



**ROCK RIDGE PUBLIC SCHOOLS
411 SOUTH 5TH AVENUE
VIRGINIA MN 55792**

**Regular Meeting
Monday, November 9, 2020 at 6:00 PM
Spectrum Health Building, 1405 Progress Parkway, Virginia, MN
55792**

AGENDA

Due to the declared health pandemic, the Stay Safe Order, the COVID-19 Peacetime Emergency, and pursuant to Minnesota Statute 13D.021, the public is encouraged to watch the meeting live at rrps.org or contact the Superintendent's Office (742-3900) to get a Zoom link emailed to you. Public comment regarding the agenda can be made in person, via Zoom, or emailed to stacie.lamppa@rrps.org before 3:30 P.M. on November 9, 2020 and they will be read aloud into the record.

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors and visitor input.
4. Consent Agenda:
 1. Approval of October 26, 2020 regular meeting minutes. 4
 2. Payment of the bills. 7
 3. Approval of hire of DeEtta Annala for the ECSE Para Educator position effective October 27, 2020.
 4. Approval of hire of Hayley Christianson for the Para Educator position effective November 2, 2020.
 5. Approval of hire of Tom Norman for the 8th Grade Boys' Basketball Coach position effective November 23, 2020.
 6. Approval of hire of Riley Jacobson for the 7th Grade Boys' Basketball Coach position effective November 23, 2020.
 7. Approval of hire of Drew Aho for the B-Team Boys' Basketball Coach position

effective November 23, 2020.	
8. Approval of hire of Jessica Kralich for the Assistant Dance Line Coach position effective November 9, 2020.	
9. Approval of overload for English Teacher Mathew Stephens, Eveleth-Gilbert High School, for Quarter 2.	
10. Acceptance of resignation of Carrie LaMourea from the ECSE Aide position effective October 26, 2020.	
11. Approval of unpaid medical leave of absence for Wendy Thompson, Para Educator, to begin when available accrued time off is exhausted.	
12. Approval of \$1,750 Blue Pride grant request to benefit Virginia Boys' Basketball.	
13. Approval of \$2,307.85 Blue Pride grant request to benefit Virginia High School Swimming.	
14. Approval of \$1,100 Blue Pride grant request to benefit Virginia Volleyball.	
5. Reports:	
1. Eveleth-Gilbert Senior High Principal's Report.	
2. Athletics and activities if high school moves to all distance learning.	
3. Superintendent.	
1. Current status of Curriculum Instruction and Tech Integration position.	
2. Recent Executive Order from Governor related to school and Covid-19.	
4. NESC Board of Directors Call for Nominations - update.	
5. Resignation of Greg Manninen.	23
6. Administration Items:	
1. Consider Resolution 20-014 Accepting Monetary, Property, Goods, or Services Donation.	24
2. Consider Resolution 20-015 Accepting Monetary, Property, Goods, or Services Donation.	25
3. Consider Naming Rights Agreement between ISD 2909, the Golden Bear Foundation, and Brian Raduenz.	26
4. Consider Resolution 20-016 Accepting Monetary, Property, Goods. or Services Donation.	31
5. Consider scope of services agreement between Itasca Marketing LLC and the Eveleth-Gilbert High School.	32
6. Consider Professional Services Agreement between Itasca Marketing LLC and Eveleth-Gilbert High School.	34
7. Consider MOU between Rock Ridge Public Schools and Arrowhead Head Start (AEOA).	37
8. Consider Concurrent Enrollment Agreement between Mesabi Range College and Rock Ridge Public Schools for the 2020-21 academic year.	45
9. Consider calling nominations for the ARCC Governance Board.	52
7. Policies (Third and Final Reading):	
1. 104 School District Mission Statement	56
2. 409 Employee Publications, Instructional Materials, Inventions, And Creations	58
3. 416 Drug and Alcohol Testing	59
4. 516 Student Medication	82
8. Policies (First Reading):	

1. 203.2 Order of the Regular School Board Meeting	87
2. Policy 206 Public Participation In School Board Meetings/Complaints About Persons At School Board Meetings and Data Privacy Considerations	89
3. 404 Employment Background Checks	95
4. 425 Staff Development	99
5. 528 Student Parental, Family, and Marital Status Nondiscrimination	106
6. 534 Unpaid Meal Charges	108
9. Unfinished Business.	
10. Meeting Announcements:	
1. A special meeting will be held on Thursday, November 12, 2020 at 6:00 P.M. via teleconference for the purpose of canvassing the results of the November 3 school board election.	
2. Regular meeting will be held on Monday, November 23, 2020 at 6:00 P.M. at the Spectrum Health Building.	
11. Closed Session pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b), to engage in discussions with the School Board’s legal counsel related to pending litigation against the District in the complaint filed in Concerned Citizens et al., OAH Case No. 82-0325-36868. The Board of Directors seeks legal advice on the status of the matter, the District Attorney’s analysis of the same, and the District’s options for responding to the claims.	
12. Adjournment.	

**OFFICE OF THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2909
MONDAY, OCTOBER 26, 2020, 6:00 P.M.
SPECTRUM HEALTH BUILDING, 1405 PROGRESS PARKWAY, VIRGINIA, MN
MINUTES OF THE REGULAR SCHOOL BOARD MEETING**

Members Present:

Billy Addy	Kelly Sather
Gail Baribeau	Matt Sjoberg
Mark Forte	Pollyann Sorcan
Brandi Lautigar (left meeting at 6:45 P.M.)	Stacey Sundquist
Tim Riordan	Tom Tammaro

Other Staff Present:

Dr. Noel Schmidt, Superintendent
Spencer Aune, Business Manager
Sheena Stefanich, Parkview Principal

Members Absent:

Murray Anderson

CHAIR SUNDQUIST called the regular meeting to order at 6:00 P.M. and the Pledge of Allegiance was recited and roll call was taken.

ADDITIONS/DELETIONS TO THE AGENDA:

- SORCAN - moved “7.1 Resolution Declaring a Vacancy on the School Board” to Item (5a) following the Consent Agenda.
- SORCAN – separated Policy “206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meeting and Data Privacy Consideration” out from the Policy Agenda for further discussion.

APPROVE AGENDA:

Moved by SATHER, seconded by BARIBEUA to **approve agenda as amended.**

Roll call vote – Addy (Aye), Baribeau (Aye), Forte (Aye), Lautigar (Aye), Riordan (Aye), Sather (Aye), Sjoberg (Aye), Sorcan (Aye), Sundquist (Aye), Tammaro (Aye). Motion carried 10-0.

RECOGNITION OF VISITORS: Katherine Disterhaft – distance learning concerns.

CONSENT AGENDA:

SORCAN moved **Consent Agenda Item (4.6) “Transfer of Stacy L. Aune from Elementary Teacher position to Curriculum Instruction and Integration position” off of Consent Agenda for further discussion.** Moved to Item (7.6).

TAMMARO motioned to **approve the Consent Agenda as amended**, seconded RIORDAN. All ayes. Passed 10-0.

- Approval of October 12, 2020 regular meeting minutes.
- Approval of the payment of the bills.
- Acceptance of resignation of Brylee Seitz from the Junior High Girls’ Basketball Coach position effective October 21, 2020.
- Acceptance of resignation of Maria Stokes Cerkvenik from the Junior High Girls’ Basketball Coach position effective October 21, 2020.
- Acceptance of transfer of Amanda Wenneson as a Virginia High School Para Educator to a Roosevelt Elementary Para Educator effective October 13, 2020.

Moved Item 7.1 Resolution Declaring a Vacancy on the School Board:

Moved by RIORDAN, seconded by TAMMARO, to **accept Greg Manninen’s resignation from the School Board Director position.** All ayes. Motion carried 10-0.

Moved by SATHER, seconded by LAUTIGAR, to **post for applications for the open seat (Virginia Election District) and determine a process for selecting from those applications at an upcoming meeting.** All ayes. Motion carried 10-0.

Moved by SJOBERG, seconded by SATHER, to **approve Resolution Declaring a Vacancy on the School Board.** All ayes. Motion carried 10-0.

CONSTRUCTION:

Paul Noll and Patrick Gallagher reviewed High School Bid Package #02 results.

Moved by BARIBEUA, seconded by RIORDAN, to **accept the Contract Award Letter Recommendation Letter (Part 2 of 2) for High School Bid Package #02.**

Roll call vote – Addy (Aye), Baribeau (Aye), Forte (Aye), Riordan (Aye), Sather (Aye), Sjoberg (Aye), Sorcan (No), Sundquist (Aye), Tamaro (Aye). Motion carried 8-1.

It was the consensus of the school board to wait on making decision on stadium and athletic fields’ concessions/restroom buildings/buildouts (approximately \$408,000). Kraus-Anderson will reach out to the contractors and see if they will extend bid prices another 60 days (approx. end of January).

REPORTS:

- Sheena Stefanich provided a report on the activities happening at Parkview Learning Center.
- Spencer Aune discussed the Committed Construction Funds.
- Supt. Schmidt provided information on athletic budgets for Eveleth-Gilbert and Virginia (handout provided) and the Northeast Service Cooperative nomination memo.

ADMINISTRATION:

Moved by SATHER, seconded by ADDY, to **approve the Request For Proposal to develop attendance boundaries for the elementary schools within the new district.** All ayes. Motion carried 9-0.

Moved by BARIBEAU, seconded by SATHER, to **approve the Request For Proposal to help name the two new elementary sites within the district.** All ayes. Motion carried 9-0.

Moved by RIORDAN, seconded by TAMMARO, to **accept Resolution #20-012 Accepting Monetary, Property, Goods, or Services Donation.** All ayes. Motion carried 9-0.

Moved by SATHER, seconded by TAMMARO, to **accept Resolution #20-013 Accepting Monetary, Property, Goods, or Services Donation.** All ayes. Motion carried 9-0.

Moved by SORCAN, seconded by TAMMARO, to **table approving the transfer of Stacy L. Aune.** All ayes. Motion carried 9-0.

POLICIES:

Moved by BARIBEAU, seconded by TAMMARO, to **send Policy 206 back to the Policy Committee for further review.** All ayes. Motion carried 9-0.

Moved by SATHER, seconded by BARIBEAU, to **acknowledge the second reading of the revised policies.** All ayes. Motion carried 9-0.

100 SCHOOL DISTRICT
104 School District Mission Statement

400 EMPLOYEES/PERSONNEL
409 Employee Publications, Instructional Materials, Inventions, and Creations

416 Drug and Alcohol Testing

500 STUDENTS

516 Student Medication

UNFINISHED BUSINESS: None.

MEETING ANNOUNCEMENTS were made.

ADJOURNMENT:

Motion to adjourn made by RIORDAN, seconded TAMMARO. Motion passed. Meeting adjourned at 8:56 P.M

CHAIR – Stacey Sundquist

CLERK – Kelly Sather

November 9, 2020

offered the following resolution and moved for its adoption.

RESOLVED, By the Board of Education of Independent School District #2909 that the following bills be allowed and the Chairperson and Clerk be and are hereby authorized to draw orders on the Treasurer for payment of same:

<u>CHECK NO.</u>	<u>VENDOR</u>	<u>UFARS CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1591	AT & T MOBILITY	E 01 005 690 000 000 320	Comm Telephone	\$7,719.79
1591 Total	EVELETH PUBLIC UTILITIES	E 01 005 810 000 000 332		<u>\$7,719.79</u>
1592	EVELETH PUBLIC UTILITIES	E 01 005 810 000 000 333		\$40.40
1592	EVELETH PUBLIC UTILITIES	E 01 005 810 000 000 334		\$242.73
1592 Total				<u>\$8,002.92</u>
1593	NEXTERA COMMUNICATIONS	E 03 005 760 000 720 320		\$151.80
1593	NEXTERA COMMUNICATIONS	E 01 005 020 000 000 320		\$75.90
1593	NEXTERA COMMUNICATIONS	E 01 300 211 000 000 320		\$151.80
1593	NEXTERA COMMUNICATIONS	E 01 302 810 000 000 320		\$75.90
1593	NEXTERA COMMUNICATIONS	E 01 112 203 000 000 320		\$75.90
1593	NEXTERA COMMUNICATIONS	E 01 005 606 000 000 320		\$284.65
1593	NEXTERA COMMUNICATIONS	E 04 500 505 000 321 320		\$75.90
1593	NEXTERA COMMUNICATIONS	E 01 117 810 000 000 320		\$75.90
1593	NEXTERA COMMUNICATIONS	E 02 005 770 000 701 320		\$75.90
1593	NEXTERA COMMUNICATIONS	E 01 005 810 000 000 320		\$853.90
1593 Total				<u>\$1,897.55</u>
1594	AT & T MOBILITY	E 01 005 690 000 000 320	Comm Telephone	\$2,231.17
1594 Total				<u>\$2,231.17</u>
1595	321 ART STUDIO	E 04 500 560 000 321 430	Instruct Supplies	\$296.00
1595 Total				<u>\$296.00</u>
1596	AMAZON CAPITAL SERVICES INC	E 01 116 203 404 000 430	Instruct Supplies	\$33.98
1596	AMAZON CAPITAL SERVICES INC	E 01 116 203 404 000 430	Instruct Supplies	\$18.50
1596	AMAZON CAPITAL SERVICES INC	E 01 112 201 000 000 430	Instruct Supplies	\$23.99
1596	AMAZON CAPITAL SERVICES INC	E 01 005 690 000 699 401	General Supplies	\$39.25
1596	AMAZON CAPITAL SERVICES INC	E 01 300 294 709 000 430	General Supplies	\$86.64
1596	AMAZON CAPITAL SERVICES INC	E 01 300 292 000 000 401	General Supplies	\$86.64
1596	AMAZON CAPITAL SERVICES INC	E 01 300 296 709 000 430	General Supplies	\$86.64
1596	AMAZON CAPITAL SERVICES INC	E 01 005 810 000 000 410	Custodial Supplies	\$109.90
1596	AMAZON CAPITAL SERVICES INC	E 01 112 201 000 000 430	Instruct Supplies	\$153.61
1596	AMAZON CAPITAL SERVICES INC	E 01 112 201 000 000 430	Instruct Supplies	\$54.78
1596 Total				<u>\$693.93</u>
1597	AMERIPRIDE SERVICES	E 03 005 760 000 720 382	Laundry Dry Clean	\$10.00
1597	AMERIPRIDE SERVICES	E 03 005 760 000 720 382	Laundry Dry Clean	\$10.00
1597 Total				<u>\$20.00</u>
1598	ANDERSON JEFF	E 03 005 750 000 720 311	Prof Tech Services	\$108.00
1598 Total				<u>\$108.00</u>
1599	APG MEDIA OF MN	E 01 005 010 000 000 380	Print-Publish	\$2,714.72
1599 Total				<u>\$2,714.72</u>
1600	APPLE INC	E 01 300 606 000 000 430	APPLE PENCIL 1ST GENERATION	\$445.00
1600	APPLE INC	E 01 005 630 000 154 466		\$2,327.00
1600	APPLE INC	E 04 500 582 000 344 430		\$1,074.00
1600	APPLE INC	E 01 112 620 000 000 430		\$179.00
1600	APPLE INC	E 01 112 212 000 000 430		\$179.00
1600	APPLE INC	E 01 300 260 000 000 430		\$179.00

1600	APPLE INC	E	01	300	260	000	000	430		\$179.00
1600	APPLE INC	E	01	300	220	000	000	430		\$179.00
1600	APPLE INC	E	01	112	258	000	000	430		\$179.00
1600	APPLE INC	E	01	112	257	000	000	430		\$179.00
1600	APPLE INC	E	01	005	630	000	154	466		\$1,074.00
1600	APPLE INC	E	01	112	203	000	000	401		\$179.00
1600 Total										<u>\$6,352.00</u>
1601	ARROW AUTO GLASS & SUPPLY CO	E	03	005	760	000	720	350	Repairs Maint Serv	\$130.00
1601 Total										<u>\$130.00</u>
1602	AUSTAD TIFFANY A	E	01	112	405	000	740	305	Consult/Fees For Svc	\$76.00
1602 Total										<u>\$76.00</u>
1603	AVID CENTER	E	01	005	640	000	316	820	Dues-Memberships-Lic-Fees	\$17,850.00
1603 Total										<u>\$17,850.00</u>
1604	BAYCOM INC	E	01	005	810	000	000	420	Repair Supplies	\$161.00
1604 Total										<u>\$161.00</u>
1605	BIALKE ALYSON MARIE	E	04	701	590	000	350	311	Prof Tech Services	\$212.75
1605 Total										<u>\$212.75</u>
1606	BSN SPORTS	E	01	300	296	704	000	430	Instruct Supplies	\$1,189.83
1606 Total										<u>\$1,189.83</u>
1607	BUS PARTS WAREHOUSE	E	03	005	760	000	720	420	Repair Supplies	\$135.86
1607 Total										<u>\$135.86</u>
1608	CHRISTENSEN PARTS	E	03	005	760	000	720	350	Repairs Maint Serv	\$378.18
1608 Total										<u>\$378.18</u>
1609	CITY OF VIRGINIA	E	05	005	850	041	302	370		\$5,000.00
1609	CITY OF VIRGINIA	E	05	005	850	041	302	370		\$1,750.00
1609	CITY OF VIRGINIA	E	05	302	850	040	302	370		\$59,750.00
1609	CITY OF VIRGINIA	E	05	005	850	041	302	370		\$18,000.00
1609	CITY OF VIRGINIA	E	01	300	211	000	000	305	Consulting Fees	\$32,781.00
1609 Total										<u>\$117,281.00</u>
1610	COMPANION CORPORATION	E	01	005	606	000	000	305	Consulting Fees	\$1,701.00
1610 Total										<u>\$1,701.00</u>
1611	CUNNINGHAM GROUP	E	06	300	870	000	000	311	Prof Tech Services	\$261,475.85
1611	CUNNINGHAM GROUP	E	06	100	870	000	000	311	Prof Tech Services	\$26,548.03
1611	CUNNINGHAM GROUP	E	06	116	870	000	000	311	Prof Tech Services	\$73,914.16
1611 Total										<u>\$361,938.04</u>
1612	D & D BEVERAGE	E	01	300	810	000	000	420	Repair Supplies	\$504.00
1612	D & D BEVERAGE	E	01	112	810	000	000	332	Water	\$86.00
1612	D & D BEVERAGE	E	01	116	203	000	000	401	General Supplies	\$11.00
1612	D & D BEVERAGE	E	01	005	810	000	000	401	General Supplies	\$47.50
1612	D & D BEVERAGE	E	01	116	203	000	000	401	General Supplies	\$40.00
1612	D & D BEVERAGE	E	03	005	760	000	720	401	General Supplies	\$9.00
1612	D & D BEVERAGE	E	01	300	810	000	000	420	Repair Supplies	\$9.00
1612	D & D BEVERAGE	E	01	112	810	000	000	332	Water	\$10.74
1612 Total										<u>\$717.24</u>
1613	DALCO	E	01	112	810	000	000	410	Custodial Supplies	\$413.20
1613 Total										<u>\$413.20</u>
1614	DSC COMMUNICATIONS	E	03	005	760	000	720	350	Repairs Maint Serv	\$3,432.00
1614 Total										<u>\$3,432.00</u>
1615	EDDY JULIE	E	04	500	560	000	321	430	Instruct Supplies	\$2,314.88
1615 Total										<u>\$2,314.88</u>
1616	EDGENUITY INC	E	04	703	590	000	351	460	AS PER ATTACHED	\$417.02
1616 Total										<u>\$417.02</u>

