

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER
38705 GRAND AVENUE
NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, FEBRUARY 13, 2020
5:30 PM**

AGENDA

Notice is hereby given that the School Board of North Branch Area Public Schools will hold a Regular School Board Meeting on Thursday, February 13, 2020 at 5:30 PM in the North Branch Area Education Center
38705 Grand Avenue
North Branch, MN 55056, 38705 Grand Ave, North Branch, MN 55056.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent's Report
 - A. Minnesota School Board Recognition Week - February 17-21, 2020
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of January 9, 2020 Organizational Meeting
 - B. Minutes of January 9, 2020 Regular School Board Meeting
 - C. Minutes of January 23, 2020 Work Session
 - D. Authorization of Payments, Transfers, and Investment Activity
 - E. Personnel
 - 1. Carrie Moffet, resignation effective January 31, 2020, as SPED Assistant at North Branch Area Middle School
 - 2. Lynn Loehlein, resignation effective February 13, 2020, as School Age Care Adult Assistant at North Branch Area Education Center
 - 3. Deb Henton, resignation effective June 30, 2020, as Superintendent at North Branch Area Public Schools

4. Brett Carlson, leave request effective January 1, 2021 through June 30, 2021, as Director of Community Education at North Branch Area Public Schools
5. Jacqueline Hoover, employment effective January 6, 2020, as Lunchroom Assistant at North Branch Area Middle School
6. Jacqueline Hoover, resignation effective January 31, 2020, as Lunchroom Assistant at North Branch Area Middle School
7. Lori Zengler, employment effective January 13, 2020, as Lunchroom/Playground Assistant at Sunrise River Elementary School
8. Jerome Martinez, employment effective January 15, 2020, as Schoolkeeper at North Branch Area Public Schools
9. 2019-20 Extra Curricular Winter Coach Positions
 - a. Russ Bohaty - Volunteer Hockey Coach
 - b. Paul Gibson - Volunteer Hockey Coach
 - c. Lucas Nadeau - Volunteer Wrestling Coach
 - d. Justin Pinna - Volunteer Wrestling Coach

F. Acceptance of Donations

Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 138 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

VIII. **Open Mic:** Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.

IX. Old Business

A. Consider Second Reading of the Following Policies

1. Policy 535 - Service Animals in Schools and FORM
2. Policy 607 - Organization of Grade Levels

3. Policy 703 - Annual Audit
4. Policy 713 - Student Activity Accounting
5. Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources
6. Policy 802 - Disposition of Obsolete Equipment and Material

X. New Business

- A. Consider Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefor
- B. Consider 2019-20 American Indian Resolution
- C. Consider Budget Revision for 2019-20

XI. Addendum

A. Old Business

1. Superintendent Search

XII. Information

- A. Board & Administrator February 2020 Issue

XIII. Board Requests

XIV. Committee Reports

- A. SEE (Schools for Equity in Education)
- B. Negotiations
- C. MSBA Update or Report
- D. MSHSL
- E. SCRED Report
- F. Staff Development Report
- G. Community Education Advisory Committee Report
- H. Policy Committee Report

XV. Dates to Remember

- A. Thursday, February 27, 2020 School Board Work Session, 5:30 pm, North Branch Area Education Center, Large Gym

B. Thursday, March 5, 2020 Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Large Gym

XVI. Adjournment

<https://drive.google.com/file/d/1-CiN8lovZrjmZAYJWEMoORJHkMNnv0u9/view?usp=sharing>

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
ORGANIZATIONAL SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, LARGE GYM
JANUARY 9, 2020**

The School Board of North Branch Independent School District 138 held its Organizational meeting on Thursday, January 9, 2020, at 5:30 p.m. at the North Branch Area Education Center in the Large Gym.

Roll Call: Kirby Ekstrom, Tim MacMillan, Darryl Goebel, Sarah Grovender, Heather Osagiede (via remote access by phone), and Superintendent Henton

Absent: Kevin Bollman

Others in Attendance

Denise Martin, Bill Stickels III, Tiffany Kafer, Lori Zimmerman, Jennifer Danielson, Jeff Andres, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Nomination of Officers

Chair

Motion by Goebel, seconded by Grovender to nominate Kirby Ekstrom as Chair. After a call for more nominations and none being received, Kirby Ekstrom was elected as Chair unanimously.

Vice Chair

Motion by Grovender, seconded by Goebel to nominate Tim MacMillan as Vice Chair. After a call for more nominations and none being received, Tim MacMillan was elected as Vice Chair unanimously.

Voting for: Grovender, Osagiede, MacMillan, Ekstrom, Goebel

Voting against: None

Motion passed.

Clerk

Motion by MacMillan, seconded by Goebel to nominate Sarah Grovender as Clerk. After a call for more nominations and none being received, Sarah Grovender was elected as Clerk unanimously.

Voting for: Grovender, Osagiede, MacMillan, Ekstrom, Goebel

Voting against: None

Motion passed.

Treasurer

Motion by MacMillan, seconded by Grovender to nominate Darryl Goebel as Treasurer. After a call for more nominations and none being received, Darryl Goebel was elected as Treasurer unanimously.

Voting for: Grovender, Osagiede, MacMillan, Ekstrom, Goebel
Voting against: None
Motion passed.

Setting Of Board Salary

Moved by Ekstrom, seconded by Goebel to keep the current reimbursement of \$60 per meeting under four hours and \$125 for all day meetings lasting more than four hours. The wording on the Rates of School Board Pay will be revised to state “under four hours” and “over four hours.”

Voting for: Goebel, Ekstrom, MacMillan, Osagiede, Grovender
Voting against: None
Motion passed.

