County Fair & Agricultural Society agrees to permit/allow Barnesville Public Schools to the use of fairground property for extracurricular activities that include but are not limited to the following: Football, Golf, Youth Football, Football Day Camps, and other sports as deemed appropriate that could also include the occasional physical education class.

Barnesville Public Schools agrees to compensate the Clay County Fair & Agricultural Society with an annual fee of \$1,000.00 for the use of fairground property. This annual amount shall be due on July 1 each year and upon receipt of a billing invoice originating from the Clay County Fair & Agricultural Society.

The Clay County Fair & Agricultural Society also hereby grants permission and authorization for ISD #146 to install and erect football goal posts on fairground property. ISD #146 will assume full responsibility and all costs required for the installation of said football goal posts. In the event this contract is terminated by either party and/or the need for goal posts to be removed from fairground property for reasons to be deemed valid and agreed upon by both the Clay County Fair & Agricultural Society and ISD #146, then; ISD #146 hereby accepts full responsibility and agrees to remove the goal posts and incur costs associated with and due to said removal of football goal posts.

The terms and conditions of this agreement shall remain in full effect until the contract expires and hence, a renewal agreement between the two parties will be considered. However, should or if, either party wishes to terminate this agreement they must do so in writing five (5) months in advance of the beginning of the next contract year or no later than February 1 of the year that proceeds the next contract that would begin on July 1.

Signatures indicate that both parties have reviewed and agree with the terms/conditions of this contract/agreement.

Clay County Fair & Agricultural Society Representative

Barnesville Public Schools Authorized Signature

Date

Date

B. Three Sections of 2nd Grade for SY2024-25	
13. Discussion/Information	
A. First Reading of Policies	594

Adopted: _____

MSBA/MASA Model Policy 701

Orig. 1995

Revised: _____

Rev. 202211

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with ~~Minn. Stat. §~~ Minnesota Statutes section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Minnesota Commissioner of Education within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other

information required by ~~Minn. Stat. §~~[Minnesota Statutes section](#) 123B.10.

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

IV. IMPLEMENTATION

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

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

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

Adopted: _____

MSBA/MASA Model Policy 701.1

Orig. 1996

Revised: _____

Rev. 2000

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

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

budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

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

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

Adopted: _____

MSBA/MASA Model Policy 701.1

Orig. 1996

Revised: _____

Rev. 2022~~00~~

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

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

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

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

~~MSBA Service Manual, Chapter 7~~

598

701.1-1

Adopted: _____

MSBA/MASA Model Policy 702

Orig. 1995

Revised: _____

Rev. 2006

702 ACCOUNTING

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF BOOKS AND ACCOUNTS

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

IV. PERMANENT FUND TRANSFERS

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

V. REPORTING

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

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)

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

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

Adopted: _____

MSBA/MASA Model Policy 702

Orig. 1995

Revised: _____

Rev. 202206

702 ACCOUNTING

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF BOOKS AND ACCOUNTS

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

IV. PERMANENT FUND TRANSFERS

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

V. REPORTING

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

Legal References: Minn. Stat. § 123B.02 (~~General Powers of Independent School Districts~~)School District Powers)

Minn. Stat. § 123B.09 (~~Boards of Independent School Districts~~)School Board Powers)

Minn. Stat. § 123B.10 (Publication of Financial Information)

Minn. Stat. § 123B.14, Subd. 7 (~~Officers of Independent School Districts~~)Duties of School Board Clerk)

Minn. Stat. § 123B.75 (Revenue; Reporting)

Minn. Stat. § 123B.76 (Expenditures; Reporting)

Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for

Current Operating Costs; Capital Expenditure, Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

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

Adopted: _____

MSBA/MASA Model Policy 703

Orig. 1995

Revised: _____

Rev. 2019

703 ANNUAL AUDIT

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

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

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

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

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

Adopted: _____

MSBA/MASA Model Policy 703

Orig. 1995

Revised: _____

Rev. 2019-2022

703 ANNUAL AUDIT

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by ~~Minn. Stat. §~~Minnesota Statutes section 123B.14, ~~subdivision~~Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act, and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to

correct any deficiencies or exceptions noted in the audit.

- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in [Minnesota Statutes chapter Minn. Stat. Ch. 6](#).