1617	EDUCATION WEEK	E	01	005	640	000	316	820	Dues-Memberships-Lic-Fees	\$97.00
1617 Total										<u>\$97.00</u>
1618	EDUCATORS BENEFIT CONSULTANTS	E	01	005	110	000	000	311	Prof Tech Services	\$115.41
1618 Total										<u>\$115.41</u>
1619	FLUENCY MATTERS	E	01	300	230	000	000	430	AS PER ATTACHED	\$1,019.75
1619 Total										<u>\$1,019.75</u>
1620	GEORGAKOPOULOS TESS	E	04	500	560	000	321	430	Instruct Supplies	\$20.00
1620 Total										<u>\$20.00</u>
1621	GMEN	E	01	300	810	000	000	410	Custodial Supplies	\$462.15
1621	GMEN	E	01	005	810	000	000	410	Custodial Supplies	\$487.15
1621 Total										<u>\$949.30</u>
1622	GRANDE HARDWARE	E	01	112	810	000	000	410	Custodial Supplies	\$10.78
1622	GRANDE HARDWARE	E	01	112	810	000	000	410	Custodial Supplies	\$7.99
1622	GRANDE HARDWARE	E	01	112	810	000	000	410	Custodial Supplies	\$21.99
1622	GRANDE HARDWARE	E	01	300	810	000	000	410	Custodial Supplies	\$6.55
1622	GRANDE HARDWARE	E	01	005	810	000	000	350	Repairs Maint Serv	\$4.49
1622	GRANDE HARDWARE	E	01	005	810	000	000	350	Repairs Maint Serv	\$2.29
1622 Total										<u>\$54.09</u>
1623	HAWKINS INC	E	01	116	810	000	000	420	Repair Supplies	\$15.00
1623 Total										<u>\$15.00</u>
1624	HEALY AWARDS	E	01	300	294	701	000	430	AS PER ATTACHED SALES ORDER NUMBER SOO	\$596.17
1624 Total										<u>\$596.17</u>
1625	HILLYARD / HUTCHINSON	E	01	005	810	000	000	410	Custodial Supplies	\$278.67
1625	HILLYARD / HUTCHINSON	E	01	005	810	000	000	410	Custodial Supplies	\$302.67
1625 Total										<u>\$581.34</u>
1626	HODGE MICAH	E	01	300	259	001	000	350	Repairs Maint Serv	\$105.00
1626	HODGE MICAH	E	01	300	259	001	000	350	Repairs Maint Serv	\$60.00
1626 Total										<u>\$165.00</u>
1627	HOGLUND BUS CO INC	E	03	005	760	000	720	401	General Supplies	\$372.10
1627	HOGLUND BUS CO INC	E	03	005	760	000	720	401	General Supplies	\$246.10
1627 Total										<u>\$618.20</u>
1628	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$9.75
1628	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$58.50
1628	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$58.50
1628	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$58.50
1628	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$156.00
1628 Total										<u>\$341.25</u>
1629	INTER CITY OIL INC	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$6,904.42
1629 Total										<u>\$6,904.42</u>
1630	IRC TEAM SPORTS	E	01	300	296	708	000	430	AS PER ATTACHED QUOTE NO. 24809	\$614.40
1630 Total										<u>\$614.40</u>
1631	J W PEPPER & SON INC	E	01	300	259	001	000	430	Instruct Supplies	\$114.99
1631 Total										<u>\$114.99</u>
1632	KAPLAN COMPANY	E	01	112	420	000	740	433	10698, THE LEARNING ACCOMPLISHMENT PROI	\$45.90
1632	KAPLAN COMPANY	E	01	112	420	000	740	433	SHIPPING	\$6.89
1632 Total										<u>\$52.79</u>
1633	KING KIM	E	04	500	560	000	321	430	Instruct Supplies	\$288.00
1633 Total										<u>\$288.00</u>
1634	KOWALSKI TERRI	E	01	300	230	000	000	430	Instruct Supplies	\$67.41
1634 Total										<u>\$67.41</u>
1635	KRAUS-ANDERSON	E	06	300	870	000	000	311	Prof Tech Services	\$134,448.79
1635 Total										<u>\$134,448.79</u>

1636	KUSH-JEFFERY SHANON	E	04	500	581	000	344	430	Instruct Supplies	\$26.86
1636 Total										<u>\$26.86</u>
1637	KY INTERPRETING SERVICES INC	E	01	112	405	000	740	399	Spec Purchased Services	\$8,502.50
1637 Total										<u>\$8,502.50</u>
1638	L & M SUPPLY INC	E	03	005	760	000	720	420	Repair Supplies	\$1.99
1638	L & M SUPPLY INC	E	01	300	361	893	830	433	Ind Instructnl Mtrls	\$47.17
1638	L & M SUPPLY INC	E	01	005	810	000	000	420	Repair Supplies	\$164.48
1638	L & M SUPPLY INC	E	03	005	760	000	720	420	Repair Supplies	\$62.90
1638	L & M SUPPLY INC	E	01	300	255	000	000	430	Instruct Supplies	\$17.21
1638 Total										<u>\$293.75</u>
1639	LAKESHORE LEARNING MATERIALS	E	01	112	201	000	000	430	BS5252, WATERCOLORS	\$62.68
1639 Total										<u>\$62.68</u>
1640	LAKOSKY AL	E	04	500	560	000	321	430	Instruct Supplies	\$240.00
1640 Total										<u>\$240.00</u>
1641	LEVEL DATA INC	E	01	005	606	000	000	305	Consulting Fees	\$1,830.00
1641 Total										<u>\$1,830.00</u>
1642	MALOVRH SHANNON	E	01	300	361	000	428	366	Travel	\$755.00
1642 Total										<u>\$755.00</u>
1643	MARCIA BRENNER ASSOCIATES LLC	E	01	005	606	000	000	311	AS PER ATTACHED QUOTE # QTE-20873	\$2,415.00
1643 Total										<u>\$2,415.00</u>
1644	MARIUCCI BROOKE	E	01	005	690	000	510	366	Travel	\$33.20
1644 Total										<u>\$33.20</u>
1645	MENARDS	E	04	500	581	000	344	430	Instruct Supplies	\$44.53
1645	MENARDS	E	01	302	255	000	000	430	Instruct Supplies	\$365.13
1645	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$23.72
1645	MENARDS	E	01	300	259	001	000	434	Warehouse/Stockroom	\$29.93
1645	MENARDS	E	01	300	361	893	830	433	Ind Instructnl Mtrls	\$13.63
1645	MENARDS	E	04	500	582	000	344	430	Instructional Supply	\$20.00
1645	MENARDS	E	01	005	810	000	000	420	Repair Supplies	\$72.31
1645	MENARDS	E	01	005	810	000	000	420	Repair Supplies	\$14.99
1645	MENARDS	E	01	005	810	000	000	420	Repair Supplies	\$305.95
1645 Total										<u>\$890.19</u>
1646	METRO SALES INC	E	05	005	850	000	302	370	Rentals Leases	\$5,677.79
1646	METRO SALES INC	E	05	005	850	000	302	370	Rentals Leases	\$232.50
1646 Total										<u>\$5,910.29</u>
1647	MID-STATE TRUCKING SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$320.76
1647 Total										<u>\$320.76</u>
1648	MN DEPT OF HEALTH	E	06	300	870	000	000	311	Prof Tech Services	\$1,500.00
1648 Total										<u>\$1,500.00</u>
1649	MUSIC IN MOTION	E	01	112	258	000	000	430	7484, MUSICPLAY FOR KINDERGARTEN TEACHE	\$275.00
1649	MUSIC IN MOTION	E	01	112	258	000	000	430	7478, MUSICPLAY FOR GRADE 1 TEACHER'S GU	\$250.00
1649	MUSIC IN MOTION	E	01	112	258	000	000	430	7479, MUSICPLAY FOR GRADE 2 TEACHER'S GU	\$250.00
1649	MUSIC IN MOTION	E	01	112	258	000	000	430	Freight	\$62.00
1649 Total										<u>\$837.00</u>
1650	NTS	E	06	100	870	000	000	311	Prof Tech Services	\$2,898.75
1650 Total										<u>\$2,898.75</u>
1651	OTTERSON DAVID	E	01	300	296	706	000	305	Consulting Fees	\$85.00
1651	OTTERSON DAVID	E	01	300	296	706	000	305	Consulting Fees	\$66.00
1651 Total										<u>\$151.00</u>
1652	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$709.92
1652 Total										<u>\$709.92</u>
1653	PERKOVICH LISA	E	01	005	606	000	000	366	Travel	\$643.30
1653 Total										<u>\$643.30</u>

1654	PERPICH TV & MUSIC INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$119.98
1654 Total										<u>\$119.98</u>
1655	PETERSON LINDA E	E	04	701	590	000	350	311	Prof Tech Services	\$1,282.25
1655 Total										<u>\$1,282.25</u>
1656	PETERSON TESSA	E	01	300	640	000	316	366	Travel	\$165.00
1656	PETERSON TESSA	E	01	300	640	000	316	366	Travel	\$200.00
1656 Total										<u>\$365.00</u>
1657	PRO-ED INC	E	01	112	620	000	000	430	13745, DAYC-2: DEVELOPMENTAL ASSESMEN	\$726.00
1657	PRO-ED INC	E	01	112	620	000	000	430	SHIPPING	\$72.60
1657 Total										<u>\$798.60</u>
1658	RANGE COOPERATIVE INC	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$755.06
1658 Total										<u>\$755.06</u>
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	112	203	401	000	430	Instruct Supplies	\$270.00
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	430	Instruct Supplies	\$230.01
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	401	SPR05122, COPY PAPER - CANARY	\$8.99
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	401	HAM103309, COPY PAPER - BLUE	\$17.30
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	401	HAM103168, COPY PAPER - GOLD	\$17.30
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	401	HAM103366, COPY PAPER - GREEN	\$8.65
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	401	WU22671, COPY PAPER - PURPLE	\$16.13
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	401	SPR05124, COPY PAPER - PINK	\$8.99
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	401	WU91904, CARK STOCK - WHITE	\$42.98
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	401	BSN65776, FILE FOLDERS BOX - RED	\$38.30
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	401	AVE5960, AVERY ADDRESS LABELS	\$79.70
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	401	TOP38490, MANILA ENVELOPES 12 INCH	\$106.96
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	401	BSN44105, FILE FOLDERS BOX - ORANGE	\$37.98
1659	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	005	110	000	000	401	MODEL 4913, IDEAL SELF INKING STAMP, 7/8"	\$120.95
1659 Total										<u>\$1,004.24</u>
1660	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	\$261.60
1660	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	\$192.60
1660	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	\$205.67
1660	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	\$204.77
1660	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	\$118.96
1660	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	\$329.36
1660	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	\$808.80
1660	RANGE PAPER CORPORATION	E	01	118	810	000	000	401	General Supplies	\$245.30
1660	RANGE PAPER CORPORATION	E	01	005	810	000	000	401	General Supplies	\$156.96
1660	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	\$44.69
1660	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	\$261.60
1660 Total										<u>\$2,830.31</u>
1661	RT LONDON	E	01	300	403	000	740	433	AS PER ATTACHED QUOTE #21767	\$2,236.68
1661 Total										<u>\$2,236.68</u>
1662	SAVVAS LEARNING COMPANY LLC	E	01	300	260	000	000	460		\$529.17
1662	SAVVAS LEARNING COMPANY LLC	E	01	302	260	000	000	430		\$529.17
1662	SAVVAS LEARNING COMPANY LLC	E	01	300	260	000	000	460		\$673.62
1662	SAVVAS LEARNING COMPANY LLC	E	01	302	260	000	000	430		\$673.62
1662 Total										<u>\$2,405.58</u>
1663	SCHMITT MUSIC CENTER	E	01	300	259	001	000	430	Instruct Supplies	\$191.88
1663	SCHMITT MUSIC CENTER	E	01	300	259	001	000	430	Instruct Supplies	\$106.32
1663	SCHMITT MUSIC CENTER	E	01	300	259	001	000	430	Instruct Supplies	\$94.01
1663 Total										<u>\$392.21</u>
1664	SCHOLASTIC	E	01	300	270	000	000	430	AS PER ATTACHED QUOTE	\$384.62
1664	SCHOLASTIC	E	01	116	203	403	000	430	GRADE 3 - SCHOLASTIC NEWS 3 - CLASS 1	\$154.70
1664	SCHOLASTIC	E	01	116	203	403	000	430	GRADE 3 - SCHOLASTIC NEWS 3 - CLASS 2	\$154.70