Moved by Ekstrom, seconded by Goebel to keep the current reimbursement for the Chair, Vice Chair, and Treasurer and to increase the Clerk reimbursement from \$300 to \$500 annually. The officers pay will be at the following rates for 2020: Chair at \$800 annually; Vice Chair and Clerk at \$500 annually and Treasurer at \$300 annually.

Voting for: Goebel, Ekstrom, MacMillan, Osagiede, Grovender
Voting against: None
Motion passed.

Designation of Official Newspaper

Moved by Goebel, seconded by Ekstrom to designate the Isanti-Chisago County Star as the official newspaper.

Voting for: Goebel, Ekstrom, MacMillan, Osagiede, Grovender
Voting against: None
Motion passed.

Appointment of Law Firm – Knutson, Flynn & Deans

Moved by MacMillan, seconded by Grovender to keep Knutson, Flynn & Deans as the district law firm.

Voting for: Goebel, Ekstrom, MacMillan, Osagiede, Grovender
Voting against: None
Motion passed.

Designation of Official Depositories – Wells Fargo Bank, Associated Bank, MN Trust Bank, Minnco Credit Union, Neighborhood National Bank, North Star Bank, and US Bank

Moved by Goebel, seconded by Grovender to designate Wells Fargo Bank, Associated Bank, MN Trust Bank, Minnco Credit Union, Neighborhood National Bank, North Star Bank, and US Bank as the official depositories.

Voting for: Goebel, Ekstrom, MacMillan, Osagiede, Grovender
Voting against: None

Motion passed.

Delegation of Authority to Make Electronic Funds Transfers on Behalf of the School District. Designate Todd Tetzlaff, Paula Vaughn, Jennifer Thompson and Susan Shockley

Moved by Grovender, seconded by MacMillan to Todd Tetzlaff, Paula Vaughn, Jennifer Thompson and Susan Shockley the authority to make electronic funds transfers on behalf of the school district.

Voting for: Grovender, Osagiede, MacMillan, Ekstrom, Goebel

Voting against: None

Motion passed.

Setting Board Meeting Dates for 2020

Moved by MacMillan, seconded by Goebel to set the board meeting dates for 2020.

Voting for: Grovender, Osagiede, MacMillan, Ekstrom, Goebel

Voting against: None

Motion passed.

The meeting dates for 2020 are as follows:

2020 SCHOOL BOARD MEETING SCHEDULE	
January 9, 2020	Organizational and Regular School Board Meeting
January 23, 2020	Work Session
February 13, 2020	Regular Meeting
February 27, 2020	Work Session
March 5, 2020	Regular Meeting
April 9, 2020	Regular Meeting
April 23, 2020	Work Session
May 14, 2020	Regular Session
June 11, 2020	Regular Session
July 9, 2020	Regular Session
August 13, 2020	Regular Session
September 10, 2020	Regular Session
September 24, 2020	Work Session
October 8, 2020	Regular Session
October 22, 2020	Work Session
November 12, 2020	Regular Session
December 10, 2020	Regular Session

Meetings will be held at 5:30 pm.

Appointment of Board Committee Representatives

Moved by Goebel, seconded by Grovender to approve the following committee assignments for 2020:

Voting for: Grovender, Osagiede, MacMillan, Ekstrom, Goebel

Voting against: None
 Motion passed.

COMMITTEE	2020 APPOINTEE(S)
Personnel Committee (Chair & V. Chair)	Ekstrom, MacMillan
Custodian	Grovender, Goebel, Bollman
Nine-month Classified	Ekstrom, MacMillan, Osagiede
Twelve-month Classified	Ekstrom, MacMillan, Goebel
Twelve-month Classified Salary	Ekstrom, MacMillan, Goebel
Directors	Ekstrom, MacMillan, Goebel
Administrators	Ekstrom, MacMillan, Goebel
Teachers	Ekstrom, MacMillan, Goebel
Community Ed	Grovender
District Staff Development	Bollman
Native American Parent	Goebel
SCRED	Grovender (Alternate – Osagiede)
OPEB	MacMillan, Bollman
Policy Committee	Ekstrom, MacMillan, Goebel
MSHSL	Ekstrom
SEE	MacMillan (Alternate – Osagiede)
Legislative Liaison	Ekstrom
MSBA Legislative	Ekstrom
ECMECC	Superintendent Henton

Authorization to use current check signer plate until new plate is processed
 Since there were no changes to the officers, this item did not need to be acted upon.

Approval of Resolution Providing Limited Authorization for the Superintendent and Director of Business Services to Sign Contracts

Member MacMillan introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING LIMITED AUTHORIZATION FOR THE SUPERINTENDENT AND DIRECTOR OF BUSINESS SERVICES TO SIGN CONTRACTS

WHEREAS, Independent School District No. 138, North Branch, Minnesota (the “School District”) is an independent school district duly formed and organized pursuant to Minnesota law; and

WHEREAS, Minn. Stat. § 123B.52, subd. 2 allows a school board of an independent school district to authorize the superintendent and business manager to sign contracts within the school district’s adopted budget, and

WHEREAS, Minn. Stat. § 123B.52, subd. 1 stipulates that contracts made without compliance with that statute shall be void.

NOW, THEREFORE, BE IT RESOLVED by the School Board that the Superintendent and Director of Business Services shall have the authority to execute and deliver contracts within the School District's adopted budget, as approved by the School Board. Any transaction in an amount exceeding the minimum for which bids are required must first be specifically authorized by the School Board and must fulfill all other applicable requirements.

The motion for the adoption of the foregoing resolution was duly seconded by Member Grovender, and upon vote being taken thereon, the following voted in favor thereof: Ekstrom, MacMillan, Goebel, Grovender, Osagiede

and the following voted against: None

whereupon said resolution was declared duly passed and adopted.

Voting for: Goebel, Ekstrom, MacMillan, Osagiede, Grovender

Voting against: None

Motion passed.