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 ([General Powers of Independent School Districts](#)~~School District Powers~~)
Minn. Stat. § 123B.09 ([Boards of Independent School Districts](#)~~School Board Powers~~)
Minn. Stat. § 123B.14, Subd. 7 ([Officers of Independent School Districts](#)~~Duties of School Board Clerk~~)
Minn. Stat. § 123B.77, Subds. 2 and 3 ([Audited Financial Statements; Statement for Comparison and Correction](#)~~Accounting, Budgeting, and Reporting Requirement~~)

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

Adopted: _____

MSBA/MASA Model Policy 704

Orig. 1995

Revised: _____

Rev. 2009

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

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

IV. REPORT

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

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

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

Adopted: _____

MSBA/MASA Model Policy 704

Orig. 1995

Revised: _____

Rev. 202209

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

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

IV. REPORT

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

Legal References:

Minn. Stat. § 123B.02 (~~Districts~~ General Powers of Independent School District Powers)

Minn. Stat. § 123B.09 (~~School Districts~~ Boards of Independent School Board Powers)

Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings ~~Access for Noncurricular Purposes~~)

Cross References:

MSBA/MASA Model Policy 702 (Accounting)

~~MSBA Service Manual, Chapter 7, Education Funding~~

Adopted: _____

MSBA/MASA Model Policy 705

Revised: _____

Orig. 1995

Rev. 2009

705 INVESTMENTS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. SCOPE

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

IV. AUTHORITY; OBJECTIVES

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

V. DELEGATION OF AUTHORITY

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

VI. STANDARD OF CONDUCT

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

VII. MONITORING AND ADJUSTING INVESTMENTS

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

VIII. INTERNAL CONTROLS

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

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

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

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

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues.

Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

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

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

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

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. §

118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

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

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate

or penalty calculation purposes.

XV. DEPOSITORIES

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

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

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

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

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

Adopted: _____

MSBA/MASA Model Policy 705

Orig. 1995

Revised: _____

Rev. 202209

705 INVESTMENTS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. SCOPE

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

IV. AUTHORITY; OBJECTIVES

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

V. DELEGATION OF AUTHORITY

- A. The _____ of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

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

VII. MONITORING AND ADJUSTING INVESTMENTS

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

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

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

between the investment officer, as designed _____ herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

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

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

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

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in ~~Minn. Stat. § Minnesota Statutes section~~ 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by ~~Minn. Stat. § Minnesota Statutes section~~ 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The

report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.

- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

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

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

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

Legal References:

Minn. Stat. § 118A.01 (~~Definitions~~~~Public Funds; Depositories and Investments~~)
Minn. Stat. § 118A.02 (~~Depositories; Investing; Sales, Proceeds, Immunity~~~~Authorization for Deposit and Investment~~)
Minn. Stat. § 118A.03 (~~When and What Collateral Required~~~~Depositories and Collateral~~)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (~~Delivery and Safekeeping; Acknowledgements~~)
Minn. Stat. § 356A.06, Subd. 7 (~~Investments; Additional Duties~~~~Authorized Investment Securities~~)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References:

MSBA/MASA Model Policy 703 (Annual Audit)
~~MSBA Service Manual, Chapter 7, Education Funding~~
Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor

Adopted: _____

MSBA/MASA Model Policy 706

Orig. 1995

Revised: _____

Rev. 2007

706 ACCEPTANCE OF GIFTS

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

[Note: This voting requirement and gift use provision is specified by Minn. Stat. § 465.03.]

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 465.03 (Gifts)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 706

Orig. 1995

Revised: _____

Rev. 202207

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Legal References:

Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School BoardsBequests, Donations, Gifts)

Minn. Stat. § 465.03 (Gifts to Municipalities)

Cross References:

None

Adopted: _____

MSBA/MASA Model Policy 707

Orig. 1995

Revised: _____

Rev. 2017

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care

facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. §

120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

[Note: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)

- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders

otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in

which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students

to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))

- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)

Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans With Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 707

Orig. 1995

Revised: _____

Rev. 2024~~2~~

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed,

regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

[NOTE: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. ~~(Minn. Stat. §Minnesota Statutes, section 124D.03, subdivision 8).~~
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult

or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
 - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
 - 4. A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee.
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
 Minn. Stat. § 123B.36 (Authorized Fees)
 Minn. Stat. § 123B.41 (Definitions)
 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 Minn. Stat. § 123B.84 (Policy)
 Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
 Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
 Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
 Minn. Stat. Ch. 125A (Special Education and Special Programs)
 Minn. Stat. § 125A.02 (Children with a Disability Defined)
 Minn. Stat. § 125A.12 (Attendance in Another District)
 Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
 Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
 Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
 Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
 Minn. Stat. § 126C.01 (Definitions)
 Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
 Minn. Stat. § 190.05 (Definitions)
 Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
 20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
 42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
 42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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MSBA/MASA Model Policy 708

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Rev. 2017

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. § 123B.88 and § 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such

transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)

- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [Model Policy 707] shall apply to the transportation of nonpublic school students except as specifically provided herein.