1664	SCHOLASTIC	E	01	116	203	403	000	430	GRADE 3 - SCHOLASTIC NEWS 3 - CLASS 3	\$154.70
1664	SCHOLASTIC	E	01	116	203	403	000	430	GRADE 3 - SCHOLASTIC NEWS 3 - CLASS 4	\$154.70
1664	SCHOLASTIC	E	01	116	203	403	000	430	GRADE 3 - SCHOLASTIC NEWS 3 - CLASS 5	\$154.70
1664	SCHOLASTIC	E	01	116	203	403	000	430	Freight	\$77.35
1664	SCHOLASTIC	E	01	116	203	404	000	430	GRADE 4 - SCHOLASTIC NEWS 4 - THYEN	\$166.60
1664	SCHOLASTIC	E	01	116	203	404	000	430	GRADE 4 - SCHOLASTIC NEWS 4 - AHO	\$166.60
1664	SCHOLASTIC	E	01	116	203	404	000	430	GRADE 4 - SCHOLASTIC NEWS 4 - TEASCK	\$166.60
1664	SCHOLASTIC	E	01	116	203	404	000	430	GRADE 4 - SCHOLASTIC NEWS 4 - TIKKANEN	\$166.60
1664	SCHOLASTIC	E	01	116	203	404	000	430	GRADE 4 - SCHOLASTIC NEWS 4 - LEONI	\$166.60
1664	SCHOLASTIC	E	01	116	203	404	000	430	GRADE 4 - SCHOLASTIC NEWS 4 - NEW CLASS	\$166.60
1664	SCHOLASTIC	E	01	116	203	404	000	430	Freight	\$99.96
1664	SCHOLASTIC	E	01	116	203	405	000	430	GRADE 5 - SCHOLASTIC NEWS 5/6 - CLASS 1	\$148.75
1664	SCHOLASTIC	E	01	116	203	405	000	430	GRADE 5 - SCHOLASTIC NEWS 5/6 - CLASS 2	\$148.75
1664	SCHOLASTIC	E	01	116	203	405	000	430	GRADE 5 - SCHOLASTIC NEWS 5/6 - CLASS 3	\$148.75
1664	SCHOLASTIC	E	01	116	203	405	000	430	GRADE 5 - SCHOLASTIC NEWS 5/6 - CLASS 4	\$148.75
1664	SCHOLASTIC	E	01	116	203	405	000	430	GRADE 5 - SCHOLASTIC NEWS 5/6 - CLASS 5	\$148.75
1664	SCHOLASTIC	E	01	116	203	405	000	430	GRADE 5 - SCHOLASTIC NEWS 5/6 - CLASS 6	\$148.75
1664	SCHOLASTIC	E	01	116	203	405	000	430	Freight	\$89.28
1664	SCHOLASTIC	E	01	112	203	000	000	460	KINDERGARTEN - LET'S FIND OUT - ZEIDLER	\$119.00
1664	SCHOLASTIC	E	01	112	203	000	000	460	KINDERGARTEN - LET'S FIND OUT - NEW CLASS	\$119.00
1664	SCHOLASTIC	E	01	112	203	000	000	460	KINDERGARTEN - LET'S FIND OUT - SEPPALA	\$119.00
1664	SCHOLASTIC	E	01	112	203	000	000	460	KINDERGARTEN - LET'S FIND OUT - DAVIDSON-	\$119.00
1664	SCHOLASTIC	E	01	112	203	000	000	460	KINDERGARTEN - LET'S FIND OUT - BAUMANN	\$119.00
1664	SCHOLASTIC	E	01	112	203	000	000	460	KINDERGARTEN - LET'S FIND OUT - TYMINSKI	\$119.00
1664	SCHOLASTIC	E	01	112	203	000	000	460	Freight	\$71.40
1664	SCHOLASTIC	E	01	112	203	000	000	460	GRADE 1 - SCHOLASTIC NEWS 1 - PETERSON	\$130.90
1664	SCHOLASTIC	E	01	112	203	000	000	460	GRADE 1 - SCHOLASTIC NEWS 1 - WESTIN	\$130.90
1664	SCHOLASTIC	E	01	112	203	000	000	460	GRADE 1 - SCHOLASTIC NEWS 1 - TIEBERG	\$130.90
1664	SCHOLASTIC	E	01	112	203	000	000	460	GRADE 1 - SCHOLASTIC NEWS 1 - DAVIDSON	\$130.90
1664	SCHOLASTIC	E	01	112	203	000	000	460	GRADE 1 - SCHOLASTIC NEWS 1 - COCHEMS	\$130.90
1664	SCHOLASTIC	E	01	112	203	000	000	460	GRADE 1 - SCHOLASTIC NEWS 1 - VOSS	\$130.90
1664	SCHOLASTIC	E	01	112	203	000	000	460	Freight	\$78.54
1664	SCHOLASTIC	E	01	112	203	000	000	460	GRADE 2 - SCHOLASTIC NEWS 2 - MARCELLA	\$136.85
1664	SCHOLASTIC	E	01	112	203	000	000	460	GRADE 2 - SCHOLASTIC NEWS 2 - REID	\$136.85
1664	SCHOLASTIC	E	01	112	203	000	000	460	GRADE 2 - SCHOLASTIC NEWS 2 - ORSO	\$136.85
1664	SCHOLASTIC	E	01	112	203	000	000	460	GRADE 2 - SCHOLASTIC NEWS 2 - WARREN	\$136.85
1664	SCHOLASTIC	E	01	112	203	000	000	460	GRADE 2 - SCHOLASTIC NEWS 2 - SPORICH	\$136.85
1664	SCHOLASTIC	E	01	112	203	000	000	460	GRADE 2 - SCHOLASTIC NEWS 2 - SCHROEDER	\$136.85
1664	SCHOLASTIC	E	01	112	203	000	000	460	Freight	\$82.14
1664	SCHOLASTIC	E	01	116	407	000	740	433	AS PER ATTACHED	\$207.79
1664 Total										<u>\$6,077.18</u>
1665	SCHOOL HEALTH CORPORATION	E	01	116	240	000	000	430	16814, DISC DIVE	\$182.97
1665	SCHOOL HEALTH CORPORATION	E	01	116	240	000	000	430	16814, DISC DIVE	\$60.99
1665 Total										<u>\$243.96</u>
1666	SCREEN VISION MEDIA	E	01	005	640	000	316	820	Dues-Memberships-Lic-Fees	\$480.00
1666 Total										<u>\$480.00</u>
1667	SECTION 7A	E	01	300	296	702	000	364		\$200.00
1667	SECTION 7A	E	01	300	294	702	000	364		\$200.00
1667 Total										<u>\$400.00</u>
1668	SHI	E	01	005	606	000	000	430	AS PER ATTACHED QUOTATION # 19373738	\$752.98
1668	SHI	E	01	005	606	000	000	430	Instruct Supplies	\$2,290.00
1668	SHI	E	01	005	606	000	000	430	AS PER ATTACHED QUOTATION # 19453733	\$905.00
1668 Total										<u>\$3,947.98</u>

1669	SHRED-N-GO INC	E	01	300	211	000	000	401		\$21.43
1669	SHRED-N-GO INC	E	01	116	203	000	000	401		\$21.43
1669	SHRED-N-GO INC	E	01	005	110	000	000	401		\$21.43
1669 Total										<u>\$64.29</u>
1670	SODREN BRIAN	E	03	005	750	000	720	311	Prof Tech Services	\$108.00
1670 Total										<u>\$108.00</u>
1671	STEFANICH SHEENA	E	01	112	203	000	000	401	General Supplies	\$153.88
1671 Total										<u>\$153.88</u>
1672	SUPER ONE	E	01	300	250	000	000	430	Instruct Supplies	\$12.03
1672	SUPER ONE	E	01	300	250	000	000	430	Instruct Supplies	\$24.83
1672	SUPER ONE	E	01	300	250	000	000	430	Instruct Supplies	\$48.06
1672	SUPER ONE	E	01	300	250	000	000	430	Instruct Supplies	\$39.70
1672	SUPER ONE	E	01	300	250	000	000	430	Instruct Supplies	\$50.91
1672	SUPER ONE	E	04	500	580	000	325	430	Instructional Supply	\$33.95
1672	SUPER ONE	E	04	500	582	000	344	430	Instructional Supply	\$23.07
1672	SUPER ONE	E	04	500	582	000	344	430	Instructional Supply	\$7.06
1672	SUPER ONE	E	01	300	250	000	000	430	Instruct Supplies	\$27.71
1672 Total										<u>\$267.32</u>
1673	SYS CLOUD INC	E	01	005	606	000	000	305	Consulting Fees	\$7,924.00
1673 Total										<u>\$7,924.00</u>
1674	TEACHERS ON CALL	E	01	302	211	000	000	305		\$838.20
1674	TEACHERS ON CALL	E	01	100	420	000	740	307		\$488.96
1674	TEACHERS ON CALL	E	01	101	420	000	740	307		\$185.74
1674	TEACHERS ON CALL	E	01	101	203	000	000	305		\$152.40
1674	TEACHERS ON CALL	E	01	112	420	000	740	307		\$1,284.35
1674	TEACHERS ON CALL	E	01	116	420	000	740	307		\$727.08
1674	TEACHERS ON CALL	E	01	116	203	000	000	305		\$228.60
1674	TEACHERS ON CALL	E	01	300	420	000	740	307		\$3,079.15
1674	TEACHERS ON CALL	E	01	300	211	000	000	305		\$838.20
1674	TEACHERS ON CALL	E	01	101	203	000	000	305		\$914.40
1674	TEACHERS ON CALL	E	01	300	420	000	740	307		\$4,650.97
1674	TEACHERS ON CALL	E	01	300	211	000	000	305		\$762.00
1674	TEACHERS ON CALL	E	01	116	420	000	740	307		\$691.98
1674	TEACHERS ON CALL	E	01	116	203	000	000	305		\$533.40
1674	TEACHERS ON CALL	E	01	112	420	000	740	307		\$1,067.44
1674	TEACHERS ON CALL	E	01	302	420	000	740	307		\$404.50
1674	TEACHERS ON CALL	E	01	302	211	000	000	305		\$457.20
1674	TEACHERS ON CALL	E	01	301	420	000	740	307		\$90.49
1674	TEACHERS ON CALL	E	01	301	211	000	000	305		\$152.40
1674	TEACHERS ON CALL	E	01	100	420	000	740	307		\$418.47
1674	TEACHERS ON CALL	E	01	112	640	000	000	305		\$152.40
1674	TEACHERS ON CALL	E	01	301	420	000	740	307		\$82.55
1674	TEACHERS ON CALL	E	01	300	420	000	740	307		\$2,721.36
1674	TEACHERS ON CALL	E	01	112	420	000	740	307		\$304.98
1674	TEACHERS ON CALL	E	01	302	211	000	000	305		\$152.40
1674	TEACHERS ON CALL	E	01	301	211	000	000	305		\$152.40
1674	TEACHERS ON CALL	E	01	100	203	000	000	305		\$152.40
1674	TEACHERS ON CALL	E	01	101	203	000	000	305		\$152.40
1674	TEACHERS ON CALL	E	01	300	420	000	740	307		\$3,870.81
1674	TEACHERS ON CALL	E	01	300	211	000	000	305		\$457.20
1674	TEACHERS ON CALL	E	01	116	420	000	740	307		\$821.10
1674	TEACHERS ON CALL	E	01	116	203	000	000	305		\$609.60
1674	TEACHERS ON CALL	E	01	112	420	000	740	307		\$422.28

1674	TEACHERS ON CALL	E	01	112	203	000	000	305		\$152.40
1674 Total										<u>\$28,170.21</u>
1675	TELIN TRANSPORTATION GROUP LLC	E	03	005	760	000	720	420	Repair Supplies	\$45.19
1675 Total										<u>\$45.19</u>
1676	THYSSENKRUPP ELEVATOR CORP	E	01	112	810	000	000	350	Repairs Maint Serv	\$179.06
1676	THYSSENKRUPP ELEVATOR CORP	E	01	300	810	000	000	350	Repairs Maint Serv	\$746.72
1676 Total										<u>\$925.78</u>
1677	TIMROON GROUP LLC	E	01	112	405	000	740	433	50 PACK ADULT SMILE MASK MULTIPACK - BLA	\$187.50
1677	TIMROON GROUP LLC	E	01	116	405	000	740	433	50 PACK ADULT SMILE MASK MULTIPACK - BLA	\$187.50
1677	TIMROON GROUP LLC	E	01	116	405	000	740	433	KIDS SMILE MASK BRIGHTS ASSORTED / EAR LC	\$900.00
1677	TIMROON GROUP LLC	E	01	112	405	000	740	433	KIDS SMILE MASK BRIGHTS ASSORTED / EAR LC	\$900.00
1677 Total										<u>\$2,175.00</u>
1678	TOWN AND COUNTRY ELECTRIC	E	01	005	810	000	000	350	Repairs Maint Serv	\$1,666.00
1678	TOWN AND COUNTRY ELECTRIC	E	01	005	810	000	000	350	Repairs Maint Serv	\$1,372.00
1678	TOWN AND COUNTRY ELECTRIC	E	01	005	810	000	000	350	Repairs Maint Serv	\$1,789.76
1678 Total										<u>\$4,827.76</u>
1679	TRIMARK INDUSTRIAL	E	05	300	865	000	347	401	General Supplies	\$73.60
1679 Total										<u>\$73.60</u>
1680	UNITED ELECTRIC COMPANY	E	01	300	810	000	000	350	Repairs Maint Serv	\$71.80
1680	UNITED ELECTRIC COMPANY	E	01	005	810	000	000	420	Repair Supplies	\$12.40
1680 Total										<u>\$84.20</u>
1681	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	333		\$110.22
1681	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	332		\$50.50
1681	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	440		\$30.33
1681	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	440	Fuel For Bldgs	\$355.80
1681	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	333		\$241.62
1681	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	332		\$88.00
1681	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	331	Electricity	\$20,952.84
1681	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334	Garbage	\$1,427.70
1681	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	440	Fuel For Bldgs	\$1,847.71
1681	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	440	Fuel For Bldgs	\$346.10
1681	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	333		\$40.14
1681	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	332		\$30.50
1681	VIRGINIA PUBLIC UTILITITES	E	01	302	810	000	000	333		\$5.10
1681	VIRGINIA PUBLIC UTILITITES	E	01	302	810	000	000	332		\$20.50
1681	VIRGINIA PUBLIC UTILITITES	E	01	302	810	000	000	440		\$76.33
1681	VIRGINIA PUBLIC UTILITITES	E	01	302	810	000	000	331		\$52.13
1681	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	333		\$13.86
1681	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	332		\$23.00
1681	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	331		\$99.70
1681	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	440		\$46.00
1681	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	334		\$538.50
1681	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	333		\$5.10
1681	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	332		\$20.50
1681	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	331		\$2,360.62
1681	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	440		\$221.51
1681 Total										<u>\$29,004.31</u>
1682	W A FISHER COMPANY	E	03	005	760	000	720	420	Repair Supplies	\$115.00
1682	W A FISHER COMPANY	E	01	005	020	000	000	311	Prof Tech Services	\$200.00
1682	W A FISHER COMPANY	E	01	005	110	000	000	401	General Supplies	\$240.00
1682 Total										<u>\$555.00</u>
1683	WILCOX SHEILA	E	01	300	640	000	316	366	Travel	\$200.00
1683	WILCOX SHEILA	E	01	300	259	001	000	365	Interdept Transport	\$91.02

1683	WILCOX SHEILA	E	01	300	259	001	000	430	Instruct Supplies	\$33.00
1683 Total										<u>\$324.02</u>
1684	ZOOM VIDEO COMMUNICATIONS INC	E	01	005	606	000	000	305	Consulting Fees	\$2,751.37
1684 Total										<u>\$2,751.37</u>
1745	MINNESOTA ENERGY RESOURCES	E	01	005	810	000	000	440	Fuel For Buildings	\$162.28
1745 Total										<u>\$162.28</u>
1746	MINNESOTA POWER	E	01	005	810	000	000	331	Electricity	\$2,567.82
1746 Total										<u>\$2,567.82</u>
1747	ST LOUIS COUNTY AUDITOR	E	06	300	870	000	000	520	Bldg Improvements	\$1,980.83
1747	ST LOUIS COUNTY AUDITOR	E	06	300	870	000	000	520	Bldg Improvements	\$36,722.50
1747	ST LOUIS COUNTY AUDITOR	E	06	300	870	000	000	520	Bldg Improvements	\$42.50
1747	ST LOUIS COUNTY AUDITOR	E	06	300	870	000	000	520	Bldg Improvements	\$53.33
1747	ST LOUIS COUNTY AUDITOR	E	06	300	870	000	000	520	Bldg Improvements	\$6.67
1747 Total										<u>\$38,805.83</u>
1748	321 ART STUDIO	E	04	500	560	000	321	430	Instruct Supplies	\$63.00
1748 Total										<u>\$63.00</u>
1749	AMAZON CAPITAL SERVICES INC	E	01	116	203	404	000	430	Instruct Supplies	\$15.00
1749	AMAZON CAPITAL SERVICES INC	E	01	005	606	000	000	430	Instruct Supplies	\$603.06
1749	AMAZON CAPITAL SERVICES INC	E	04	500	560	000	321	430	Instruct Supplies	\$372.30
1749	AMAZON CAPITAL SERVICES INC	E	01	300	211	027	000	430	Instruct Supplies	\$100.29
1749	AMAZON CAPITAL SERVICES INC	E	01	300	211	027	000	430	Instruct Supplies	\$345.72
1749	AMAZON CAPITAL SERVICES INC	E	01	300	211	000	000	401		\$38.09
1749	AMAZON CAPITAL SERVICES INC	E	01	300	211	000	000	434		\$12.99
1749	AMAZON CAPITAL SERVICES INC	E	01	300	294	711	000	430	Instruct Supplies	\$214.96
1749 Total										<u>\$1,702.41</u>
1750	AMERICAN ENGINEERING TESTING INC	E	06	300	870	000	000	311	Prof Tech Services	\$6,324.75
1750 Total										<u>\$6,324.75</u>
1751	ARCHITECTURAL TESTING INC	E	06	100	870	000	000	311	Prof Tech Services	\$1,100.00
1751	ARCHITECTURAL TESTING INC	E	06	300	870	000	000	311	Prof Tech Services	\$310.00
1751 Total										<u>\$1,410.00</u>
1752	CARDMEMBER SERVICE	E	01	116	203	405	000	430		\$120.00
1752	CARDMEMBER SERVICE	E	04	500	560	000	321	430		\$618.23
1752	CARDMEMBER SERVICE	E	01	005	606	000	000	430		\$371.81
1752 Total										<u>\$1,110.04</u>
1753	CHRISTENSEN PARTS	E	01	300	211	027	000	430	Instruct Supplies	\$3,383.82
1753	CHRISTENSEN PARTS	E	01	300	211	027	000	430	Instruct Supplies	\$2,045.50
1753 Total										<u>\$5,429.32</u>
1754	D & D BEVERAGE	E	01	300	810	000	000	420	Repair Supplies	\$504.00
1754	D & D BEVERAGE	E	01	112	810	000	000	332	Water	\$92.40
1754 Total										<u>\$596.40</u>
1755	DEMCO	E	01	112	620	000	000	401	12867720, 3/4" COLOR-CODING DOT LABELS, FL	\$5.39
1755	DEMCO	E	01	112	620	000	000	401	W12867800, 3/4" COLOR-CODING DOT LABELS,	\$5.39
1755	DEMCO	E	01	112	620	000	000	401	Freight	\$9.95
1755 Total										<u>\$20.73</u>
1756	DONAIS AARON	E	01	300	294	701	000	305	Consulting Fees	\$90.00
1756 Total										<u>\$90.00</u>
1757	DULUTH HOCKEY COMPANY	E	01	300	294	710	000	430	AS PER ATTACHED	\$6,044.00
1757 Total										<u>\$6,044.00</u>
1758	ECOLAB	E	01	005	810	000	000	350	Repairs Maint Serv	\$280.00
1758 Total										<u>\$280.00</u>
1759	EDUCATION INNOVATION PARTNERS	E	01	005	606	000	000	320	Comm Telephone	\$206.26
1759	EDUCATION INNOVATION PARTNERS	E	01	005	606	000	000	320	Comm Telephone	\$206.26
1759 Total										<u>\$412.52</u>