Adoption of School Board Policy Book

Moved by MacMillan, seconded by Grovender to adopt the School Board Policy Book.

Voting for: Grovender, Osagiede, MacMillan, Ekstrom, Goebel

Voting against: None

Motion passed.

Adjournment

Board Chair Ekstrom adjourned the Organizational meeting at 5:46 p.m. to go into the Regular Board Meeting.

Sarah Grovender, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, LARGE GYM
JANUARY 9, 2020**

The School Board of Independent School District 138 met in regular session on Thursday, December 12, 2019, at 5:50 p.m. at the North Branch Area Education Center in the Large Gym.

Board Chair Ekstrom called the meeting to order.

Roll Call: Kirby Ekstrom, Tim MacMillan, Sarah Grovender, Darryl Goebel, Heather Osagiede (via remote access by phone), and Superintendent Henton

Absent: Kevin Bollman

Others in Attendance:

Denise Martin, Bill Stickels III, Tiffany Kafer, Lori Zimmerman, Jennifer Danielson, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

Approval of Agenda:

Moved by MacMillan, seconded by Goebel to approve the agenda.

Voting for: Grovender, Osagiede, MacMillan, Ekstrom, Goebel

Voting against: None

Motion passed.

SUPERINTENDENT'S REPORT

Superintendent Henton introduced Sunrise River Elementary School Principal Lori Zimmerman who gave a presentation on initiatives happening at Sunrise, including building goals, balanced literacy, targeted learning and instruction, and much more.

CONSENT ITEMS

Moved by Grovender, seconded by MacMillan to approve the following consent items:

Voting for: Grovender, Osagiede, MacMillan, Ekstrom, Goebel

Voting against: None

Motion passed.

- A. Minutes of December 12, 2019 Policy Committee Meeting
- B. Minutes of December 12, 2019 Regular School Board Meeting
- C. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$2,080,509.97

- Auxiliary, Bank 12 - \$28,725.23
- Payroll, Bank 13 - \$1,778,279.14
- Scholarship, Bank 18 - \$10,600.00
- High School Student Activities, Bank 31 - \$11,059.66
- Middle School Student Activities, Bank 32 - \$357.40

D. Personnel

1. Shannon Graupman, employment effective December 9, 2019 as SPED Assistant at Life Work Center
2. Scott Tolzmann, employment effective December 16, 2019, as SPED Assistant at North Branch Area High School
3. Jerry Mahlke, retirement effective the end of the 2019-20 school year, as Behavior Technician at North Branch Area Middle School
4. Lisa Mahlke, retirement effective the end of the 2019-20 school year, as SPED Assistant at Sunrise River Elementary School
5. Elizabeth Vandersteeg, termination effective January 3, 2020 due to a reduction in special education assistant needs, as SPED Assistant at North Branch Area Middle School
6. Michelle Tabor, BS, Step 1, effective December 17, 2019 through the end of the 2019-20 school year, as 0.5 FTE Distance Learning Teacher at North Branch Area Public Schools
7. Tara Posegate, leave request effective April 13, 2020 through the end of the 2019-20 school year, as 0.5 FTE Third Grade Teacher at Sunrise River Elementary School

E. Letter of Agreement Regarding Eligibility of Part-Time Teachers for the Career Step

F. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
12/4/19	Trinity Lutheran Church Women's Group – NB, MN	NBAPS	\$383.50	Delinquent Lunch Accounts
12/13/19	Lakes Regions EMS, Inc. – NB, MN	Sunrise River Elem	\$150.00	Sunrise School Supplies
12/19/19	Stacy Lent Fire Dept. Relief Assn – Stacy, MN	NBHS Scholarship A/C	\$10,000.00	Scholarship Donation
		Total	\$10,533.50	
Dec '19	Dawn Haugley – NB, MN	Donated a Stander to the Special Ed Dept.		

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

A. Approval of Second Reading of the Following Policies

Moved by Goebel, seconded by MacMillan and carried unanimously to approve the second reading of the following policies:

Voting for: Goebel, Ekstrom, MacMillan, Osagiede, Grovender

Voting against: None

Motion passed.

1. Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
2. Policy 419-NB - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
3. Policy 421-NB - Gifts to Employees and School Board Members
4. Policy 510 - School Activities
5. Policy 516-NB - Student Medication
6. Policy 524-NB - Internet Acceptable Use and Safety Policy
7. Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
8. Policy 534 - Unpaid Meal Charges

NEW BUSINESS

A. Approval of First Reading of the Following Policies

Moved by Grovender, seconded by MacMillan and carried unanimously to approve the first reading of the following policies:

Voting for: Grovender, Osagiede, MacMillan, Ekstrom, Goebel

Voting against: None

Motion passed.

1. Policy 535 - Service Animals in Schools and FORM
2. Policy 607 - Organization of Grade Levels
3. Policy 703 - Annual Audit
4. Policy 713 - Student Activity Accounting
5. Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources

6. Policy 802 - Disposition of Obsolete Equipment and Material

BOARD REQUESTS

No formal request for information.

INFORMATION

The board reviewed the January 2020 issue of the Board and Administrator.

COMMITTEE REPORTS

- A. SEE (Schools for Equity in Education) – Superintendent Henton reported on the recent SEE meeting she attended. The next SEE meeting is on January 24.
- B. Negotiations – None
- C. MSBA Report – Board Member Ekstrom reported the Leadership Conference is January 16 and 17.
- D. MSHSL – Board Member Ekstrom reported on the recent meeting he attended.
- E. SCRED Report – Board Member Grovender reported that the next SCRED meeting is on Tuesday, January 14.
- F. Staff Development Report – None
- G. Community Education – Board Member Grovender reported the next Community Education meeting is on January 21.
- H. Policy Committee Report – None

DATES TO REMEMBER

- A. January 23, 2020 School Board Work Session, 5:30 pm, North Branch Area Education Center, Large Gym
- B. February 13, 2020 Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Large Gym
- C. February 27, 2020 School Board Work Session, 5:30 pm, North Branch Area Education Center, Large Gym

Adjournment

Moved by MacMillan, seconded by Grovender and carried unanimously to adjourn the meeting at 6:25p.m.