- Legal References:**
- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 - Minn. Stat. § 123B.84 (Policy)
 - Minn. Stat. § 123B.86 (Equal Treatment)
 - Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 - Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
 - Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 - Minn. Stat. Ch. 125A (Children With a Disability)
 - Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
 - Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 - Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
 - Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
 - Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct. App. 1988)
 - Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8th Cir. 1992)
 - Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
 - Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
 - Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
 - Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
 - Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
 - Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)
- Cross References:**
- MSBA/MASA Model Policy 707 (Transportation of Public School Students)
 - MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 - MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 708

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Revised: _____

Rev. 2024

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes, sections 123B.88 and 123B.92 when applicable.
- B. Upon the request of a parent or guardian, the school district must provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school ~~must~~ shall pay the cost of such transportation provided outside the school district boundaries.
- D. The school district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school.
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. A nonpublic or charter school student transported by the school district shall comply with

school district student bus conduct and student bus discipline policies.

- F. The school board and a nonpublic school may mutually agree to a written plan for the board to provide nonpublic pupil transportation to nonpublic school students. The school district must report the number of nonpublic school students transported and the nonpublic pupil transportation expenditures incurred in the form and manner specified by the Minnesota Commissioner of Education.
- G. If the school board provides pupil transportation through the school's employees, the school board may transport nonpublic school students according to the plan and retain the nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- H. A school board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the school board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- I. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district ~~must~~shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school ~~shall~~must pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.

- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.
- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References:

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References:

MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 608
SERIES 600 EDUCATION PROGRAMS

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

- A. The school board accepts its responsibility to identify, evaluate, and provide special education and related services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all qualified children with a disability are provided special education and related services that are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (Child with a Disability Defined)
Minn. Stat. § 125A.027 (Rulemaking)
Minn. Stat. § 125A.03 (Special Instruction for Children with a Disability)
Minn. Stat. § 125A.08 (Individualized Education Programs)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.29 (Responsibilities of County Boards and School Boards))
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

HOME SCHOOLING

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 611
SERIES 600 EDUCATION PROGRAMS

611 HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same

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basis as other public school students.

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

- 1. Minnesota State High School League-sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
- 2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

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B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

GRADUATION REQUIREMENTS

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 613
SERIES 600 EDUCATION PROGRAMS

613 GRADUATION REQUIREMENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- C. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- D. "Required standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.
- E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

(_____ *Position Title* _____) shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels,

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identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and

- B. Consistent with this paragraph and Minnesota Statutes section 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students beginning 8th grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
- C. An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- D. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

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- F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
- G. A minimum of seven elective credits.
- H. Credit equivalencies
 - 1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
 - 2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.
 - 3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
 - 4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
 - 5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.
 - 6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 - 1. School District Standards, Health (K-12);
 - 2. School District Standards, Career and Technical Education (K-12); and
 - 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will

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be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.

- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 - 1. Minnesota Academic Standards, English Language Arts K-12;
 - 2. Minnesota Academic Standards, Mathematics K-12;
 - 3. Minnesota Academic Standards, Science K-12;
 - 4. Minnesota Academic Standards, Social Studies K-12; and
 - 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)

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Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 614
SERIES 600 EDUCATION PROGRAMS

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

A. Superintendent

1. Responsibilities before testing.
 - a. Designate a district assessment coordinator and district technology coordinator.
 - b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
 - c. Annually review and recertify staff who have access to MDE secure systems.
 - d. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - e. Establish a culture of academic integrity.
 - f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
 - g. Ensure student information is current and accurate.
 - h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
 - i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
 - j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
 - k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
 - l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

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2. Responsibilities after testing.
 - a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
 - b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
 - c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
 - d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
 - e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
 - f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.
 - a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
 - d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
 - e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
 - g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during

SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

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testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.

- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
 - i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - c. Return secure test materials as outlined in applicable manuals and resources.