1760	ESSENTIA HEALTH	E	03	005	750	000	720	311	Prof Tech Services	\$276.00
1760 Total										<u>\$276.00</u>
1761	FASTSPRING	E	01	005	606	000	000	305	VISUALPST	\$395.00
1761 Total										<u>\$395.00</u>
1762	FREUND MATTHEW	E	01	005	606	000	000	305	AS PER ATTACHED	\$242.50
1762 Total										<u>\$242.50</u>
1763	FUN EXPRESS LLC	E	01	112	201	000	000	430	Instruct Supplies	\$20.42
1763 Total										<u>\$20.42</u>
1764	GRANDE HARDWARE	E	01	112	810	000	000	410	Custodial Supplies	\$8.84
1764	GRANDE HARDWARE	E	01	005	810	000	000	420	Repair Supplies	\$6.56
1764 Total										<u>\$15.40</u>
1765	HOGLUND BUS CO INC	E	03	005	760	000	720	401	General Supplies	\$42.37
1765 Total										<u>\$42.37</u>
1766	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$58.50
1766	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$78.00
1766	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$650.00
1766	HOMETOWN FOCUS	E	01	005	199	000	000	319	Other Personal Srvcs	\$307.12
1766	HOMETOWN FOCUS	E	01	005	199	000	000	319	Other Personal Srvcs	\$409.50
1766	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$58.50
1766	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$1,300.00
1766 Total										<u>\$2,861.62</u>
1767	INAC INC	E	02	005	770	000	701	899	Misc Other Expense	\$107,614.74
1767 Total										<u>\$107,614.74</u>
1768	ISD 701	E	01	300	296	706	000	364	Entry Fees/Student Travel	\$150.00
1768 Total										<u>\$150.00</u>
1769	JOHNSON CONTROLS INC	E	01	005	810	000	000	410	Custodial Supplies	\$312.50
1769 Total										<u>\$312.50</u>
1770	KARICH BRIAN	E	01	300	296	704	000	305	Consulting Fees	\$95.00
1770	KARICH BRIAN	E	01	300	296	704	000	305	Consulting Fees	\$30.00
1770	KARICH BRIAN	E	01	300	296	704	000	305	Consulting Fees	\$95.00
1770	KARICH BRIAN	E	01	300	296	704	000	305	Consulting Fees	\$30.00
1770 Total										<u>\$250.00</u>
1771	KEUTE SHARON	E	01	112	216	000	401	430	Instruct Supplies	\$627.50
1771 Total										<u>\$627.50</u>
1772	KRAUS-ANDERSON	E	06	300	870	000	000	311	Prof Tech Services	\$102,100.46
1772 Total										<u>\$102,100.46</u>
1773	KUSH-JEFFERY SHANON	E	04	500	580	000	325	430	Instructional Supply	\$24.75
1773 Total										<u>\$24.75</u>
1774	L & M SUPPLY INC	E	01	300	211	027	000	430	Instruct Supplies	\$539.64
1774	L & M SUPPLY INC	E	01	300	211	027	000	430	Instruct Supplies	\$119.94
1774 Total										<u>\$659.58</u>
1775	LAMPPA DAVIS	E	01	300	294	701	000	305	Consulting Fees	\$90.00
1775 Total										<u>\$90.00</u>
1776	LAMPPA JOSH	E	01	300	296	704	000	305	Consulting Fees	\$80.00
1776 Total										<u>\$80.00</u>
1777	LAMPPA KYLE	E	01	300	294	701	000	305	Consulting Fees	\$90.00
1777 Total										<u>\$90.00</u>
1778	LEVEL DATA INC	E	01	005	606	000	000	311	AS PER ATTACHED QUOTE NUMBER LD-201755	\$2,450.00
1778 Total										<u>\$2,450.00</u>
1779	MCDONALD PAUL	E	01	300	294	701	000	305	Consulting Fees	\$90.00
1779	MCDONALD PAUL	E	01	300	294	701	000	305	Consulting Fees	\$56.00
1779 Total										<u>\$146.00</u>

1780	MENARDS	E	01	005	606	000	000	401	General Supplies	\$59.94
1780	MENARDS	E	03	005	760	000	720	420	Repair Supplies	\$61.14
1780	MENARDS	E	01	302	255	000	000	430	Instructional Supply	\$207.01
1780	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$170.14
1780	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$68.65
1780	MENARDS	E	01	300	361	000	428	430	Instruct Supplies	\$110.68
1780	MENARDS	E	01	300	211	027	000	430	Instruct Supplies	\$458.33
1780	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$67.41
1780	MENARDS	E	01	300	211	027	000	430	Instruct Supplies	\$498.03
1780	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$32.18
1780	MENARDS	E	01	300	361	000	428	430	Instruct Supplies	\$64.80
1780	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$68.56
1780 Total										<u>\$1,866.87</u>
1781	METRO SALES INC	E	05	005	850	000	302	370	Rentals Leases	\$96.00
1781	METRO SALES INC	E	05	005	850	000	302	370	Rentals Leases	\$214.00
1781	METRO SALES INC	E	05	005	850	000	302	370	Rentals Leases	\$112.00
1781	METRO SALES INC	E	05	005	850	000	302	370	Rentals Leases	\$112.00
1781	METRO SALES INC	E	05	005	850	000	302	370	Rentals Leases	\$4,489.00
1781 Total										<u>\$5,023.00</u>
1782	MIDWEST SPECIAL INSTRUMENTS	E	01	116	720	000	000	401	MAICO AUDIOMETER: MA25, SERIAL # MA9011	\$35.00
1782	MIDWEST SPECIAL INSTRUMENTS	E	01	116	720	000	000	401	AMBCOOO AUDIOMETER: 1000+, SERIAL # 2591	\$35.00
1782	MIDWEST SPECIAL INSTRUMENTS	E	01	116	720	000	000	401	MAICO AUDIOMETER: MA25, SERIAL #25694, C	\$35.00
1782 Total										<u>\$105.00</u>
1783	MINNEAPOLIS OXYGEN COMPANY	E	01	300	361	893	830	433	Ind Instructnl Mtrl's	\$82.80
1783 Total										<u>\$82.80</u>
1784	MINNESOTA TELECOMMUNICATIONS	E	04	500	505	000	321	320		\$51.00
1784	MINNESOTA TELECOMMUNICATIONS	E	03	005	760	000	720	320		\$323.00
1784	MINNESOTA TELECOMMUNICATIONS	E	02	005	770	000	701	320		\$51.00
1784	MINNESOTA TELECOMMUNICATIONS	E	01	302	810	000	000	320		\$51.00
1784	MINNESOTA TELECOMMUNICATIONS	E	01	300	211	000	000	320		\$102.00
1784	MINNESOTA TELECOMMUNICATIONS	E	01	117	810	000	000	320		\$51.00
1784	MINNESOTA TELECOMMUNICATIONS	E	01	112	203	000	000	320		\$51.00
1784	MINNESOTA TELECOMMUNICATIONS	E	01	005	810	000	000	320		\$782.00
1784	MINNESOTA TELECOMMUNICATIONS	E	01	005	606	000	000	320		\$187.00
1784	MINNESOTA TELECOMMUNICATIONS	E	01	005	020	000	000	320		\$51.00
1784	MINNESOTA TELECOMMUNICATIONS	R	01	005	000	000	000	099	Miscellaneous	\$1,190.00
1784 Total										<u>\$2,890.00</u>
1785	MN POLLUTION CONTROL AGENCY	E	06	300	870	000	000	311	Prof Tech Services	\$500.00
1785 Total										<u>\$500.00</u>
1786	MN STATE HIGH SCHOOL LEAGUE	E	01	300	296	720	000	430	Instructional Supply	\$170.00
1786 Total										<u>\$170.00</u>
1787	NCS PEARSON INC	E	04	500	583	000	354	401	14773, DIAL-4 RECORD FORMS AND CUTTING C	\$203.70
1787	NCS PEARSON INC	E	04	500	583	000	354	401	Freight	\$12.21
1787 Total										<u>\$215.91</u>
1788	OFFICE ENTERPRISES INC	E	01	005	110	000	000	401	General Supplies	\$220.72
1788 Total										<u>\$220.72</u>
1789	PETERSON COMPANIES INC	E	06	300	870	000	000	510	Site Prep	\$1,347,482.00
1789 Total										<u>\$1,347,482.00</u>
1790	PETERSON SHEET METAL INC	E	06	300	870	000	000	520	Bldg Improvements	\$3,514.81
1790 Total										<u>\$3,514.81</u>
1791	POWER SCHOOL GROUP, LLC	E	01	005	606	000	000	311	Prof Tech Services	\$7,350.00
1791	POWER SCHOOL GROUP, LLC	E	01	005	606	000	000	311	Prof Tech Services	\$11,602.50
1791 Total										<u>\$18,952.50</u>

1792	REALLY GOOD STUFF LLC	E	01	112	203	401	000	430	167601, COLORATIONS WASHABLE SIDEWALK (\$31.04
1792 Total										<u>\$31.04</u>
1793	SANDNAS BRADLEY JAMES	E	01	005	606	000	000	311	Prof Tech Services	\$712.00
1793 Total										<u>\$712.00</u>
1794	SHI	E	01	005	606	000	000	401	AS PER ATTACHED QUOTATION #: 18534823	\$33,335.55
1794	SHI	E	01	005	606	000	000	430	AS PER ATTACHED QUOTATION #: 19538488	\$452.50
1794 Total										<u>\$33,788.05</u>
1795	SUPER ONE	E	01	300	250	000	000	430	Instruct Supplies	\$34.65
1795	SUPER ONE	E	01	300	250	000	000	430	Instruct Supplies	\$53.50
1795 Total										<u>\$88.15</u>
1796	TAUS DAVID	E	01	300	296	704	000	305	Consulting Fees	\$95.00
1796 Total										<u>\$95.00</u>
1797	TEACHERS ON CALL	E	01	112	640	000	000	305		\$76.20
1797	TEACHERS ON CALL	E	04	500	581	000	344	305		\$316.62
1797	TEACHERS ON CALL	E	01	302	211	000	000	305		\$914.40
1797	TEACHERS ON CALL	E	01	100	420	000	740	307		\$398.15
1797	TEACHERS ON CALL	E	01	101	420	000	740	307		\$109.54
1797	TEACHERS ON CALL	E	01	300	420	000	740	307		\$1,513.08
1797	TEACHERS ON CALL	E	01	300	211	000	000	305		\$304.80
1797	TEACHERS ON CALL	E	01	116	420	000	740	307		\$914.94
1797	TEACHERS ON CALL	E	01	116	203	000	000	305		\$76.20
1797	TEACHERS ON CALL	E	01	112	420	000	740	307		\$1,137.81
1797	TEACHERS ON CALL	E	01	112	640	000	000	305		\$304.80
1797	TEACHERS ON CALL	E	04	500	581	000	344	305		\$469.20
1797	TEACHERS ON CALL	E	01	302	420	000	740	307		\$76.20
1797	TEACHERS ON CALL	E	01	302	211	000	000	305		\$457.20
1797	TEACHERS ON CALL	E	01	301	211	000	000	305		\$152.40
1797	TEACHERS ON CALL	E	01	100	420	000	740	307		\$76.20
1797	TEACHERS ON CALL	E	01	101	203	000	000	305		\$228.60
1797	TEACHERS ON CALL	E	01	300	420	000	740	307		\$938.40
1797	TEACHERS ON CALL	E	01	300	211	000	000	305		\$304.80
1797	TEACHERS ON CALL	E	01	116	420	000	740	307		\$1,067.34
1797	TEACHERS ON CALL	E	01	116	203	000	000	305		\$685.80
1797	TEACHERS ON CALL	E	01	112	420	000	740	307		\$656.88
1797 Total										<u>\$11,179.56</u>
1798	THOMAS ANTAVIUS	E	01	300	294	701	000	305	Consulting Fees	\$90.00
1798 Total										<u>\$90.00</u>
1799	TWO HARBORS HIGH SCHOOL	R	01	300	294	710	000	060	Adm and Stud Act Rev	\$315.00
1799 Total										<u>\$315.00</u>
1800	UNITED ELECTRIC COMPANY	E	01	117	810	000	000	420	Repair Supplies	\$50.62
1800	UNITED ELECTRIC COMPANY	E	01	005	810	000	000	420	Repair Supplies	\$311.83
1800 Total										<u>\$362.45</u>
1801	US BANK EQUIPMENT FINANCE	E	05	005	850	000	302	370	Rentals Leases	\$2,498.00
1801 Total										<u>\$2,498.00</u>
1802	VAKE TRAVIS	E	01	300	296	704	000	305	Consulting Fees	\$95.00
1802 Total										<u>\$95.00</u>
1803	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334		\$54.71
1803	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	333		\$40.14
1803	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	332		\$30.50
1803	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	331		\$455.84
1803	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	440		\$114.86
1803	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334		\$585.30
1803	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	331		\$7,191.95

1803	VIRGINIA PUBLIC UTILITIES	E	01	112	810	000	000	440		\$858.25
1803	VIRGINIA PUBLIC UTILITIES	E	01	112	810	000	000	333		\$434.34
1803	VIRGINIA PUBLIC UTILITIES	E	01	112	810	000	000	332		\$143.00
1803 Total										<u>\$9,908.89</u>
1804	W A FISHER COMPANY	E	01	005	110	000	000	401	General Supplies	\$37.50
1804 Total										<u>\$37.50</u>
1805	NORTHEAST SERVICE COOPERATIVE	B	01	215	001				20Sept	\$213,440.50
1805 Total										<u>\$213,440.50</u>
1806	NORTHEAST SERVICE COOPERATIVE	B	01	215	001				20Nov	\$235,064.00
1806 Total										<u>\$235,064.00</u>
1807	ABSOLUTE FIRE PROTECTION INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$1,450.00
1807 Total										<u>\$1,450.00</u>
1808	BAYCOM INC	E	01	300	810	000	000	420	Repair Supplies	\$160.00
1808 Total										<u>\$160.00</u>
1809	COLOSIMO, PATCHIN, & KEARNEY LTD	E	01	005	150	000	000	311	Prof Tech Services	\$570.50
1809 Total										<u>\$570.50</u>
1810	J W PEPPER & SON INC	E	01	300	259	002	000	430	Instruct Supplies	\$110.00
1810 Total										<u>\$110.00</u>
1811	JOHNSON DAN	E	01	116	203	000	000	430	Instruct Supplies	\$227.40
1811 Total										<u>\$227.40</u>
1812	MSOPA	E	01	005	010	000	000	820	Dues/Mbrshp/Lic Fee	\$50.00
1812 Total										<u>\$50.00</u>
1813	RUPP, ANDERSON, SQUIRES & WALDSPURGER, E	E	01	005	150	000	000	311	Prof Tech Services	\$11,224.25
1813 Total										<u>\$11,224.25</u>
1814	SCHMITT MUSIC CENTER	E	01	300	259	002	000	430	Instruct Supplies	\$320.00
1814	SCHMITT MUSIC CENTER	E	01	300	259	002	000	430	Instruct Supplies	\$81.00
1814	SCHMITT MUSIC CENTER	E	01	300	259	001	000	430	Instruct Supplies	\$36.19
1814 Total										<u>\$437.19</u>
1815	TACONITE TIRE SERVICE	E	01	005	810	000	000	350	Repairs Maint Serv	\$84.37
1815 Total										<u>\$84.37</u>
1816	UNITED TRUCK BODY	E	03	005	760	000	720	350	Repairs Maint Serv	\$453.79
1816 Total										<u>\$453.79</u>
1817	W A FISHER COMPANY	E	01	005	010	000	000	380	Print-Publish	\$405.00
1817 Total										<u>\$405.00</u>
290049-290050	PAYROLL 10/15/20									\$838,036.88
	OASDI									\$49,866.23
	MEDICARE									\$11,666.26
	PERA									\$20,437.67
	TRA									\$45,279.99
	TSA MATCH									\$3,955.89
290062-290064	PAYROLL 10/30/20									\$877,015.29
	OASDI									\$52,597.55
	MEDICARE									\$12,305.06
	PERA									\$20,670.08
	TRA									\$45,405.83
	TSA MATCH									\$3,940.27
Vouchers	1591-1684;1745-1817;290049-290050;290062-290064								TOTAL DISBURSEMENTS & PAYROLLS	<u>\$4,975,165.35</u>

Seconded by

that the above resolution be adopted.

Resolution adopted November 9, 2020.

Clerk

Chairperson

November 9, 2020

offered the following resolution and moved for its adoption.

RESOLVED, By the Board of Education of Independent School District #706 that the following bills be allowed and the Chairperson and Clerk be and are hereby authorized to draw orders on the Treasurer for payment of same:

<u>CHECK NO.</u>	<u>VENDOR</u>	<u>UFARS CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
199669	ISD #2154	E 01 300 220 000 000 391	Reimb to MN District	\$13,684.14
199670	ISD #2711	E 01 300 296 708 000 391		\$2,373.87
199670	ISD #2711	E 01 300 294 708 000 391		\$2,373.86
199670	ISD #2711	E 01 300 296 703 000 391		\$9,435.87
199670	ISD #2711	E 01 300 294 703 000 391		\$9,435.88
199670 Total				<u>\$37,303.62</u>
199671	ISD #318	E 01 300 211 000 000 390	Pmt Educ Pur MN Dist	\$6,946.05
199671 Total				<u>\$6,946.05</u>
199672	ISD #6076	E 01 998 211 000 303 390	Pmt Educ Pur MN Dist	\$204.86
199672 Total				<u>\$204.86</u>
199673	ISD #709	E 01 300 211 000 000 390	Pmt Educ Pur MN Dist	\$1,980.00
199673	ISD #709	E 01 300 211 000 000 390	Pmt Educ Pur MN Dist	\$2,220.00
199673 Total				<u>\$4,200.00</u>
199674	MINNEAPOLIS OXYGEN COMPANY	E 01 300 361 893 830 433	Ind Instructnl Mtrls	\$82.80
199674 Total				<u>\$82.80</u>
199675	NASCO	E 01 300 260 000 000 430	Instruct Supplies	\$30.27
199675 Total				<u>\$30.27</u>
199676	SCHOLARSHIP RECIPIENT	E 08 005 156 000 000 898	Scholarships	\$300.00
199676 Total				<u>\$300.00</u>
199677	TPRS BOOKS	E 01 300 230 000 000 430	Instruct Supplies	\$175.00
199677 Total				<u>\$175.00</u>
199678	DR NOEL SCHMIDT	E 01 005 640 000 316 366	Travel	\$666.53
199678 Total				<u>\$666.53</u>
199679	J W PEPPER & SON INC	E 01 300 259 002 000 430	Instruct Supplies	\$57.00
199679 Total				<u>\$57.00</u>
199680	TACONITE TIRE SERV INC	E 03 005 760 000 720 350	Repairs Maint Serv	\$763.14
199680 Total				<u>\$763.14</u>
Grand Total				
Vouchers	199669-199680		TOTAL DISBURSEMENTS	<u>\$50,729.27</u>

Seconded by

that the above resolution be adopted.