Voting for: Grovender, Osagiede, MacMillan, Ekstrom, Goebel

Voting against: None

Motion passed.

Sarah Grovender, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER
SCHOOL BOARD WORKING SESSION
January 23, 2020

The School Board of Independent School District 138 met in a Working Session on Thursday, January 23, 2020, at 5:30 p.m. in the Large Gym at the North Branch Area Education Center.

Chair Ekstrom called the meeting to order.

The Pledge of Allegiance was said by all.

Roll Call: Kirby Ekstrom, Tim MacMillan, Darryl Goebel, Sarah Grovender, Heather Osagiede, and Superintendent Henton

Absent: Kevin Bollman

Others in Attendance:

Denise Martin, Lori Zimmerman, Muffy Hejny, Lori Lavin, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The agenda was amended to add scheduling a Special School Board Meeting for February 6, 2020.

Items Discussed

Budget Discussion for 2020-21

Todd Tetzlaff, Director of Business Services, reviewed the current year budget as well as projections for next year. North Branch Area Public Schools will need to make modest adjustments totaling \$500,000 for 2020-21.

The process of building a recommendation to address the needed adjustments is already underway. NBAPS welcomes input and questions as it works toward a recommendation. If you have budget input, you are welcome to provide it using one of the two following methods:

E-mail: budgetinput@isd138.org

Voicemail: 651-674-1080

For disability accommodation or a language interpreter, call the district office at 651-674-1000

The Board members reviewed the budget timeline as presented by Pat Tepoorten, Community Relations Director. The budget forecast will be presented to all staff on Friday, January 24.

The school board will adopt the final budget prior to June 30, 2020.

Special School Board Meeting for February 6, 2020

It was the consensus of the school board to schedule a Special School Board Meeting on Thursday, February 6, 2020 at 5:30 pm in the large gym at the North Branch Area Education Center to interview potential search firms to assist in the selection of the next Superintendent.

School Board Discussion on Superintendent Search Timeline

School Board Chair Ekstrom reported that the school board will begin the superintendent search by interviewing search firms on February 6, 2020 at 5:30 pm.

Adjournment

Chair Ekstrom adjourned the meeting at 6:03 pm.

Sarah Grovender, Clerk
(Unapproved)

**ELECTRONIC FUND TRANSFERS
JANUARY 2020**

Direct Dep Cks		\$1,086,032.71	
ACHS		<u>\$18,169.42</u>	
		\$1,104,202.13	
Transfer to Associated - Debt Service Payments:			1/28/2020 \$2,383,385.88
Transfers to Wells Fargo - Debt Service Payments:			1/31/2020 <u>\$2,330,625.00</u>
			\$4,714,010.88
Other Electronic Fund Transfers:			1/6/2020 \$68,879.95
Federal/FICA Taxes			1/13/2020 \$114,133.18
(Also reflected in P/R info)			1/21/2020 \$49,059.48
			1/27/2020 <u>\$90,152.48</u>
			\$322,225.09
Minnesota Withholding Taxes			1/7/2020 \$10,372.56
(Also reflected in P/R info)			1/14/2020 \$19,999.85
			1/21/2020 \$292.79
			1/22/2020 \$7,396.31
			1/28/2020 <u>\$15,023.65</u>
			\$53,085.16
Economic Service (EBC)			1/6/2020 \$13,126.47
(Also reflected in P/R info)			1/13/2020 \$24,415.98
			1/21/2020 \$11,629.43
			1/27/2020 <u>\$23,118.53</u>
			\$72,290.41
MII LIFE-F S A	PEIP		1/6/2020 \$624.70
	PEIP		1/13/2020 \$3,399.20
	PEIP		1/21/2020 \$1,366.00
	PEIP		1/27/2020 <u>\$196.70</u>
			\$5,586.60
MII LIFE-M S A			1/7/2020 \$7,199.59
(Also reflected in P/R info)			1/14/2020 \$3,494.50
			1/22/2020 \$7,128.59
			1/29/2020 <u>\$3,494.50</u>
			\$21,317.18
Minnesota Teachers Retirement			1/3/2020 \$6,906.36
			1/10/2020 \$72,626.76
			1/17/2020 \$6,514.23
			1/24/2020 \$60,206.38
			1/31/2020 <u>\$6,515.61</u>
			\$152,769.34
PERA			1/3/2020 \$32,317.70
			1/17/2020 \$24,167.79
			1/31/2020 <u>\$29,951.14</u>
			\$86,436.63
Delta Dental Plan			1/22/2020 \$24,059.82
MN Sales Tax			1/21/2020 \$818.00