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- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

- 1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
 - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
- 2. Responsibilities on testing day(s).
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 3. Responsibilities after testing.

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- a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
- b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

- 1. Responsibilities before testing.
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
 - f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
 - g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment coordinator.

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- (5) Provide MTAS student data collection forms if necessary.
 - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
 - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.
2. Responsibilities on testing day(s).
- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
 - b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
 - c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
 - d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
 - e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.
 - f. Report security breaches to the district assessment coordinator as soon as possible.
3. Responsibilities after testing.
- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
 - b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - d. Return secure test materials as outlined in applicable manuals and resources.
 - e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
 - f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

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1. Ensure that district is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identifications and passwords.
3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.

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- (7) Record extra test materials.
- b. During test.
 - (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.
 - (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
 - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.
 - (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - (6) Do not review, discuss, capture, email, post, or share test content in any format.
 - (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
 - (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
 - (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
 - (11) Report any possible security breaches as soon as possible.
- c. After test.
 - (1) Follow directions and scripts exactly.
 - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

- 1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.

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- c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
- a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report and unusual circumstances to district or school assessment coordinator.
 - c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

- 1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
- 2. Responsibilities after testing.

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- a. Ensure accurate enrollment of students in schools during the accountability windows.
- b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.
- B. Students will be informed of the following:
 1. The importance of test security;
 2. Expectation that students will keep test content secure;
 3. Expectation that students will act with honesty and integrity during test administration;
 4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.
 5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- C. Staff will be informed of the following:
 1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
 2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:
 1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
 2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

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

Legal References:

Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (School Accountability)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.082 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
Minnesota PearsonAccess Next Resources and Forms:
<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

SCHOOL DISTRICT ENSURANCE OF PREPARATORY AND HIGH SCHOOL STANDARDS

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617 SCHOOL DISTRICT ENSURANCE OF PREPARATORY AND HIGH SCHOOL STANDARDS

I. PURPOSE

The purpose of this policy is to ensure that all locally adopted preparatory and high school content standards of the Profile of Learning are addressed directly in both curriculum and assessment for all students, including those with special needs.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement the Minnesota Graduation Standards, including local adoption of the former Profile of Learning content standards, during the transition to the implementation of the required Minnesota Academic Standards.
- B. This policy ensures that all students who qualify and elect to satisfy their graduation requirements will continue to receive instruction, curriculum and assessment which address the preparatory and high school content standards. This policy also defines how technology will be integrated across student learning areas. In implementing the preparatory and high school content standards, the school district will work to improve the scope and sequences of curriculum, research-based instructional skills of teachers and other district staff who work with students, and alternative assessments of student achievement while making the transition to the required Minnesota Academic Standards.

III. ESTABLISHMENT OF CURRICULUM AND INSTRUCTION

- A. Preparatory Content Standards

[To the extent school districts retain preparatory content standards as part of their locally adopted academic standards, school districts should insert in this section how their curriculum and instructional opportunities for all students will address the preparatory content standards, including the primary, intermediate and middle level standards. This section should contain an outline of each learning area's sequence in a manner which provides notice as to when various achievements are expected.]

- B. High School Content Standards

The school district will follow Policy 613, Graduation Requirements, as it implements the graduation standards. This policy ensures that all students will receive instruction, curriculum and assessment which addresses the high school content standards of the Profile of Learning in all learning areas and that the uses of technology are integrated across student learning areas.

- C. Assessment of Content Standards

[School districts should insert their procedure for determining where student achievement of preparatory and high school content standards will be assessed.]

- D. Additional Requirements

[School districts may wish to consider including additional graduation requirements beyond those required by the Minnesota Academic Standards.]

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E. Special Needs Students

[School districts should insert their procedure for addressing preparatory and high school content standards for students with special needs.]

F. Integration of Technology

[School districts may insert their procedure for addressing how technology will be integrated across the learning areas. With the repeal of the Profile of Learning, school districts are not required to integrate technology across learning areas and may, in their discretion, delete this provision.]

G. Evaluation and Remediation of Student Difficulties and Achievement

[School districts should insert their procedure for addressing how diagnosis of student difficulties and remediation will be accomplished as well as how diagnosis of student achievement and acceleration or continuous progress will be accomplished.]

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

ASSESSMENT OF STUDENT ACHIEVEMENT

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618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Career and college ready," for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- D. "Cultural competence," for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.
- E. "Elective standards" means a locally adopted expectation for student learning in career and technical education and world languages.
- F. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- G. "Required standard" means (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.