Resolution adopted, November 9, 2020.

Clerk

Chairperson

----- Forwarded message -----

From: **Greg Manninen** <greg.manninen@rrps.org>

Date: Sun, Oct 11, 2020 at 1:18 PM

Subject: Resignation

To: Noel Schmidt <noel.schmidt@rrps.org>, Stacie Lamppa <slamppa@vmmps.org>

I hereby request the Rock Ridge School Board accept my resignation effective immediately from the board.

Thank you,
Greg Manninen

Sent from my iPad

RESOLUTION #20-014

The following resolution was offered by Director _____ and moved for adoption:

RESOLUTION ACCEPTING MONETARY, PROPERTY, GOODS, OR SERVICES DONATION

WHEREAS Rock Ridge Public Schools is generally authorized to accept donations of real or personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its students, and is specifically authorized to accept gifts and bequests for the benefit of the students in the School District; and

WHEREAS the following persons and entities have offered to contribute the gifts set forth below to the School District:

<u>Name of Donor</u>	<u>Gift</u>
<i>VIRGINIA COMMUNITY FOUNDATION</i>	<i>\$2,741.99</i>

WHEREAS no goods or services were provided in exchange for said donations and gifts in-kind;

WHEREAS all such donations and gifts in kind have been contributed to the Roosevelt Elementary School technology lab for the purchase of 3D printers and supplies;

WHEREAS the Rock Ridge School Board finds that it is appropriate to accept the donations and gifts in-kind offered;

NOW, THEREFORE, BE IT RESOLVED BY THE ROCK RIDGE SCHOOL BOARD, AS FOLLOWS:

The donations and gifts in-kind described above are accepted and shall be used to purchase 3D printers and supplies for the Roosevelt Elementary School technology lab.

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

And the following voted against the same:

And the following abstained:

And the following were absent:

Whereupon said resolution was declared duly passed and adopted on November 9, 2020.

RESOLUTION #20-015

The following resolution was offered by Director _____ and moved for adoption:

RESOLUTION ACCEPTING MONETARY, PROPERTY, GOODS, OR SERVICES DONATION

WHEREAS Rock Ridge Public Schools is generally authorized to accept donations of real or personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its students, and is specifically authorized to accept gifts and bequests for the benefit of the students in the School District; and

WHEREAS the following person and/or entity has offered to contribute the gifts set forth below to the School District:

<u>Name of Donor</u>	<u>Gift</u>
Mr. BRIAN RADUENZ	\$250,000.00

WHEREAS all such donations and gifts in kind have been contributed to Rock Ridge Public Schools to utilize, at its discretion, for any and all costs and expenditures related to the construction of the new high school and extra-curricular facilities;

WHEREAS in appreciation and recognition of the donation, the district intends to name the newly constructed high school football field "Brian Raduenz Field";

NOW, THEREFORE, BE IT RESOLVED BY THE ROCK RIDGE SCHOOL BOARD, AS FOLLOWS:

The donations and gifts in-kind described above are accepted and shall be used at the school district's discretion, for any and all costs and expenditures related to the construction of the new high school and extra-curricular facilities and will recognize the generous donation by naming the newly constructed high school football field "Brian Raduenz Field".

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

And the following voted against the same:

And the following abstained:

And the following were absent:

Whereupon said resolution was declared duly passed and adopted on November 9, 2020.

NAMING RIGHTS AGREEMENT

This Naming Rights Agreement ("Agreement") is entered into by and between Independent School District No. 2909, Rock Ridge Public Schools, a public school district duly and properly organized under the laws of the state of Minnesota (hereinafter referred to as the "District"), the Golden Bear Foundation, a 501(c)(3) non-profit entity (hereinafter referred to as the "Foundation"), and Brian Raduenz (hereinafter referred to as "Raduenz").

RECITALS

A. **WHEREAS**, in a historic vote by the voters in the former Virginia School District and the Eveleth-Gilbert School District, the voters approved the consolidation of the two school districts into a new, single school district.

B. **WHEREAS**, the consolidation became effective on July 1, 2020, and the two former school districts have now consolidated into Independent School District No. 2909, Rock Ridge Public Schools.

C. **WHEREAS**, the newly consolidated District has embarked on a major facilities construction project based upon the recent consolidation and based upon the successful 2019 voter approved referendum to fund the construction of new school and extra-curricular facilities (hereinafter referred to as the "Project") in what is now the consolidated Rock Ridge School District.

D. **WHEREAS**, the Project includes the construction of a brand new high school campus. In addition to construction of a new, state-of-the-art high school building, the campus will include new, modern athletic facilities, including a new football stadium and football field.

E. **WHEREAS**, Raduenz is a graduate of the former Eveleth High School.

F. **WHEREAS**, over the years since graduating from Eveleth High School,

Raduenz has maintained a special connection to and fondness for his former high school, his hometown of Eveleth, Minnesota, the central Iron Range communities and has a deep appreciation for the excellent education and extra-curricular activities that he benefited from during his time as a student/athlete and "Golden Bear" at the former Eveleth High School.

G. **WHEREAS**, as a showing of his appreciation for the positive and impactful educational and extra-curricular experiences that he had during his time as a student/athlete at Eveleth High School and as an expression and recognition of the excitement surrounding the consolidation of the former Virginia and Eveleth-Gilbert School Districts and the construction of new, modern educational and extra-curricular facilities to benefit the students and the families of the region, Raduenz is prepared to make a significant donation of money to the Foundation which the Foundation will, in turn, then donate to the District to be utilized in the construction of the Project.

H. **WHEREAS**, in appreciation for and recognition of Raduenz's significant donation, the District intends to name the newly constructed high school football field "**Brian Raduenz Field.**"

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the receipt and sufficiency of which are hereby acknowledged, the District, the Foundation and Raduenz hereby agree as follows:

1. Raduenz will donate \$250,000 to the Foundation. Raduenz will be making this donation to the Foundation on or before November 30, 2020. The Foundation will then donate \$250,000 to the District. The Foundation will deliver the \$250,000 donation, by wire transfer, to the District within five (5) business days after the Foundation received the donation from Raduenz. The District will be free, at its

discretion, to utilize these donated proceeds for any and all costs and expenditures related to the construction of the Project.

2. The District agrees that the new football field to be constructed and located at the new Rock Ridge High School campus will be forever named and known as "**Brian Raduenz Field**" and that name of the field will remain in perpetuity. The District also agrees to erect and maintain appropriate signage at the football field emphasizing and recognizing the name of the field as being "**Brian Raduenz Field.**" Raduenz acknowledges and agrees that, while the football field specifically will bear his name, the District reserves and retains all naming rights for all other athletic fields and stadiums to be constructed as part of the Project.

3. Miscellaneous Provisions

a. Notices. The contact information for each party to this Agreement, for any notices or subsequent communications that may have to be sent or provided from one party to another regarding this Agreement or the implementation or administration of this Agreement, is as follows:

1. Rock Ridge Public Schools
Willie Spelts, Human Resources Director/Fundraising Coordinator
411 5th Avenue South
Virginia, MN 55792
Phone: 218-410-3097 (work) or
218-290-1237 (cell)
E-mail Address: willie.spelts@rrps.org
2. Golden Bear Foundation
Jonathan Hoel, Treasurer
c/o Miners National Bank of Eveleth
401 Grant Avenue, P.O. Box 120
Eveleth, MN 55734
Phone: (218) 744-5465
3. Brian Raduenz
981 Jeffrey Road
Del Mar, CA 92014
Phone: 858-705-0252
E-mail Address: brian@radz.com

4. Complete Agreement.

This Agreement constitutes the entire and complete agreement between the parties with respect to the donation being made by Raduenz to the Foundation and the related donation being made by the Foundation to the District, and the naming rights for the football field to be named after Raduenz.

5. Governing Law.

This Agreement will be governed by, interpreted and enforced in accordance with the laws of the state of Minnesota and the parties consent to the exclusive jurisdiction and venue of the Minnesota State District Court, sited at the St. Louis County Courthouse in Virginia, Minnesota, for the resolution of any disputes that may arise regarding the interpretation, administration or enforcement of this Agreement.

6. Severability.

If any provision of this Agreement is held to be illegal, invalid, or unenforceable, under the present or future laws effective during the term of this Agreement, such provision will be fully severable. This Agreement will be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised part of this Agreement, and the remaining provisions of this Agreement will remain in full force and effect.

7. Amendments.

Any amendments to this Agreement must be in writing and must be signed by all parties to this Agreement.

8. Binding Effect.

This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors, assigns, heirs and beneficiaries.

**INDEPENDENT SCHOOL DISTRICT #2909
ROCK RIDGE PUBLIC SCHOOLS**

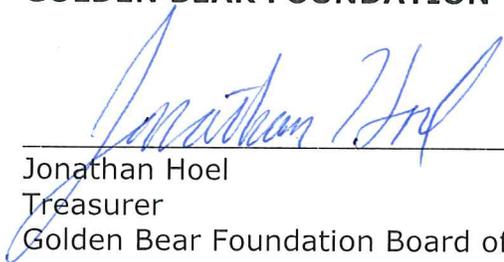
Dated: _____, 2020

By: _____
Dr. Noel Schmidt
Superintendent of Schools

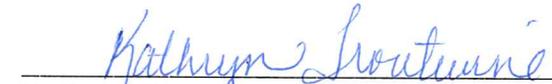
By: _____
Stacey Sundquist
Chairperson, Board of Education

GOLDEN BEAR FOUNDATION

Dated: 11-06, 2020



Jonathan Hoel
Treasurer
Golden Bear Foundation Board of Directors



Kathryn Troutwine
Secretary
Golden Bear Foundation Board of Directors

BRIAN RADUENZ

Dated: _____, 2020

Brian Raduenz

RESOLUTION #20-016

The following resolution was offered by Director _____ and moved for adoption:

RESOLUTION ACCEPTING MONETARY, PROPERTY, GOODS, OR SERVICES DONATION

WHEREAS Rock Ridge Public Schools is generally authorized to accept donations of real or personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its students, and is specifically authorized to accept gifts and bequests for the benefit of the students in the School District; and

WHEREAS the following persons and entities have offered to contribute the gifts set forth below to the School District:

<u>Name of Donor</u>	<u>Gift</u>
<i>BLUE CROSS BLUE SHIELD</i>	<i>\$2,500.00</i>

WHEREAS no goods or services were provided in exchange for said donations and gifts in-kind;

WHEREAS all such donations and gifts in kind have been contributed to the #RockRidgeRising Campaign;

WHEREAS the Rock Ridge School Board finds that it is appropriate to accept the donations and gifts in-kind offered;

NOW, THEREFORE, BE IT RESOLVED BY THE ROCK RIDGE SCHOOL BOARD, AS FOLLOWS:

The donations and gifts in-kind described above are accepted and shall be utilized for the #RockRidgeRising Campaign and Blue Cross Blue Shield will be acknowledge on the donor wall.

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

And the following voted against the same:

And the following abstained:

And the following were absent:

Whereupon said resolution was declared duly passed and adopted on November 9, 2020.

EXHIBIT A
PROFESSIONAL SCOPE OF SERVICES

OVERVIEW

This agreement provides the business terms between Itasca Marketing LLC and the Eveleth-Gilbert High School to manage, install, and operate one (1) automated live streaming cameras in the Eveleth-Gilbert High School gym (EGH). This agreement covers the period of two (2) calendar hockey seasons beginning on **November 1st, 2020** and running through **November 1st, 2022**. The third year and beyond will be negotiated accordingly.

GOALS

The implementation of an automated camera system and the related management services provided by Itasca's video production company, **MNHOCKEY.TV**, will support the following goals:

1. Deliver live streaming services of designated youth and high school games in the gym.
2. Provide a safe alternative for viewers to see all games streamed from the EGH gym
3. Provide a coaching tool and support for coaches' use of the service.
4. Generate a revenue for both Itasca Marketing and EGH.

SPECIFICATIONS

Itasca Marketing will complete and execute the purchase of one (1) automated camera systems to be installed overlooking the EGH gym.

VIEWING COMPONENTS

MNHOCKEY.TV will schedule all games from the EGH onto the automated streaming platform to provide streaming services for the following types of hockey events and games:

1. Pay per view (PPV) for youth related events including weekday and weekend games and weekend tournaments
2. High School games which will be free view or PPV depending on the agreement with the teams and arenas.
3. Video access for youth and high school coaching sessions.

PAY PER VIEW PV PROGRAM

A pay per view amount for a season pass, tournament pass, and per game pass will be made available on a pay wall created by Itasca Marketing. The service will feature an exclusive EGH live streaming portal and video platform that can be shared on all Eveleth-Gilbert High School, youth and city-based websites. Itasca Marketing will also have all games available on their high school sports specific website. EGH has the option to pay \$2500 for their families to view the games with a free viewing pass while the visiting teams will watch via pay-per-view.

REVENUE SHARE AND AD SHARE

Itasca Marketing will share revenue with EGH as follows:

1. 25% of PPV receipts for EGH games and sponsored tournament events will be paid to EGH High School.
2. 75% of PPV receipts will be paid to Itasca Marketing for all EH related events
3. The EGH will have the opportunity to provide ad time to its local sponsors up to two fifteen (15) second ads per period per game broadcasted or six (6) ads per game

EXHIBIT A
PROFESSIONAL SCOPE OF SERVICES

ITASCA MARKETING SERVICES INCLUDE:

1. Live streaming video portal.
2. E-Commerce platform for customer purchases of packages.
3. Two video embed codes from the portal to all sites requested from the city EGH.
4. Schedule management in the portal and communications with the arena contact.
5. Marketing of games, tournaments, and events.
6. Customer support for viewers.
7. 3-year limited hardware warranty covered by Itasca Marketing
8. Camera installation in one (1) gym that includes installation and all costs associated with it.
9. Order and provide 1 dedicated high speed internet account for the gym hat includes maintaining the service and making payments. If EGH and Itasca Marketing agree to utilize the school network that depends upon agreement of the two parties.

AGREED BY:

Eveleth-Gilbert High School

Itasca Marketing LLC

Name:

Name:

Email:

Email: mike@itascadigital.com

Phone:

Phone: (763) 233-2587

LIVE STREAMING
PROFESSIONAL SERVICES AGREEMENT

AGREEMENT made this **20th day of October 2020**, by and between the **Eveleth High School**, a Minnesota municipal corporation ("City") and **ITASCA MARKETING LLC**, a Minnesota limited liability company ("Itasca").

IN CONSIDERATION OF THEIR MUTUAL COVENANTS, THE PARTIES AGREE AS FOLLOWS:

1. **LIVE STREAM.** The City authorizes Itasca to manage, install and operate automated live streaming cameras on City owned property in accordance with the Contract Documents.
2. **CONTRACT DOCUMENTS.** The following documents shall be referred to as the "Contract Documents," all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:
 - A. This Professional Services Agreement; and
 - B. Itasca's proposed Scope of Services attached hereto as "Exhibit A".

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts, with Contract Document "A" having the first priority and Contract Document "B" having the last priority.

3. **CHANGE ORDERS.** The City must approve all change orders, regardless of amount, in advance and in writing.
4. **COMPLIANCE WITH LAWS AND REGULATIONS.** Itasca shall abide by all statutes, ordinances, rules and regulations.
5. **INDEMNIFICATION.** Itasca shall indemnify and hold harmless the City, its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of this Contract and further agrees to defend, at its sole cost and expense, any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising hereunder.
6. **DAMAGED, LOST AND STOLEN PROPERTIES AND EQUIPMENT.** The City shall have no liability or responsibility for any of Itasca's equipment or property that is damaged, stolen or lost.
7. **INSURANCE.** Itasca shall secure and maintain such insurance as will protect Itasca from claims under the Worker's Compensation Acts, automobile liability, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability	\$1,000,000 each occurrence/aggregate
Automobile Liability	\$300,000 combined single limit

LIVE STREAMING
PROFESSIONAL SERVICES AGREEMENT

The City shall be named as an additional insured on the general liability policy. Before commencing work, Itasca shall provide the City a certificate of insurance evidencing the required insurance coverage in a form acceptable to the City.