JANUARY 2020

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
1/16/20	Tip Jar Dntns at Arts Fest	FTC Robotics	\$289.70	FTC Robotics Program
1/21/20	Anderson & Koch Ford, P.O. Box 158, North Branch, MN 55056	FRC Robotics	\$500.00	FRC Robotics Program
1/21/20	Hi-Lo Manufacturing Co., 30149 Stacy Ponds Dr, Ste. 100, Stacy, MN 55079	FRC Robotics	\$300.00	FRC Robotics Program
1/21/20	Jimmy's Johnnys, Inc., 39578 Grand Ave, North Branch, MN 55056	FRC Robotics	\$1,000.00	FRC Robotics Program
1/21/20	Lakes Region EMS, 40245 Fletcher Ave, North Branch, MN 55056	FRC Robotics	\$150.00	FRC Robotics Program
1/21/20	Peterson's North Branch Mill, P.O. Box 218, North Branch, MN 55056	FRC Robotics	\$100.00	FRC Robotics Program
1/21/20	Plastic Products Co., 13116 Lake Blvd, Lindstrom, MN 55045	FRC Robotics	\$500.00	FRC Robotics Program
1/21/20	Stacy Lent Fire Dept. Relief Assn, P.O. Box 123, Stacy, MN 55079	FRC Robotics	\$250.00	FRC Robotics Program
1/21/20	Stearns Bank, 4191 2nd Street S, St. Cloud, MN 56301	FRC Robotics	\$100.00	FRC Robotics Program
1/21/20	Wilson Tool International, 12912 Farnham Ave, White Bear Lake, MN 55110	FRC Robotics	\$475.00	FRC Robotics Program
1/21/20	Tip Jar Dntns at Arts Fest	FRC Robotics	\$138.31	FRC Robotics Program
1/22/20	Box Tops for Education	Sunrise River Elem.	\$423.80	Sunrise Supplies
1/31/20	Lakes Region EMS, 40245 Fletcher Ave, North Branch, MN 55056	NBHS Scholarship A/C	<u>\$1,000.00</u>	Scholarship Donation
			\$5,226.81	

STUDENTS

Service Animals in Schools

535

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual’s disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A “handler” is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, “handler” means the person who cares for and supervises the animal on that individual’s behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. “Work or tasks” are those functions performed by a service animal.
2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

STUDENTS

Service Animals in Schools

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3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school-sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
 1. Is the service animal required because of a disability; and
 2. What work or tasks is the service animal trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable,

because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.
- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.
- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from school district property,

a school building, or a school-sponsored program or activity, if:

1. Any of the requirements described in Part V., above, are not met.
 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

STUDENTS

Service Animals in Schools

535

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

- A. The owner of the service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations for Persons with Disabilities)
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References: NB Policy 402 (Disability Nondiscrimination Policy)
NB Policy 521 (Student Disability Nondiscrimination)

APPROVAL REQUEST FORM FOR USE OF A SERVICE ANIMAL

Please turn in your request to the Superintendent.

Student/Employee Name: _____ Date: _____

Parent or authorized representative name(s) and contact information (*please include email, phone number, and address*): _____

Building: _____

Type of service animal: _____

Name of service animal: _____ Name of handler: _____

Is the service animal required because of a disability: _____

What work or tasks is the service animal trained to perform: _____

Checklist for Completion of Form

Attached is documentation that the service animal is:

____ Properly licensed

____ Properly and currently vaccinated

I have read and understand the School District's policy regarding service animals and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal's handler does not effectively control the animal's behavior; is not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the School District; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Superintendent/Administrator Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

EDUCATION PROGRAMS

Organization of Grade Levels

607

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school district to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

Prekindergarten:	Birth – Age 5
Elementary:	Kindergarten – Grade 4- 5
Middle:	Grades 5 6 – 8
High:	Grades 9 - 12

B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

III. DEFINITIONS

A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

Legal References: Minn. Stat. § 120A.05, Subds. 9, 11, 13, 17 (Public Schools)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Cross References:

NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Annual Audit

703

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Audit Guide issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.

North Branch Independent School District No. 138: District Policy 703

Adopted: April 10, 2014

Revised:

Effective: April 10, 2014

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NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Annual Audit

703

- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements; Statement for Comparison and Correction)

Cross References: NB Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Student Activity Account

713

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

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

B. Extracurricular Activities

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

C. Non-Student Activities

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

III. DEFINITIONS

A. Cocurricular Activity

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

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

North Branch Independent School District No. 138: District Policy #713

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Student Activity Account

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B. Curricular Activity

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

C. Extracurricular (Noncurricular/Supplementary) Activity

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

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

D. Public Purpose Expenditure

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

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

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

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.

NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Student Activity Account

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

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

North Branch Independent School District No. 138: District Policy #713

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Student Activity Account

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Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
NB Policy 510 (School Activities)
NB Policy 511 (Student Fundraising)
NB Policy 701 (Establishment and Adoption of School District Budget)
NB Policy 701.1 (Modification of School District Budget)
NB Policy 702 (Accounting)
NB Policy 703 (Annual Audit)
NB Policy 706 (Acceptance of Gifts)

NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Uniform Grant Guidance Policy Regarding Federal Revenue Sources

721

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

B. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

C. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1.
 - a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

North Branch Independent School District No. 138: Policy #721

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NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Uniform Grant Guidance Policy Regarding Federal Revenue Sources

721

- D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally ~~\$3,000~~ \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than ~~\$150,000~~ \$250,000 (periodically adjusted for inflation).
 3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.

North Branch Independent School District No. 138: Policy #721

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- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

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- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 - 3. Procurement by sealed bids (formal advertising).
 - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

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- b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
- i. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which

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must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
 - K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
 - L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

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2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.
- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions

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of the federal award.

The school district must also evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
 2. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
 3. "Omni Circular" or "2 C.F.R. Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
 4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

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- C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
1. Advisory councils;
 2. Audit costs and related services;
 3. Bonding costs;
 4. Communication costs;
 5. Compensation for personal services;
 6. Depreciation and use allowances;
 7. Employee morale, health, and welfare costs;
 8. Equipment and other capital expenditures;
 9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
 10. Insurance and indemnification;
 11. Maintenance, operations, and repairs;
 12. Materials and supplies costs;
 13. Meetings and conferences;
 14. Memberships, subscriptions, and professional activity costs;
 15. Security costs;
 16. Professional service costs;
 17. Proposal costs;
 18. Publication and printing costs;
 19. Rearrangement and alteration costs;
 20. Rental costs of building and equipment;

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21. Training costs; and
 22. Travel costs.
- D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:
1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
 2. Alcoholic beverages;
 3. Bad debts;
 4. Contingency provisions (with limited exceptions);
 5. Fundraising and investment management costs (with limited exceptions);
 6. Donations;
 7. Contributions;
 8. Entertainment (amusement, diversion, and social activities and any associated costs);
 9. Fines and penalties;
 10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
 11. Goods or services for personal use;
 12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
 13. Religious use;
 14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
 15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and

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16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so

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as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

- G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.
1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
 3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.
- H. Approved Plans, Budgets, and Special Conditions
1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.