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IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

B. Statewide Academic Standards Testing

- 1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
- 2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
 - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
- 3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
- 4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide

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assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.

5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The Minnesota Commissioner of Education must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minnesota Statutes section 120B.301(a) and (c); and
 - f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

VI. RIGOROUS COURSE OF STUDY WAIVER

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 1. is participating in a course of study, including an advanced placement or

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- international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.
- C. All students, except those eligible for alternative assessments, will be encouraged to participate in a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and

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technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.3520 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

619 STAFF DEVELOPMENT FOR STANDARDS**I. PURPOSE**

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Graduation Assessment Requirements implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Assessment Requirements at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality,

vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

B. Teachers/Administrators

The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 616 (School District System Accountability)

ONLINE INSTRUCTION

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 624
SERIES 600 EDUCATION PROGRAMS

624 ONLINE INSTRUCTION

I. PURPOSE

The purpose of this policy is to recognize and govern online instruction options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online instruction site for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online instruction.
- B. The school district shall grant academic credit for completing the requirements of an online instruction course or program.

III. DEFINITIONS

- A. "Blended instruction" means a form of digital instruction that occurs when a student learns part time in a supervised physical setting and part time through online instruction under paragraph (E).
- B. "Digital instruction" means instruction facilitated by technology that offers students an element of control over the time, place, path, or pace of learning and includes blended and online instruction.
- C. "Enrolling district" means the school district in which a student is enrolled under Minnesota Statutes, section 120A.22, subdivision 4.
- D. "Online course syllabus" means a written document that identifies the state academic standards taught and assessed in a supplemental online course under paragraph (I); course content outline; required course assessments; instructional methods; communication procedures with students, guardians, and the enrolling district under paragraph (C); and supports available to the student.
- E. "Online instruction" means a form of digital instruction that occurs when a student learns primarily through digital technology away from a supervised physical setting.
- F. "Online instructional site" means a site that offers courses using online instruction under paragraph (E) and may enroll students receiving online instruction under paragraph (E).
- G. "Online teacher" means an employee of the enrolling district under paragraph (C) or the supplemental online course provider under paragraph (J) who holds the appropriate licensure under Minnesota Rules, chapter 8710, and is trained to provide online instruction under paragraph (E).
- H. "Student" means a Minnesota resident enrolled in a school defined under Minnesota Statutes, section 120A.22, subdivision 4, in kindergarten through grade 12 up to the age of 21.
- I. "Supplemental online course" means an online learning course taken in place of a course provided by the student's enrolling district under paragraph (C).

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- J. "Supplemental online course provider" means a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that is authorized by the Minnesota Department of Education (MDE) to provide supplemental online courses under paragraph (I).

IV. DIGITAL INSTRUCTION

- A. An enrolling district may provide digital instruction, including blended instruction and online instruction, to the district's own enrolled students. Enrolling districts may establish agreements to provide digital instruction, including blended instruction and online instruction, to students enrolled in the cooperating schools.
- B. When online instruction is provided, an online teacher shall perform all duties of teacher of record under Minnesota Rules, part 8710.0310. Unless the Commissioner of MDE grants a waiver, a teacher providing online instruction shall not instruct more than 40 students in any one online learning course or section.
- C. Students receiving online instruction full time shall be reported as enrolled in an online instructional site.
- D. Curriculum used for digital instruction shall be aligned with Minnesota's current academic standards and benchmarks.
- E. Digital instruction shall be accessible to students under section 504 of the federal Rehabilitation Act and Title II of the federal Americans with Disabilities Act.
- F. An enrolling district providing digital instruction and a supplemental online course provider shall assist an enrolled student whose family qualifies for the education tax credit under Minnesota Statutes, section 290.0674 to acquire computer hardware and educational software so they may participate in digital instruction. Funds provided to a family to support digital instruction or supplemental online courses may only be used for qualifying expenses as determined by the provider. Nonconsumable materials purchased with public education funds remain the property of the provider. Records for any funds provided must be available for review by the public or MDE.
- G. An enrolling district providing digital instruction shall establish and document procedures for determining attendance for membership and keep accurate records of daily attendance under Minnesota Statutes, section 120A.21.