8. **CONTROLLING LAW/VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. In the event of litigation, the exclusive venue shall be in the District Court of the State of Minnesota for Hennepin County.
9. **MINNESOTA GOVERNMENT DATA PRACTICES ACT.** Itasca must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to (1) all data provided by the City pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained, or disseminated by Itasca pursuant to this Agreement. Itasca is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes § 13.08, as if it were a government entity. In the event Itasca receives a request to release data, Itasca must immediately notify the City. The City will give Itasca instructions concerning the release of the data to the requesting party before the data is released. Itasca agrees to defend, indemnify, and hold the City, its officials, officers, agents, employees, and volunteers harmless from any claims resulting from Itasca's officers', agents', cities', partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of protected data. The terms of this paragraph shall survive the cancellation or termination of this Agreement.
10. **COPYRIGHT.** Itasca shall defend actions or claims charging infringement of any copyright or software license by reason of the use or adoption of any software, designs, drawings or specifications supplied by it, and it shall hold harmless the City from loss or damage resulting therefrom.
11. **PATENTED DEVICES, MATERIALS AND PROCESSES.** If the Contract requires, or Itasca desires, the use of any design, device, material or process covered by letters, patent or copyright, trademark or trade name, Itasca shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with the City. If no such agreement is made or filed as noted, Itasca shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract, and shall indemnify and defend the City for any costs, liability, expenses and attorney's fees that result from any such infringement.
12. **ASSIGNMENT.** Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party.
13. **WAIVER.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.
14. **ENTIRE AGREEMENT.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the

LIVE STREAMING
PROFESSIONAL SERVICES AGREEMENT

subject matter hereof, as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

15. **TERMINATION.** This Agreement may be terminated upon thirty (30) days' written notice by either party should the other fail to perform their obligations hereunder. In the event of termination, Itasca shall pay the City for all money due to the date of termination.
16. **NOTICES.** All notices, demands or requests required or permitted to be made pursuant to or under this Agreement must be in writing and deemed valid if sent by registered mail, return receipt requested, or delivered by overnight delivery service providing written evidence of delivery, or by hand delivery by a reputable independent courier providing written evidence of delivery, addressed as follows:

CITY: Eveleth-Gilbert High School
801 Jones Street
Eveleth, MN 55734
Attention: JoJo Scott

ITASCA: Itasca Marketing LLC
3030 Excelsior Blvd
Minneapolis, MN 55416
Attention: Michael Gaard

Either party may change the designated recipient of notice by so notifying the other party in writing.

EVELETH-GILBERT

Dated: _____, 2020. By: _____

ITASCA MARKETING LLC

Dated: _____, 2020. By: _____



MEMORANDUM OF UNDERSTANDING
 Between
Rock Ridge School District ISD 2909
 &
Arrowhead Head Start (AEOA)



This Memorandum of Understanding (MOU) is for the purpose of coordinating mutually beneficial activities of the parties involved to provide better services for children and families served. Services to be provided from **August 1, 2020** through **July 31, 2021**.

HEAD START WILL:

ROCK RIDGE SCHOOL DISTRICT WILL:

I. Educational Activities, Curricular Objectives, Instruction

Provide a licensed teacher meeting Head Start requirements.	
Provide a teacher assistant meeting Head Start requirements.	
Provide a classroom assistant meeting the Head Start requirements.	Provide ECSE Para’s and special education services as required as listed on a child’s IEP.
Provide a Head Start Program Manager to ensure Head Start Program Performance Standards and licensing requirements are met.	
Provide supervision of Head Start staff.	Provide supervision of school district staff.
Implement the Head Start Program Performance Standards, Minnesota Department of Human Services Rule 3 Child Care Center licensing requirements.	Reinforce the implementation of the Head Start Program Performance Standards, Rule 3 Child Care Center licensing requirements, and the <i>HighScope</i> Curriculum.
Implement the <i>HighScope</i> Curriculum with fidelity. The <i>HighScope</i> curriculum is a researched-based curriculum that aligns with the <i>Head Start Outcomes Framework</i> and the <i>Minnesota Early Learning Framework</i> .	Implement the High Scope curriculum in the School Readiness classrooms.
Implement the Pyramid Model in the classrooms. Head Start may implement other social/emotional curriculums/models in the classroom as well.	Implement the Pyramid Model in the classrooms.
Complete the <i>COR Advantage (Child Observation Record)</i> for children enrolled in Head Start and will report on children’s progress 3 times a year. The <i>COR Advantage</i> is a researched-based assessment that aligns with the <i>HighScope</i> curriculum and the Minnesota Department of Education’s <i>Kindergarten Entry Profile (KEP)</i> .	Complete the <i>COR Advantage (Child Observation Record)</i> for children enrolled in School Readiness. The <i>COR Advantage</i> is a researched-based assessment that aligns with the <i>HighScope</i> curriculum and the Minnesota Department of Education’s <i>Kindergarten Entry Profile (KEP)</i> .

<p>Provide preschool services for children ages 3 and 4 by September 1st. During the COVID-19 pandemic the program will operate on a 5-hour school-day schedule either 4 days per week or 2 days per week depending on the number of children enrolled (see III. Selection Priorities for additional information on class sizes). The number of days of service may be less than 128 days or the 1020 hours as indicated in the Head Start Program Performance Standards (HSPPS) during the COVID-19 pandemic. Should the COVID-19 pandemic end during the school year, Head Start may elect to extend the school day up to 7.5 hours per day.</p>	<p>Assist with calendar coordination including hours and days of operation to meet program requirements.</p>
<p>Provide developmentally appropriate equipment and supplies to meet curriculum and licensing requirements.</p>	
<p>Screen all children enrolled in Head Start with Minnesota Department of Education approved screening tool. Screenings will be completed within 45 days from the beginning of the program enrollment. Will provide screening results to the Virginia School district.</p>	<p>Will assist with screenings as needed.</p>
<p>Provide daily attendance for Head Start enrolled children through <i>ChildPlus</i>.</p>	
<p>Teacher to provide 2 home visits per family enrolled in Head Start and 2 conferences for all children/families enrolled in Head Start. During the COVID-19 pandemic, home visits and conferences are planned to be virtual.</p>	
<p>Classroom staff to complete the monthly nutrition activities and daily tooth brushing. During the COVID-19 pandemic, toothbrushing will not be done in the classroom. Parents will receive oral health education to have their child brush their teeth before and after school time.</p>	
<p>Provide mental health professional to complete classroom observations and reporting. During the COVID-19 pandemic, mental health observations will be done virtually.</p>	<p>Permit mental health professional to complete classroom observations and reporting.</p>
<p>Establish on-going communications for developing continuity of developmentally appropriate curricular objectives and for shared expectations for children’s health, learning and development as children transition to school.</p>	<p>Establish on-going communications for developing continuity of developmentally appropriate curricular objectives and for shared expectations for children’s health, learning and development as children transition to school.</p>

II. Public Information Dissemination and Access

Generate support and resources within the local community to enhance school readiness.	Generate support and resources within the local community to enhance school readiness.
Establish on-going channels of communication between early learning program staff to facilitate coordination of programs.	Establish on-going channels of communication between early learning program staff to facilitate coordination of programs.
Invite sharing opportunities for representation on boards/advisory committees of collaborating partners including but not limited to: Head Start Health Advisory Committee; Head Start Policy Council; ECFE Advisory Committee; Early Childhood Coalition, etc.	Invite sharing opportunities for representation on boards/advisory committees of collaborating partners including but not limited to: Head Start Health Advisory Committee; Head Start Policy Council; ECFE Advisory Committee; Early Childhood Coalition, etc.

III. Selection Priorities

Enroll up to 20 children 3 – 4 years old meeting Head Start guidelines.	
Class size not to exceed 20 students. However, during the COVID-19 pandemic class sizes will be 10 children maximum per class based on guidance from the CDC, American Academy of Pediatrics, Office of Head Start, Minnesota Department of Health, and Minnesota Department of Human Services Licensing Division.	
During the COVID-19 pandemic, if there are more than 10 children enrolled in a Head Start classroom at the Parkview Learning Center in Virginia or Nelle Shean Elementary School in Gilbert, two classes may be formed operated 2 days per week (example: Monday/Tuesday and Wednesday/Thursday) as recommended by the CDC, American Academy of Pediatrics, Office of Head Start, the Minnesota Department of Health, and Minnesota Department of Human Service Licensing Division.	
Will work with the school district on recruiting and enrollments.	Will work with Head Start on recruiting and enrollments.
Develop and implement a system to increase participation of underserved populations of children. Share information with families regarding early learning opportunities in the community.	Develop and implement a system to increase participation of underserved populations of children. Share information with families regarding early learning opportunities in the community.

IV. Service Area

Serves families in Cook, Lake and St. Louis Counties (excluding the City of Duluth).	Serves children in the Rock Ridge School District ISD 2909.
Head Start will be provided at the Parkview Learning Center in Virginia, Minnesota and Nelle Shean Elementary School in Gilbert, Minnesota.	

V. Professional Development

Provide training, technical assistance and support for classroom staff on the <i>HighScope</i> curriculum, <i>COR Advantage</i> assessment, CLASS and other curriculums and activities provided by Head Start.	Orient Head Start staff to district policies and procedures.
Provide guidance, training and support ISD 2909 with the district’s implementation of the <i>HighScope</i> curriculum and <i>COR Advantage</i> assessment.	
	Provide guidance, training and support Head Start staff with the implementation of the Pyramid Model.
Provide a general Head Start orientation.	Invite Head Start to area wide professional development as appropriate.
Work cooperatively to provide shared training, as appropriate based on each program’s training requirements and needs.	Work cooperatively to provide shared training, as appropriate based on each program’s training requirements and needs.

VI. Program Technical Assistance

Provide technical assistance on curriculum and assessment.	
Provide technical assistance on Head Start and licensing requirements.	
Provide technical assistance with the <i>ChildPlus</i> data base.	
Provide school readiness reports up to 3 times a year as requested.	Request school readiness reports from Head Start.
Share information to link special services to more efficiently serve the needs of children including, but not limited to: health, nutrition, curriculum, child assessment, literacy, numeracy, and language.	Share information to link special services to more efficiently serve the needs of children including, but not limited to: health, nutrition, curriculum, child assessment, literacy, numeracy, and language.

VII. Parent Services

Conduct Parent Committee Meetings as required by the Head Start Program Performance Standards. During the COVID-19 pandemic, Parent Committee Meetings are planned to be conducted virtually.	Provide meeting space for Parent Committee Meetings as needed. During the COVID-19 pandemic and guidelines established by ISD 2909, parent committee meetings may be conducted virtually.
Complete Family Partnership Agreements (FPAs) for all Head Start enrolled families by a Head Start Family Support Specialist.	
Provide parent engagement activities for all families enrolled in Head Start.	Coordinate with Head Start and parent activities and events planned through the school district.
Welcome parents to volunteer in the <i>Head Start</i> classroom. However, during the COVID-19 pandemic, parent volunteering in the classroom will not take place until guidance from the Office of Head Start, CDC, American Academy of Pediatrics, Minnesota Department of Health Licensing, and the Minnesota Department of Education provides guidance allowing volunteers and visitors in the classrooms.	Support parent volunteers in the <i>Head Start</i> classroom. However, during the COVID-19 pandemic, parent volunteering in the classroom will not take place until guidance from the Office of Head Start, CDC, American Academy of Pediatrics, Minnesota Department of Health Licensing, and the Minnesota Department of Education provides guidance allowing volunteers and visitors in the classrooms.
Provide supports to Head Start parents in helping them meet their goals and any needs on their journey towards self-sufficiency, including referring families to outside services.	
Help parents (including grandparents and kinship caregivers, as appropriate) to understand the importance of parental involvement in a child's academic success.	Support Head Start parents (including grandparents and kinship caregivers, as appropriate) to understand the importance of parental involvement in a child's academic success.
Help parents understand the instructional supports and other services provided by the school in which the child will enroll.	Help parents understand the instructional supports and other services provided by the school in which the child will enroll.

VIII. Kindergarten Transitions

Provide a seamless procedure for transferring Head Start records to ISD 2909 for children enrolling into Kindergarten with the school district.	Coordinate a seamless procedure for transferring Head Start records from the Head Start for those children entering Kindergarten.
Conduct transition meetings with ISD 2909 in the spring for children entering Kindergarten in the fall.	Support and attend transition meetings in the spring.
Obtain written parent permission to transfer records of Head Start children enrolled in <i>Head Start</i> if the child is enrolled in another school district.	

Obtain a release of information 30 days or more after the termination of a child from Head Start to provide additional information or discussions on the child. The release of information will be completed through ISD 2909 and must be signed by the child's parent(s)/guardian(s).	Obtain a signed release of information from a Head Start family 30 days or more after the child has been terminated from Head Start. A copy of the signed release of information will be provided to the Head Start program.
Acknowledge confidentiality requirements that each agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families.	Acknowledge confidentiality requirements that each agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families.
Provide transition activities in the classroom to prepare children and families to transition to Kindergarten.	Support transition activities in the classroom to help children and families prepare for Kindergarten.
Provide parents with information in the spring about their child's transition to Kindergarten.	
Inform parents of dates/times for Kindergarten Round-up/Orientation.	Inform Head Start about Kindergarten Round-up/Orientation dates/times.

IX. Facilities, Transportation, Other Program Elements

FOOD SERVICE

Provide breakfasts and snacks to children during program operation. Classroom staff will purchase and prepare all breakfast items. All breakfasts and snacks will meet CACFP guidelines.	
Provide lunch to children during program operation through lunch services provided through ISD 2909 under a contract to be renewed annually.	Provide lunch services to Head Start that meet CACFP guidelines.
Head Start will provide meal reimbursement to ISD 2909 upon receipt of monthly invoice for meals provided to Head Start children at rates established in separate agreement.	ISD 2909 will invoice Head Start monthly for meals served to Head Start children at rates established in a separate agreement.
Approve menus by a Registered Dietician.	Prepare agreed upon menus including substitutions to meet CACFP guidelines or specific dietary needs of a child.
Serve meals as family style dining with staff eating with children serving as role models as often as possible.	
Staff to complete CACFP and Civil rights training.	

FACILITIES

	Will provide two (2) classrooms and office space for the Head Start at the Parkview Learning Center and 1 classrooms and office space at the Nelle Shean Elementary School.
Request in-kind contribution from ISD 2909 for space costs. Space costs will be determined by a certified appraiser.	Provide in-kind contribution to Head Start for space costs.
Provide necessary classroom equipment and supplies.	
Maintain annual licensing through the Minnesota Department of Human Services and costs associated.	
Provide a fire extinguisher for the classrooms (licensing requirement).	

TRANSPORTATION

Head Start will provide daily transportation to Head Start children in partnership with Arrowhead Transit. An allowable vehicle that meets Head Start requirements will be used including child restraints and a bus monitor.	
Pick-up and drop-off points will be at the Parkview Learning Center and Nelle Shean Elementary School.	
	ISD 2909 will provide transportation to Head Start children if written in the child's IEP.

X. Other

Head Start personnel will complete a child care background check prior to hire through the Minnesota Department of Human Services that meets Head Start and Minnesota Child Care Center Licensing requirements. Documentation will be kept on file with Head Start.	ISD 2909 will complete background checks on school district staff. Documentation will be kept on file with ISD 2909. The school district will allow any Federal Head Start, State Head Start or DHS Licensing monitors to review background study information for any ISD 2909 staff working with children enrolled in Head Start if so requested.
Head Start personnel files will contain documentation of staff qualifications and trainings. This information will be made available to Federal, State and Licensing monitors upon request.	ISD 2909 personnel files will contain documentation of staff qualifications and trainings. This information will be made available to any Federal, State or Licensing monitors upon request for any ISD 2909 staff working with Head Start children.

Maintain adequate comprehensive insurance coverage for staff, children and classroom contents.	Maintain adequate comprehensive insurance coverage.
Head Start will partner with ISD 2909 in the planning of future programming for a mixed delivery early childhood system.	ISD 2909 will partner with Head Start in the planning of future programming for a mixed delivery early childhood system.
Discrimination in staffing and programming is prohibited. Head Start will not discriminate against any person employed in the performance in this contract, or against any applicant for employment because of race, sex, age, creed, religion, color, national origin, political affiliation, veteran’s status or handicapping condition. No person shall on the grounds of race, sex, age, creed, religion, color, national origin, political affiliation, veteran’s status or handicapping condition will be denied benefits of or subject to discrimination in the performance in this contract.	Discrimination in staffing and programming is prohibited. ISD 2909 will not discriminate against any person employed in the performance in this contract, or against any applicant for employment because of race, sex, age, creed, religion, color, national origin, political affiliation, veteran’s status or handicapping condition. No person shall on the grounds of race, sex, age, creed, religion, color, national origin, political affiliation, veteran’s status or handicapping condition will be denied benefits of or subject to discrimination in the performance in this contract.

This agreement becomes effective on August 1, 2020, with signature of all parties involved. By signing this agreement, each agency agrees to its terms. This agreement will be reviewed and updated annually.

Date

Dr. Noel Schmidt, Superintendent, ISD 2909

Date

Shannon Kush-Jeffrey, Director EC Education, ISD 2909

Date

Scott Zahorik, AEOA Executive Director

Date

Norman E. “Skip” Ferris, III, Head Start Director

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Mesabi Range College

CONCURRENT ENROLLMENT AGREEMENT 2020-2021 Academic Year

THIS CONCURRENT ENROLLMENT AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities (hereinafter "Minnesota State"), on behalf of MESABI RANGE COLLEGE (hereinafter "The COLLEGE"), and Rock Ridge Public Schools, (hereinafter "HIGH SCHOOL(S)").

WHEREAS: The COLLEGE is an autonomous college in the Minnesota State system, which share a President through their respective memberships in the Northeast Higher Education District; and

WHEREAS: HIGH SCHOOLS are affiliated with School District # 2909.

WHEREAS: It is understood that the individual members of HIGH SCHOOLS, acting under the authority of their school district, and THE COLLEGE, respectively, need to act at times jointly and at times severally, as appropriate to the circumstance, with respect to this agreement; and

WHEREAS: The COLLEGE is desirous of offering college level classes to HIGH SCHOOLS through a program known as the Post-Secondary Options Program (hereinafter "PSEO"), a component of which provides for college-level classes to be offered at high schools, known as the Concurrent Enrollment Program (hereinafter "CEP"); and

WHEREAS: HIGH SCHOOLS are desirous of receiving college courses which meet transfer criteria to colleges and universities within Minnesota State, and when appropriate technical courses which meet transfer criteria to vocational/technical colleges within Minnesota State and services from the COLLEGE through the CEP; and

WHEREAS: It is understood that the goals of the CEP can best be accomplished if individual HIGH SCHOOLS and the COLLEGE, collaboratively establish long-term working relationships to develop and improve delivery of services to the high schools' students; and

WHEREAS: The governing policies of the CEP program and this Agreement are established by law and the Minnesota State Board of Trustees, which include the following general provisions that are considered to be minimum requirements (Minnesota State Board Policy, Chapter 3 Section 5):

Definitions

Post-Secondary Enrollment Options Program or "PSEO". The Post-Secondary Enrollment Options Program is the program established by Minnesota Statutes section 124D.09 to "promote rigorous educational pursuits and provide a wider variety of options for students." Through PSEO, high school students may earn both secondary and postsecondary credit for college or university courses completed on a college or university campus, at a high school, or at another location.