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2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.
- I. Training
 1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
 2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.
- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;

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- b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
 2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
 1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;

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3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

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- Legal References:**
- 2 C.F.R. § 200.12 (Capital Assets)
 - 2 C.F.R. § 200.112 (Conflict of Interest)
 - 2 C.F.R. § 200.113 (Mandatory Disclosures)
 - 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
 - 2 C.F.R. § 200.212 (Suspension and Debarment)
 - 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
 - 2 C.F.R. § 200.302 (Financial Management)
 - 2 C.F.R. § 200.303 (Internal Controls)
 - 2 C.F.R. § 200.305(b)(1) (Payment)
 - 2 C.F.R. § 200.310 (Insurance Coverage)
 - 2 C.F.R. § 200.311 (Real Property)
 - 2 C.F.R. § 200.313(d) (Equipment)
 - 2 C.F.R. § 200.314 (Supplies)
 - 2 C.F.R. § 200.315 (Intangible Property)
 - 2 C.F.R. § 200.318 (General Procurement Standards)
 - 2 C.F.R. § 200.319(c) (Competition)
 - 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
 - 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
 - 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
 - 2 C.F.R. § 200.338 (Remedies for Noncompliance)
 - 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
 - 2 C.F.R. § 200.430 (Compensation – Personal Services)
 - 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
 - 2 C.F.R. § 200.447 (Insurance and Indemnification)
 - 2 C.F.R. § 200.463 (Recruiting Costs)
 - 2 C.F.R. § 200.464 (Relocation Costs of Employees)
 - 2 C.F.R. § 200.473 (Transportation Costs)
 - 2 C.F.R. § 200.474 (Travel Costs)

- Cross References:**
- NB Policy 208 (Development, Adoption, and Implementation of Policies)
 - NB Policy 210 (Conflict of Interest – School Board Members)
 - NB Policy 210.1 (Conflict of Interest – Charter School Board Members)
 - NB Policy 412 (Expense Reimbursement)
 - NB Policy 701 (Establishment and Adoption of School District Budget)
 - NB Policy 701.1 (Modification of School District Budget)
 - NB Policy 702 (Accounting)
 - NB Policy 703 (Annual Audit)

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BUILDINGS AND SITES

Disposition of Obsolete Equipment and Material

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I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

North Branch Independent School District No. 138: District Policy #802

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Replaced: Policy 3260 School Properties Disposal Procedures

Revised: February 14, 2019

Effective: November 14, 2013, February 14, 2019

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4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

North Branch Independent School District No. 138: District Policy #802

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Replaced: Policy 3260 School Properties Disposal Procedures

Revised: February 14, 2019

Effective: November 14, 2013, February 14, 2019

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E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

- 1 a. another school district;
- 2 b. the state department of corrections;
- 3 c. the board of trustees of Minnesota State Colleges and Universities;
or
- 4 d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or-

North Branch Independent School District No. 138: District Policy #802

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- e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

North Branch Independent School District No. 138: District Policy #802

Adopted: November 14, 2013

Replaced: Policy 3260 School Properties Disposal Procedures

Revised: February 14, 2019

Effective: November 14, 2013, February 14, 2019

802 Disposition of Obsolete Equipment and Material, page 4 of 4

Member _____ introduced the following resolution
and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION
TO MAKE RECOMMENDATIONS FOR REDUCTIONS
IN PROGRAMS AND POSITIONS AND REASONS
THEREFOR.

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, there has been a reduction in student enrollment, and,

WHEREAS, this reduction in expenditure and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 138, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Annual Compliance Overview

[Minnesota Statutes, section 124D.78](#) requires Minnesota districts, charters, and Tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC), and cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

In order to be in compliance with this statute, districts, charters, and tribal schools are required to submit annual compliance documents by March 1.

**If you do not have an AIPAC and/or are new to this process, its expectations, and requirements, please contact the Office of Indian Education: 651-582-8280.*

Submission checklist

Each of the following items must be filled out and submitted by **March 1**:

- ✓ The Annual Compliance Documentation page (pg. 2)
- ✓ The AIPAC Resolution page (pg. 3)
- ✓ The AIPAC Representative Roster (separate attachment/available for download on the [Office of Indian Education webpage](#))

Submission remittance

Scan and email to: mde.indian-education@state.mn.us

Mail to: Minnesota Department of Education, Attn: Office of Indian Education, 1500 Hwy 36 W., Roseville, MN 55113

Tips for a successful submission

- Include the district/school name and identifying number.
- Indicate with a checkmark **CONCURRENCE** (Option 1) OR **NON-CURRENCE** (Option 2) OR **Does Not Have an AIPAC**.
- Include dates in **all** of the required areas.
- Obtain proper signatures.
- Submit all required items together.