V. SUPPLEMENTAL ONLINE COURSES

- A. Notwithstanding Minnesota Statutes, sections 124D.03 and 124D.08 and Minnesota Statutes, chapter 124E, procedures for applying to take supplemental online courses other than those offered by the student's enrolling district are as provided in this subdivision.
- B. Any kindergarten through grade 12 student may apply to take a supplemental online course. The student, or the student's parent or guardian for a student under age 17, must submit an application for the proposed supplemental online course or courses. A

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student may:

1. apply to take an online course from a supplemental online course provider that meets or exceeds the academic standards of the course in the enrolling district they are replacing;
 2. apply to take supplemental online courses for up to 50 percent of the student's scheduled course load; and
 3. apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun. An enrolling district may waive the 50 percent course enrollment limit or the 15-day time limit.
- C. A student taking a supplemental online course must have the same access to the computer hardware and education software available in a school as all other students in the enrolling district.
- D. A supplemental online course provider must have a current, approved application to be listed by MDE as an approved provider. The supplemental online course provider must:
1. use an application form specified by MDE;
 2. notify the student, the student's guardian if they are age 17 or younger, and enrolling district of the accepted application to take a supplemental online course within ten days of receiving a completed application;
 3. notify the enrolling district of the course title, credits to be awarded, and the start date of the online course. A supplemental online course provider must make the online course syllabus available to the enrolling district;
 4. request applicable academic support information for the student, including a copy of the IEP, EL support plan, or 504 plan; and
 5. track student attendance and monitor academic progress and communicate with the student, the student's guardian if they are age 17 or younger, and the enrolling district's designated online learning liaison.
- E. A supplemental online course provider may limit enrollment if the provider's school board or board of directors adopts by resolution specific standards for accepting and rejecting students' applications. The provisions may not discriminate against any protected class or students with disabilities.
- F. A supplemental online course provider may request that MDE review an enrolling district's written decision to not accept a student's supplemental online course application. The student may participate in the supplemental online course while the application is under review. Decisions shall be final and binding for both the enrolling district and the supplemental online course provider.
- G. A supplemental online course provider must participate in continuous improvement cycles with MDE.

VI. ENROLLING DISTRICT

- A. An enrolling district may not restrict or prevent a student from applying to take supplemental online courses.
- B. An enrolling district may request an online course syllabus to review whether the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district.
- C. Within 15 days after receiving notice of a student applying to take a supplemental online course, the enrolling district must notify the supplemental online course provider whether the student, the student's guardian, and the enrolling district agree that academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district. If the enrolling district does not agree that the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district, then:
 - 1. the enrolling district must provide a written explanation of the district's decision to the student, the student's guardian, and the supplemental online course provider; and
 - 2. the online provider must provide a response to the enrolling district explaining how the course or program meets the graduation requirements of the enrolling district.
- D. An enrolling district may reduce the course schedule of a student taking supplemental online courses in proportion to the number of supplemental online learning courses the student takes.
- E. An enrolling district must appoint an online learning liaison who:
 - 1. provides information to students and families about supplemental online courses;
 - 2. provides academic support information including IEPs, EL support plans, and 504 plans to supplemental online providers; and
 - 3. monitors attendance and academic progress, and communicates with supplemental online learning providers, students, families, and enrolling district staff.
- F. An enrolling district must continue to provide support services to students taking supplemental online courses as they would for any other enrolled student including support for English learners, case management of an individualized education program, and meal and nutrition services for eligible students.
- G. An online learning student must receive academic credit for completing the requirements of a supplemental online learning course. If a student completes an online learning course that meets or exceeds a graduation standard or the grade progression requirement at the enrolling district, that standard or requirement is met.
- H. Secondary credits granted to a supplemental online learning student count toward the graduation and credit requirements of the enrolling district. The enrolling district must

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apply the same graduation requirements to all students, including students taking supplemental online courses.

- I. An enrolling district must provide access to extracurricular activities for students taking supplemental online courses on the same basis as any other enrolled student.

VII. REPORTING

Courses that include blended instruction and online instruction must be reported in the manner determined by the Commissioner of MDE.

LEGAL REFERENCES:

Minn. Stat. § 120A.21 (Enrollment of a Student in Foster Care)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 124D.03 (Enrollment Options Act)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in
Nonresident District; Exceptions)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Rules Ch. 8710 (Teacher and Other School Professional
Licensing)

CROSS REFERENCES:

MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)

14. Dates to Remember

A. Regular School Board Meeting

1) Monday, August 19, 2024, 7:00 PM, Barnesville High School

15. Adjournment