PSEO Concurrent Enrollment Course. A PSEO concurrent enrollment course is a college or university course made available through the PSEO program, offered through a secondary school, and taught by a secondary teacher.

Post-Secondary Enrollment Options Expectations

The Minnesota State Colleges and Universities shall provide opportunities for students to participate in the Post-Secondary Enrollment Options Program. Students shall be admitted according to criteria that promote progress through college-level coursework and that augment their continued academic growth consistent with board policies and system procedures.

Enrollment on campus. Enrollment of PSEO students in courses on a college or university campus shall be allowed on the basis of available space as defined by the college or university.

Compliance with standards. Colleges and universities shall require PSEO students to perform to the college's or university's academic and student conduct standards.

Developmental courses. Colleges and universities shall not enroll students in developmental courses through PSEO.

and;

WHEREAS: HIGH SCHOOLS and the COLLEGE wish to enter into this Agreement through their respective agents for the delivery of CEP courses, which would be of mutual benefit;

NOW, THEREFORE, it is agreed:

I. DUTIES OF each participating COLLEGE and HIGH SCHOOL

A. COLLEGE'S DUTIES. COLLEGE shall:

Ensure that the coordinator:

- Provides necessary registration, drop-add, and withdrawal information.
- Provides students with information outlining student responsibilities (including their responsibility to communicate with their high school about their academic performance in CEP courses) and describing available academic and student support services. This information, in print or electronic form, may be provided to the high school for subsequent distribution to the students. It may also be available online or through student orientation sessions (Minnesota State Board Policy Chapter 3.5.1 Part 3 Subpart A).
- Provides necessary Student-Parent Agreement and Student Information Forms.
- Provides necessary Drop/Add and Withdrawal Forms.
- Maintains records documenting each CEP course.
- Provides evaluation tools for the purpose of evaluating each college faculty collaborator, as well as the program in general.

Ensure that the assessment coordinator:

- Provides the means for college readiness assessment testing for potential CEP students twice each academic year, in cooperation with HIGH SCHOOL guidance and counseling personnel.
- Makes arrangements for students to take assessment tests on the college campus, when geographically feasible.

Ensure that the records office:

- Creates course lists and grade sheets.
- Makes appropriate record adjustments for students in accordance to Drop/Add and Withdrawal policies.
- Makes grades available to students approximately three weeks after the semester ends.
- Provides student transcripts upon receipt of written request and fee payment.
- Maintains college course records for high school students, and awards college credit for successfully completed courses.

Ensure that each college faculty collaborator:

- Supports the high school CEP teachers, giving additional time and attention to teachers new to the program.
- Initiates an orientation session with new high school teachers and initial contacts with experienced teachers at the time of the CEP assignment (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart D Number 1).
- Collaborates with the high school CEP teacher to clarify the approved college course outline and to create a course syllabus for the CEP course.
- Provides current college text information and/or exam copies of the text, course outlines, sample syllabi, sample exams, assignments, and exercises for the high school teacher's use.
- Provides teachers who have taught the course previously with copies of new course outlines, new calendars, schedules or other information as courses change.
- Collaborates with high school CEP teachers to assure that assessment meets college criteria.
- Provides college course lists and grade sheets to the high school CEP teacher.

- Visits the class during the semester to observe teaching and student response to instruction, meeting with the teacher after each classroom observation. Classes taught by high school CEP teachers who have taught the course previously will be visited once, while classes taught by high school CEP teachers who have not taught the course previously will be visited twice.
- Meets regularly (face-to-face, ITV, online, by telephone, etc.) with the high school CEP teacher and monitors assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure that the course meets the learning outcomes contained in the course outline approved by the college, and that students are held to college-level standards (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart D Number 1).
- Arranges to guest lecture twice during the semester for courses of both new and experienced CEP teachers, if requested in writing to do so by the high school teacher.
- Submits to the CEP coordinator and to the high school principal, a brief written report of each meeting and a final written report at the end of the semester for each CEP course assigned.
- Reviews selected graded assignments, tests and papers.
- Confers with the high school CEP teacher not less than once per month and is available to the high school teacher by phone, e-mail, or other means.
- Extends to high school CEP teachers, invitations to participate in appropriate campus-based and/or program-specific faculty development activities (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart D Number 2).

B. HIGH SCHOOL'S DUTIES. The HIGH SCHOOL shall:

Ensure the following program logistics:

- By March 1 of each year, provide general information about the CEP to all students in grades 8, 9, 10, and 11 enrolled in their high school (MN Statutes, Section 124D.09, Subdivision 7).
- Anytime January-March, coordinate for assessment testing, at the providing the COLLEGE if geographically feasible.
- By April 1 of each year, return to the COLLEGE's CEP coordinator, the completed *Course Offering Plan* to request courses for the following academic year and to provide the start and end dates for both semesters of the high school calendar.
- Several weeks prior to the scheduled assessment test date, have students each complete a *Mesabi Range College application for admission and consent for release of information form*. (These students are those scheduled to take the assessment test and who may potentially be enrolling in a CEP course the following academic year.)
- No later than two weeks prior to the scheduled assessment test date, send completed *Mesabi Range College application* to the COLLEGE's CEP coordinator.
- By May 15 of each year for Fall Semester, and by December 1 of each year for Spring Semester, send enrollment lists to the COLLEGE'S CEP coordinator.
 - (1) The enrollment list for each CEP course offered shall include the full name of each student who plans to enroll in the course, with the understanding that in order to be listed, the student meets the criteria to be eligible for participation in a CEP course (see "Student Qualifications" section).
 - (2) In order to complete an assessment test, the student must provide a completed *Mesabi Range College application for admission and consent for release of information form*.
 - (3) In order to register for a course, the student must have met CEP program requirements and course pre-requisites.
- Assist in student compliance with the Drop/Add and Withdrawal Policies (see "Other Provisions" section), sign off on forms as student advisor, and forward completed forms to the COLLEGE's CEP coordinator.
- To the extent possible, provide counseling services to students and their parents or guardian before students enroll in CEP courses. This ensures that the students and their parents or guardian are fully aware of the risks and possible consequences of enrolling in CEP courses.
- Provide all textbooks and other instructional materials/equipment required for the course as these are described in the course syllabus.

Ensure the following course scheduling requirements:

- The maximum enrollment of a course with a CEP component is to be the same as it is for other, similarly structured courses in the high school, and the total enrollment (CEP students and non-CEP students combined) must not exceed the course maximum established by the providing COLLEGE.

- HIGH SCHOOLS will have the option to run courses with enrollment fewer than ten students, but only after consultation with and approval from the providing COLLEGE prior to the start of the semester.
- CEP courses should be scheduled at times not normally used for school sports and activities to minimize absences due to school related activities.

Ensure that each high school CEP teacher does the following:

- Creates a course syllabus for the CEP course in collaboration with the college faculty. This is to be completed and shared with the college collaborator no later than one month prior to the first day of the CEP course. This syllabus is to be provided to each student within a maximum of one week after the first class meeting (Minnesota State Board Policy, Chapter 3.22 Part 3). The syllabus needs to contain the components outlined in the COLLEGE's *Concurrent Enrollment Course Syllabus Guidelines*, and other requirements as may be established by the HIGH SCHOOL.
- Provides the college faculty collaborator with documentation that ensures each CEP course is equivalent in content and rigor to the same course offered on the college campus. This documentation should include copies of quizzes, exams, and completed homework assignments that are examples of student A-level work, B-level work, and C-level work. A student's grade in a course is to be based on their academic performance on assignments and tests. Testing will cover the full curriculum of the course. The college faculty collaborator reserves the right to approve any mid-terms, as well as the final examination. If not approved, the college faculty collaborator must demonstrate that the exam does not evaluate at a college level and/or it is not consistent with the course outline.
- Assigns final, whole letter grades to each student on the class list, which is provided by the college faculty collaborator. This completed grade sheet is to be signed and sent to the college faculty collaborator immediately after the semester ends.

Ensure the following program support:

- Schedule high school CEP teachers so that they are responsible for no more than two CEP courses per semester, unless approved by the Provost of the providing COLLEGE.

II. OTHER PROVISIONS.

The following is to be understood and agreed to by both the HIGH SCHOOL and COLLEGE:

Teacher Qualifications

- The minimum qualifications for CEP instructors shall be the system established credential fields and minimum qualifications for faculty, as designated in Minnesota State Board Policy 3.32 and System Procedure 3.32.1 College Faculty Credentialing. Exceptions to this requirement must fall under the provisions of the "Timeline & Approval Process for CEP Teacher Professional Development Plans" and the "Professional Development Plan for CEP Teachers" must be used (refer to documents, attached).
- The CEP HIGH SCHOOL shall forward a completed *High School CEP Teacher Application*, copies of transcripts and a resume to the providing COLLEGE's CEP coordinator. Repeat teachers need to submit updated documentation if they further their education and earn credentials to teach in a different discipline.
- Each high school teacher selected to teach a CEP course requires the approval of the teacher's principal and of the college based on the recommendations of its faculty (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart E).

Student Admissions Requirements

- Eligible students are juniors with a class rank in the upper one-third of their class and seniors with a class rank in the upper one-half of their class.
- If the high school does not keep class ranking, eligible students are juniors with a score at or above the 70th percentile on a nationally standardized, norm-referenced test and seniors with a score at or above the 50th percentile on a nationally standardized, norm-referenced test.
- If the high school does not keep class ranking and no standardized test score is available, eligible students are juniors with a GPA of 3.00 or better and seniors with a GPA of 2.50 or better. (This is pursuant to Minnesota State System Procedures Chapter 3.5.1 Part 2 Subpart A Number 3, which allows documentation other than that specified above).
- Potential CEP students must participate in assessment testing in reading, English (determined from reading assessment), and mathematics prior to course registration, and CEP students must place at or above college level in reading and English skills. (A student can take this assessment test up to twice each year.)
- Potential CEP students can also meet college-readiness admissions standards by achieving established minimum ACT & SAT

- CEP students must meet the required prerequisites for each course in which they wish to enroll, before their course begins.
- A student who does not meet the admissions standards indicated above may petition for admission to the providing COLLEGE after an admissions review process. This decision is based upon a completed *Student Petition Form* which includes a signed statement by the HIGH SCHOOL Principal. This statement needs to provide evidence of the student's readiness and ability to perform college-level work as well as the indication that the student could benefit from college courses and is recommended for admission.
- All student petitions will be reviewed in accordance to the procedures outlined in the providing the COLLEGE'S admissions review process.

Exceptions Requirements

- A high school that wishes to have a college offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to CEP students, may request approval for an exception from the provost of the college. The provost of the college shall approve or deny the request after the appropriate college consultation process (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart H). Requests from high schools must be received by July 1 of each year for Fall Semester and December 1 of each year for Spring Semester.
- Enrollment of CEP students in a course will be greater than the enrollment of non-CEP students (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart H Number 2a).
- The non-CEP students enrolled in CEP courses must have taken the assessment test. It is not necessary that the student achieve the prerequisite score required by students enrolled to earn college credit.
- Students may choose to be non-CEP students and not receive college credit, even if they are eligible and qualify for the CEP course.

Student Requirements

- Potential CEP students shall inform the high school by March 30 of each year of the student's intent to enroll in CEP courses during the following school year. (This is to assist in planning. A student is not bound by notifying or not notifying the district by this time.) [See Minnesota Statute, 124D.09 Post-secondary Enrollment Options Act, Subd 7.]
- Potential CEP students must return to their high school guidance counselor their completed *Student Information Form* and *Student-Parent Agreement Form*.
- Potential CEP students must indicate the courses in which they intend to enroll by way of the high school's designated registration system.
- The COLLEGE's Drop-Add and Withdrawal Policy applies to enrolled CEP students. It is understood that adjustments will be made to the student's record by the COLLEGE's records office in accordance to the Drop/Add and Withdrawal policies outlined below.

Dropping and Adding a Course

Students may make a change(s) in their course schedules **only** through the fifth (5th) class day of the high school's calendar. Dropped classes do not appear on the student's transcript.

Withdrawal

Students may withdraw from courses after the fifth (5th) class day through the final date for official course withdrawal. The final date for official course withdrawal is the last day on which students may officially terminate their enrollment in a course, and shall be the date on which eighty percent (80%) of the days in the academic semester at the high school have elapsed. For courses not on a standard academic semester schedule, such as those courses "stretched" over both fall and spring semesters, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed (Minnesota State Board Policy, Chapter 3 Part 3 Subpart A).

Grades of "W" for withdrawal will be recorded on the student's official transcript. No withdrawals from the courses may be made after the final date for official course withdrawal. Withdrawals that are not officially processed through the CEP coordinator and records office will be recorded on the student's permanent record with a grade of "F".

III. CONSIDERATION AND TERMS OF PAYMENT.

- A. Consideration for all services performed by COLLEGES pursuant to this Agreement shall be paid by the HIGH SCHOOLS as follows:

HIGH SCHOOLS will pay \$2,750 for each CEP course offered during a semester.

If no CEP course is offered during the Academic Year, no yearly fee is due; however, the HIGH SCHOOL will need to pay any costs incurred by COLLEGE due to the administration of assessment tests. These costs include a per test fee, as well as mileage, food and lodging reimbursements (if applicable), and staff time administering and scoring the tests.

B. Terms of Payment. Payment shall be made by HIGH SCHOOL(S) within thirty (30) days after the COLLEGE has presented invoices for services performed to the HIGH SCHOOL. Invoices for course fees shall be calculated once each academic year with the invoice to be submitted to the appropriate high school no later than May 15.

V. TERMS OF AGREEMENT. This agreement shall be effective August 15, 2020, or upon the date that the final required signature is obtained by the COLLEGE, whichever occurs later, and shall remain in effect until June 15, 2021, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

VI. CANCELLATION. This Agreement may be cancelled during its term only by mutual agreement between HIGH SCHOOLS and COLLEGE. In the event of such a cancellation, the COLLEGE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

VII. AUTHORIZED REPRESENTATIVES.

Each Authorized Representative shall have final authority for acceptance of services of the other party and shall have responsibility to insure that all payments due to the other party are made pursuant to the terms of this Agreement.

A. For collective actions, HIGH SCHOOLS' Authorized Representative for the purposes of administration of this Agreement is:

Dr. Noel Schmidt, Superintendent, Rock Ridge Public Schools, School District #2909,

B. For individual actions, the Authorized Representative of each COLLEGE for the purpose of administration of this agreement is as follows:

MESABI RANGE COLLEGE: Shelly McCauley-Jugovich, Provost, Mesabi Range College, 1100 Industrial Park Drive, PO Box 648, Eveleth MN 55734

VIII. ASSIGNMENT. Neither the COLLEGE nor the HIGH SCHOOL(S) may assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

IX. AMENDMENTS. Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.

X. LIABILITY. HIGH SCHOOL(S) agree to indemnify and save and hold the COLLEGE, their representatives and employees, harmless from any and all claims or causes of action arising from the performance of this contract by the HIGH SCHOOL(S) or the HIGH SCHOOL(S)' agents or employees. This clause shall not be construed to bar any legal remedies the HIGH SCHOOLS may have for the COLLEGES' failure to fulfill their obligations pursuant to this contract.

XI. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. HIGH SCHOOL(S) agree that in fulfilling the duties of this contract, HIGH SCHOOL(S) are responsible for complying with the applicable provisions of the Americans with Disabilities Act, 42 U.S.C. Section 12101, et seq. and regulations promulgated pursuant to it. The COLLEGE(S) is not responsible for issues or challenges related to compliance with the ADA beyond their own routine use of facilities, services, or other areas covered by the ADA.

XII. GOVERNMENT DATA PRACTICES ACT. HIGH SCHOOL(S) must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the COLLEGE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the HIGH SCHOOL(S) in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either HIGH SCHOOL(S) or the COLLEGE.

In the event a HIGH SCHOOL receives a request to release the data referred to in this Article, the HIGH SCHOOL must immediately notify the COLLEGE. The COLLEGE will give HIGH SCHOOL instructions concerning the release of the data to the requesting party before the data is released.

- XIII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS. The COLLEGE shall own all rights, including all intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically or magnetically recorded materials, and other work in whatever form, developed by the COLLEGE and its employees and contractors individually or jointly. Materials developed jointly between any COLLEGE employee and/or contractor and any HIGH SCHOOL employee in the performance of its obligations under this contract shall be jointly owned by the COLLEGE and HIGH SCHOOL. Materials developed individually by any HIGH SCHOOL employee in performance of his/her duties under this contract shall belong to HIGH SCHOOL; however, the COLLEGE shall have a non-exclusive, unrestricted right to use such materials in the future. This provision shall not apply to materials developed by the COLLEGE, their contractors and/or employees, or those developed by the HIGH SCHOOL or any HIGH SCHOOL employee prior to the existence of this contract.
- XIV. PUBLICITY. Any publicity given the program, publications, or services provided resulting from this Agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the HIGH SCHOOL or its employees individually or jointly with others, or any subcontractors shall identify the COLLEGE as the sponsoring agency and shall not be released prior to approval by COLLEGES' authorized representative.