Annual Compliance Documentation

District/School Name and Number: North Branch ISD #138

AIPAC Resolution Vote

**Please indicate with a checkmark how the AIPAC voted by choosing Option 1 or Option 2.*

Option 1: A vote of Concurrence

The American Indian Parent Advisory Committee issued a vote of Concurrence:

Date of Concurrence vote: 2/4/2020

Date the AIPAC presented the resolution to the school board: _____

OPTION 2: A VOTE OF NON-CONCURRENCE

The American Indian Parent Advisory Committee issued a vote of Non-Concurrence: _____

A vote of Non-Concurrence requires the AIPAC to provide specific recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Non-Concurrence vote: _____

Date the AIPAC presented the resolution and recommendations to the school board: _____

Date the school board response is due: _____

THE DISTRICT/SCHOOL DOES NOT HAVE AN AIPAC

Our District/School does not have an AIPAC _____ (indicate with checkmark)

Our district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. The district superintendent will contact the Office of Indian Education to receive guidance on this process, its expectations and requirements.

Required signatures

**Please include a printed name along with your signature.*

School Board Chairperson

Date

Superintendent

Date

Aurora J. Burgeson

2-7-2020

AIPAC Chairperson

Date

Due annually on March 1

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

We, the American Indian Parent Advisory Committee, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

We, the American Indian Parent Advisory Committee, issue a **Vote of Non-Concurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

Audra J. Burgeson Audra J. Burgeson
AIPAC Chairperson Printed Name and Signature

2-7-2020
Date

American Indian Parent Advisory Committee

About AIPAC Membership


Per MN Statute 124D.78, Subd. 3, *The American Indian education parent advisory committee must be composed of parents of children eligible to be enrolled in American Indian education programs; secondary students eligible to be served; American Indian language and culture education teachers and paraprofessionals; American Indian teachers; counselors; adult American Indian people enrolled in educational programs; and representatives from community groups. A majority of each committee must be parents of children enrolled or eligible to be enrolled in the programs. The number of parents of American Indian and non-American Indian children shall reflect approximately the proportion of children of those groups enrolled in the programs.*

About the AIPAC Roster

- Names should be typed or printed clearly.
- American Indian identifier, committee role, and area of representation **must be circled**.
- District staff, such as administrators, directors, teachers, and counselors may attend AIPAC meetings and contribute to the IEPP process, but they **are not considered committee members unless they identify as American Indian**, and they **SHOULD NOT** be listed on the AIPAC Roster.
- *District staff **who are not** eligible committee members, but who attend AIPAC meetings and participate in the IEPP creation process should be listed on the District Staff Sign-In Sheet provided after the AIPAC roster.

**defined as district staff or personnel that have a vested interest and role in improving the educational outcomes of American Indian students, but who DO NOT identify as American Indian themselves.*

AIPAC Roster

Representative Name	American Indian (circle one)	Committee Role (circle one)	Primary Area of Representation (circle one)
Name: Teresa Carlson 	Yes <input checked="" type="radio"/> No	Chairperson Vice-Chairperson <input checked="" type="radio"/> Secretary General Representative	<input checked="" type="radio"/> Parent/Guardian of American Indian Student American Indian Secondary Student American Indian Community Member American Indian Teacher, Paraprofessional, or other district staff
Name: Audra Burgeson	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Chairperson Vice-Chairperson Secretary General Representative	<input checked="" type="radio"/> Parent/Guardian of American Indian Student American Indian Secondary Student American Indian Community Member American Indian Teacher, Paraprofessional, or other district staff
Name: Kelly Hischer	<input checked="" type="radio"/> Yes No	Chairperson Vice-Chairperson Secretary <input checked="" type="radio"/> General Representative	<input checked="" type="radio"/> Parent/Guardian of American Indian Student American Indian Secondary Student American Indian Community Member American Indian Teacher, Paraprofessional, or other district staff
Name: Jackie Weissman	<input checked="" type="radio"/> Yes No	Chairperson Vice-Chairperson Secretary <input checked="" type="radio"/> General Representative	<input checked="" type="radio"/> Parent/Guardian of American Indian Student American Indian Secondary Student American Indian Community Member American Indian Teacher, Paraprofessional, or other district staff
Name: staci Houser	<input checked="" type="radio"/> Yes No	Chairperson Vice-Chairperson Secretary <input checked="" type="radio"/> General Representative	<input checked="" type="radio"/> Parent/Guardian of American Indian Student American Indian Secondary Student American Indian Community Member American Indian Teacher, Paraprofessional, or other district staff

Representative Name	American Indian (circle one)	Committee Role (circle one)	Primary Area of Representation (circle one)
Name: Kayla Gariepy	<input checked="" type="radio"/> Yes <input type="radio"/> No	Chairperson Vice-Chairperson Secretary <input checked="" type="radio"/> General Representative	<input checked="" type="radio"/> Parent/Guardian of American Indian Student <input type="radio"/> American Indian Secondary Student <input type="radio"/> American Indian Community Member <input type="radio"/> American Indian Teacher, Paraprofessional, or other district staff
Name: Victoria Halverson	<input checked="" type="radio"/> Yes <input type="radio"/> No	Chairperson Vice-Chairperson Secretary <input checked="" type="radio"/> General Representative	<input checked="" type="radio"/> Parent/Guardian of American Indian Student <input type="radio"/> American Indian Secondary Student <input type="radio"/> American Indian Community Member <input type="radio"/> American Indian Teacher, Paraprofessional, or other district staff
Name:	<input type="radio"/> Yes <input type="radio"/> No	Chairperson Vice-Chairperson Secretary General Representative	<input type="radio"/> Parent/Guardian of American Indian Student <input type="radio"/> American Indian Secondary Student <input type="radio"/> American Indian Community Member <input type="radio"/> American Indian Teacher, Paraprofessional, or other district staff
Name:	<input type="radio"/> Yes <input type="radio"/> No	Chairperson Vice-Chairperson Secretary General Representative	<input type="radio"/> Parent/Guardian of American Indian Student <input type="radio"/> American Indian Secondary Student <input type="radio"/> American Indian Community Member <input type="radio"/> American Indian Teacher, Paraprofessional, or other district staff
Name:	<input type="radio"/> Yes <input type="radio"/> No	Chairperson Vice-Chairperson Secretary General Representative	<input type="radio"/> Parent/Guardian of American Indian Student <input type="radio"/> American Indian Secondary Student <input type="radio"/> American Indian Community Member <input type="radio"/> American Indian Teacher, Paraprofessional, or other district staff