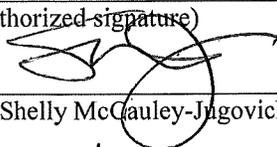
IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby.

APPROVED:

1. **SCHOOL DISTRICT**

By (authorized signature)
Title: Dr. Noel Schmidt , Superintendent, School District #2909
Date

2. **MESABI RANGE COLLEGE**

By (authorized signature) 
Title: Shelly McCauley-Jugovich, Provost, Mesabi Range College
Date 09/20/20

CALLING FOR NOMINATIONS FOR THE ARCC GOVERNANCE BOARD

Good morning,

General election day was yesterday, November 3th. Hopefully you know who will be serving on your local School Board so we can open up nominations for the ARCC Governance Board.

ARCC Member districts are separated into four categories based on the number of resident pupil units within their district boundaries. Each category is represented by **one** Superintendent and **one** School Board member. Superintendents and School Board Members from the same district cannot serve on the board at the same time.

We have a fifth “At Large” category that includes **two** Finance/Accounting district staff members and **one** Instructional Support district staff member. This gives ARCC a total of 11 Governance Board members.

ARCC Governance Board members serve four year terms. They are staggered and in most cases there will be two Superintendents and two School Board Members running every two years. There are also one or two members from Category 5 who run each cycle, depending on the year.

In cases where an ARCC Governance Board member can no longer represent their category someone is appointed to fill their seat until the next election cycle.

In the first time since I have been at ARCC, all four district School Board members did not run for re-election in their home district and therefore are not eligible to serve on the ARCC Governance Board.

Between appointments, retiring district School Board members and the regular election cycle, 10 members of our 11 member board will be included in this year’s ARCC Governance Board election! That has not happened before. I attribute it to 2020, the year..

The following ARCC Governance Board seats are open for nominations:

CATEGORY 1 (List of districts in Category 1 can be found below)	
Superintendent Two Year Term	Richard Aldrich from Hibbing is the incumbent Superintendent from Category 1 and is interested in continuing to serve on the ARCC Governance Board.
School Board Member Four Year Term	This seat is open.
CATEGORY 2 (List of districts in Category 2 can be found below)	

Superintendent Four Year Term	David Pace from Greenway is the incumbent Superintendent from Category 2 and is interested in continuing to serve on the ARCC Governance Board.
School Board Member Two Year Term	This seat is open.
CATEGORY 3 (List of districts in Category 3 can be found below)	
Superintendent Two Year Term	Reggie Engebritson from Mountain Iron/Buhl is the incumbent Superintendent from Category 3 and is interested in continuing to serve on the ARCC Governance Board.
School Board Member Four Year Term	This seat is open.
CATEGORY 4 (List of districts in Category 4 can be found below)	
Superintendent Four Year Term	This seat is open.
School Board Member Two Year Term	This seat is open.
CATEGORY 5 – AT LARGE (all districts vote in this category)	
Finance Accounting Four Year Term	Jennifer Drotts from Deer River is the incumbent and is interested in continuing to serve.
Instructional Management Two Year Term	Sean Martinson from Grand Rapids is the incumbent and is interested in continuing to serve.

Following you will find the districts included in each category. Keep in mind that a Superintendent and district School Board Member from the same district cannot serve at the same time.

CATEGORY 1		
DISTRICT	SUPERINTENDENT	SUPERINTENDENT E-MAIL
Cloquet	Michael Cary	mcary@isd94.org
Grand Rapids	Matt Grose	mgrose@isd318.org
Hermantown	Wayne Whitwam	wwhitwam@isd700.org
Hibbing	Richard Aldrich	richard.aldrich@isd701.org
Lake Superior	Bill Crandall or Jay Belcastro	bcrandall@isd381.org jbelcastro@isd381.org
Proctor	John Engelking	jengelki@proctor.k12.mn.us
Rock Ridge	Noel Schmidt	Noel.schmidt@rrps.org
St. Louis County	Reggie Engebritson	rengelbritson@isd2142.k12.mn.us

CATEGORY 2		
DISTRICT	SUPERINTENDENT	SUPERINTENDENT E-MAIL
Aitkin	Dan Stifter	dstifter@isd1.org
Chisholm	Janey Blanchard	jblanchard@chisholm.k12.mn.us
Deer River	Jeff Pesta	jpesta@isd317.org
Esko	Aaron Fischer	afischer@esko.k12.mn.us
Greenway	David Pace	dpace@isd316.org
Mesabi East	Gregg Allen	gallen@isd2711.org

CATEGORY 3		
DISTRICT	SUPERINTENDENT	SUPERINTENDENT E-MAIL
Barnum	Mike McNulty	mmculty@isd91.org
Carlton	John Engstrom	jengstrom@carlton.k12.mn.us
Cook County	Bill Crandall or Megan Myers	bcrandall@isd166.org mmyers@isd166.org
Ely	Erik Erie	eerie@ely.k12.mn.us
McGregor	Brad Johnson	bjohnson@isd4.org
Moose Lake	Billie Jo Steen	billiejo.steen@isd97.org
Mountain Iron/Buhl	Reggie Engebritson	rengebritson@isd712.org
Nashwauk/Keewatin	Brenda Spartz	bspartz@isd319.org

CATEGORY 4		
DISTRICT	SUPERINTENDENT	SUPERINTENDENT E-MAIL
Cromwell/Wright	Nathan Libbon	nlibbon@isd95.org
Floodwood	Rae Villebrun	rvillebrun@isd698.org
Hill City	Pat Rendle	prendle@isd002.org
Littlefork/Big Falls	Jamie Wendt	wendt_j@isd362.k12.mn.us
Nett Lake	Peter Hardy	phardy@isd707.org
Northland/Remer	Pat Rendle	prendle@isd118.org
Willow River	Bill Peel	bpeel@isd577.org
Wrenshall	Kimberly Belcastro	kbelcastro@isd100.org

CATEGORY 5
All districts belong to Category 5 and can nominate to the Accounting/Finance position or the Instructional Management position.

Here is our election timeline:

- Wednesday, November 4, 2020, ARCC Board nominations open
- Tuesday, December 1, 2020 ARCC Board nominations close at 4:30 PM
- Wednesday, December 2, 2020, ARCC Board ballots are sent out
- Wednesday, December 16, 2020, ARCC Board ballots due
- Thursday, December 17, 2020, ARCC Board reviews ballots at regular meeting
- Friday, December 18, 2020, Newly elected Board members are notified
- Thursday, Jan 21, 2021, ARCC Annual and Reorganization Meetings

Nominations will close on December 1, 2020 at 4:30 PM.

To nominate someone **or to nominate yourself**, send an email to me at Cindylee@arcc or call (218-723-1700 x 101) with your nomination by 4:30 on December 1st. I will respond to let you know the nomination was received.

Final ballots will be e-mailed to each member Superintendent before 4:30 PM on 12/02/2020. Ballots are due back at ARCC no later than 4:30 PM on Wednesday, December 16th. They can be mailed, scanned, e-mailed or faxed back to ARCC. Instructions will be included on each ballot.

Additional information about serving on the ARCC Governance Board:

- The ARCC Governance Board meets 6 times per year, normally the third Thursday of January, March, May, August, October and December.
- Meetings start at 10:00 AM, are held at the ARCC office and normally last for an hour to 90 minutes.
- We are currently going through a long range strategic planning process, so there may be additional meetings next year.
- The Board packet is mailed out or emailed out one week prior to the meeting.
- School Board Members are compensated \$85 for each meeting attended.
- All ARCC Governance Board members are reimbursed \$15.00 for lunch when attending a Board meeting.
- All ARCC Governance Board members are reimbursed for authorized travel to and from the meetings at the current IRS reimbursement rate, currently \$0.575

Thank you for your time and please feel free to contact me if you have any questions!

Cindy



Rock Ridge Public
Schools
411 5th Avenue

Adopted: September 28, 2020

104 SCHOOL DISTRICT MISSION STATEMENT

I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. MISSION STATEMENT

We see...

- An educational environment designed to inspire passion and joy for everyone
- Collaborative educational experiences with immediate real-world applications
- Meaningful integration of community professionals into the daily education of students
- Adaptable learning spaces that will continually meet the needs of an ever-changing workforce

Everyone = [faculty, staff, parents, students, community, visitors, etc.]

IV. REVIEW

The school board will review the school district's mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)
Minn. Rule Parts 3501.0010-3501.0180
Minn. Rule Parts 3501.0200-3501.0270

Cross References:



Rock Ridge Public
Schools
411 5th Avenue

Adopted: September 28, 2020

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for two (2) years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References:



Rock Ridge Public
Schools
411 5th Avenue

Adopted: September 28, 2020

416 DRUG AND ALCOHOL TESTING

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.

6. “Department of Transportation” (DOT) means United States Department of Transportation.
7. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. “Evidential Breath Testing Device” (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
10. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer’s instructions, in an observed collection, to raise the driver’s clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

11. “Safety-sensitive functions” are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
12. “Screening Test Technician” (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. “Stand Down” means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before the MRO completes the verification process.
14. “Substance Abuse Professional” (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the

test. Employee questions concerning this policy shall be directed to the program manager.

2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.

9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for ~~[alcohol and]~~ controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.

- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.
6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
7. Refusal to Submit and Attendant Consequences
 - a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
 - b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
 - c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
 - d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
 - e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles,

labeled “primary” and “split,” seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.

- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor’s inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor’s expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor’s failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact

the donor, the donor will be suspended from performing safety-sensitive functions.

- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a “negative” test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor’s inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver’s or driver applicant’s

expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be [Essentia Health – Virginia, Minnesota](#), which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.
2. The required records shall be retained for the following minimum periods:

Basic records	5 years
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“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Collection records	2 years
Negative and cancelled drug tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.
2. Referral, Evaluation, and Treatment
 - a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.
 - b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP’s evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;

- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

- 1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
- 2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
- 3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons

whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."

4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).
5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. "Random selection basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of this Section D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.
- d. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.

6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing
Omnibus Transportation Employee Testing Act of 1991)

Cross-References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 417 (Chemical Use and Abuse)
Policy 418 (Drug-Free Workplace/Drug-Free School)



Rock Ridge Public
Schools
411 5th Avenue

SUGGESTED POLICY CHANGES

Adopted:

516 STUDENT MEDICATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require medication to be administered during the school day. The school district's licensed school nurse (LSN), registered nurse (RN), licensed practical nurse (LPN) or other non-licensed district employee as delegated by either the district's LSN or RN will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of medications at school requires (1) written or oral authorization of the student's parent/legal guardian. If the parent's / legal guardian's authorization is oral then the oral authorization must be reduced to writing within two school days. Prescribed medication shall be administered to and taken by only the person for whom the prescription has been written, and (2) the written order of a physician/licensed health care prescriber. The physician/licensed prescriber medication order must be received in writing within two school days provided that the school district may rely on parent written request until prescribing health care provider's medication orders are received.
- B. A "General Medication Administration Form" must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. All medication must come to school in the original container and must be consistent with the instructions on the label and prescription medication must be labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication

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

- E. The school nurse may request to receive further information about the medication, if needed, prior to administration of the substance.
- F. Medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, epi-pens used for treatment of anaphylaxis, over the counter (OTC) medications for grades 7-12 only, and other medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- G. Self-Carrying and Self-Administration of Prescription Medication:

The district “Medication Authorization to Self-Administer” form must be completed and renewed annually by the parent/legal guardian and physician/licensed health care prescriber. Completion of this form will allow a student to responsibly carry medications for self-administration (see Minnesota Statutes Chapters 121A.22, 121A.2205, 121A.221 and 121A.222, and Wheeler, 2004). This authorization is renewed each school year.

Emergency Prescription medications such as asthma medications administered with an inhaler, epinephrine auto-injectors as prescribed for severe allergy treatment and other prescription medications noted in a written agreement between the school district and the parent or as specified in an IEP (Individualized Education Program), Section 504 Plan, or IHP (Individual Health Plan) require both (1) prescribing health care provider and (2) guardian written consent to self-carry medication.

- H. Self-Carrying and Self-Administration of Non-Prescription Medication:

(No request for self-carrying or self-administration will be honored if dosage exceeds the recommendations on the manufacturer’s label.)

According to MS Chapter 121A.222, a secondary student (grade 7-12) may possess and use non-prescription pain relief in a manner consistent with the labeling if the district has parental or legal guardian authorization. However, this law does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

The district “Authorization to Self-Administer” form must be completed and renewed annually by both the parent/legal guardian and physician / licensed prescriber.

The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

I. Self-Carry Self-administration Student Safety:

a. The LSN/RN, in consultation with the parent/legal guardian and physician/licensed health care prescriber, needs to evaluate the student's health status and abilities for safe self-administration of prescription and non-prescription medications, observe the student's self-administration at school, and communicate with the parent/legal guardian about any medication administration difficulties or successes.

b. In the case of a disagreement regarding a student's self-carrying and self-administration of medication, a meeting should be held among all those involved to sort out differences of opinion and develop a plan, keeping as a priority the student's educational goals and health safety.

J. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

K. The school nurse, or other designated person, shall be responsible for documentation of medication administered.

L. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a licensed school nurse, RN, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). 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. Medical Treatments and health functions fall under the same guidelines as the medication policy including but not limited to catheterization, tracheostomy suctioning, gastrostomy feedings, and diabetic cares.

M. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings require (1) parent/Guardian written consent (2) physician/licensed prescribers orders.

N. Medications:

a. that are used off school grounds;

- b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
- O. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent/guardian is responsible to inform the school health services of their student's medical needs. If emergency medication is needed, it will be provided by the parent/guardian and an individual written health plan will be developed and implemented, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have access to epinephrine auto-injectors, as provided by the parent/guardian, in close proximity to the student during the instructional day.

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

- P. A student may possess cough drops/lozenges and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- Q. "Parent" for students 18 years old or older is the student.
- R. The District and District staff may not purchase or have a supply of any OTC medications to administer to students.
- S. Parents/guardians are responsible for provision of individual student medication.

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

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

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



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411 5th Avenue

Adopted: September 28, 2020

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors and visitor input on agenda items only.
4. Approval of prior meeting minutes.
5. Consent agenda.
6. Presentation of additional bills for payment.
7. Reports.
8. ~~Written communications.~~
9. Superintendent's announcements.
10. Administrative Items.
- ~~11~~ 11. Other old or unfinished business.
- ~~12~~ 12. New business.

~~12~~ 13. Adjournment.

- B. Items in this order may be considered as part of a consent agenda.
- C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: Policy 203 (Operation of the School Board – Governing Rules)
Policy 203.5 (School Board Meeting Agenda)
Policy 203.6 (Consent Agendas)



Rock Ridge Public
Schools
411 5th Avenue

Adopted: September 28, 2020

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 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);
 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. § 626.556 (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, address, the name of group represented (if any), 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 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 and potentially removed from the meeting.
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 Visitor Input

The school board shall normally provide a specified period of time when persons may address the school board on any topic agenda items only, subject to the limitations of this policy. If a person wishes to address a non-agenda item, a request must be submitted to the school board chair or superintendent in a timely manner. 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 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 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (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:

Policy 205 (Open Meetings and Closed Meetings)
Policy 207 (Public Hearings)
Policy 406 (Public and Private Personnel Data)
Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)



Rock Ridge Public
Schools
411 5th Avenue

Adopted: September 28, 2020

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). *Trusted Employees*, an MRI software company.~~ *The BCA Trusted Employees* shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 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 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 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 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 (Inaccurate or Incomplete Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References:



Rock Ridge Public
Schools
411 5th Avenue

Adopted: September 28, 2020

425 STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the school board. Committee members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The school board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the school board. Team members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.
2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the school board twice a year.*
- B. The Staff Development Plan must contain the following elements:
 1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the school board;

We see...

- An educational environment designed to inspire passion and joy for everyone
- Collaborative educational experiences with immediate real-world applications
- Meaningful integration of community professionals into the daily education of students
- Adaptable learning spaces that will continually meet the needs of an ever-changing workforce

Everyone = [faculty, staff, parents, students, community, visitors, etc.]

2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;

- d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
 - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;

- e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
 - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
- 7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
 - 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
 - D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis* the extent to which staff at the site have met the outcomes of the Staff Development Plan.
 - E. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.*

- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will

be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.*

- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. Curriculum development and curriculum training programs;
 - b. Staff development training models, workshops, and conferences; and
 - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The report will be signed by the superintendent and staff development chair.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)

Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References:



Rock Ridge Public
Schools
411 5th Avenue

Adopted: September 28, 2020

528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated [Josh Lamppa, Activities Director, 411 5th Ave S, Virginia, MN 55792, \(218\) 742-3922](#) as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant

Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.

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

Cross References: Policy 102 (Equal Educational Opportunity)
Policy 413 (Harassment and Violence)
Policy 522 (Student Sex Nondiscrimination)



Rock Ridge Public
Schools
411 5th Avenue

Adopted: July 27, 2020

534 UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. Students have use of a meal account. If the account reaches a negative balance, the student will continue to receive a meal and the account will continue to be charged the cost of the meal.

B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

~~C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.~~

D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. ~~The cost of the alternative meal (\$/insert amount/) will be charged to the student's account or otherwise charged to the student.~~

E. When a student has a negative account balance, the student will not be allowed to charge a snack item.

F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance ~~once the negative balance reaches \$[insert amount] or [insert number of meals]. Families will be notified by [insert the method used to notify families (e.g., automated calling system, email, letters sent home)].~~
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. A meal will not be taken away from a student with an overdrawn account.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- ~~C. Negative balances of more than \$[insert amount], not paid prior to [enter time period (e.g., end of the month, end of the semester, end of the school year)], will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.~~
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.

- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A
Minn. Op. Atty. Gen. 169j (May 14, 2019) (*Letter to Ricker*)