Representative Name	American Indian (circle one)	Committee Role (circle one)	Primary Area of Representation (circle one)
Name:	Yes No	Chairperson Vice-Chairperson Secretary General Representative	Parent/Guardian of American Indian Student American Indian Secondary Student American Indian Community Member American Indian Teacher, Paraprofessional, or other district staff
Name:	Yes No	Chairperson Vice-Chairperson Secretary General Representative	Parent/Guardian of American Indian Student American Indian Secondary Student American Indian Community Member American Indian Teacher, Paraprofessional, or other district staff
Name:	Yes No	Chairperson Vice-Chairperson Secretary General Representative	Parent/Guardian of American Indian Student American Indian Secondary Student American Indian Community Member American Indian Teacher, Paraprofessional, or other district staff
Name:	Yes No	Chairperson Vice-Chairperson Secretary General Representative	Parent/Guardian of American Indian Student American Indian Secondary Student American Indian Community Member American Indian Teacher, Paraprofessional, or other district staff
Name:	Yes No	Chairperson Vice-Chairperson Secretary General Representative	Parent/Guardian of American Indian Student American Indian Secondary Student American Indian Community Member American Indian Teacher, Paraprofessional, or other district staff

District Staff Sign-In Sheet

Name and Title: Joanne Knutzy EBD Education Assistant

Name and Title: Amande Gles EBD Education Assistant

Name and Title: Amanda Schloer Community Member

Name and Title: Stacy Fairbanks SPED Asst.

Name and Title: Kendall Norman Indian Education Coordinator

Name and Title: _____

Name and Title: _____

Name and Title: _____



FOLLOW US ON TWITTER AND INSTAGRAM - @NBAPSCHOOLS

2019-20 Budget Revision



NORTH BRANCH
AREA PUBLIC SCHOOLS
Inspire Dreams, Build Integrity, Instill Hope

February 13, 2020

Proposed Revised Budget

Revising the current year budget

- Review Current Year Activity

Budget Summaries

- Current approved budget
- Proposed revised budget

2019-20 Budget Activity

Events since June that positively impact the current year budget

- **General Fund for 2018-19 ended better than projected**
- **October 1, 2019 enrollment was 39 students over projected.**
- **Safe Schools allocation**
- **Staff Development Committee support for media specialists**
- **Cash flow borrowing not needed**

NORTH BRANCH Budget Overview

Adopted Budget Summary 2019-20



		July 1, 2019	Revenues	Expenditures	Transfers	June 30, 2020 Proj. Balance	Net Increase or Decrease
General Fund - 01							
Unassigned - 422		653,107	29,127,153	28,660,513	(804,847)	314,900	(338,207)
		1.96%				0.92%	
Restricted							
	Staff Development - 403	240,725	371,107	338,110	-	273,722	32,997
	Long-Term Fac Maint - 467	1,021,083	252,671	1,427,941	-	(154,187)	(1,175,270)
	Capital Projects Levy - 407	-	500,000	500,000	-	-	-
	Health & Safety - 406	-	127,070	-	-	127,070	127,070
	Operating Capital - 424	22,478	956,535	865,050	-	113,963	91,485
	Area Learning Center -434	-	127,801	-	(127,801)	-	-
	Learning & Development - 428	-	575,504	1,316,256	740,752	-	-
	Gifted & Talented - 438	-	38,153	79,476	-	(41,323)	(41,323)
	Basic Skills - 441	-	627,392	526,711	(100,681)	-	-
	Career & Technical - 445	-	-	297,219	297,219	-	-
	Basic Skills Extended Time - 459	-	11,288	11,255	(33)	-	-
	Safe Schools - 449	2,004	113,930	108,747	-	7,187	5,183
	Medical Assistance - 472	7,914	55,000	50,391	(4,609)	7,914	-
Subtotal Restricted		1,294,204	3,756,451	5,521,156	804,847	334,346	(959,858)

NORTH BRANCH Budget Overview

Proposed Revised Budget Summary

General Fund - 01	July 1, 2019	Revenues	Expenditures	Transfers	June 30, 2020 Proj. Balance	Net Increase or Decrease
Unassigned - 422	653,107	28,304,100	25,612,943	(1,539,284)	1,804,980	1,151,873
	<i>1.96%</i>				<i>5.70%</i>	
Restricted						
Staff Development - 403	240,725	384,040	402,983	-	221,782	(18,943)
Long-Term Fac Maint - 467	1,021,083	193,964	521,602	-	693,445	(327,638)
Capital Projects Levy - 407	-	500,000	494,514	-	5,486	5,486
Health & Safety - 406	-	-	-	-	-	-
Operating Capital - 424	22,478	666,507	620,097	-	68,888	46,410
Area Learning Center - 434	-	116,800	444,080	327,280	-	-
Learning & Development - 428	-	573,054	1,686,468	1,113,414	-	-
Gifted & Talented - 438	-	38,774	127,861	89,087	(0)	(0)
Basic Skills - 441	-	695,060	714,340	-	(19,280)	(19,280)
Career & Technical - 445	-	-	-	-	-	-
Basic Skills Extended Time - 459	-	24,327	25,546	1,219	-	-
Safe Schools - 449	2,004	208,042	130,394	-	79,653	77,649
Medical Assistance - 472	7,914	79,207	95,405	8,284	-	(7,914)
Subtotal Restricted	1,294,204	3,479,775	5,263,290	1,539,284	1,049,973	(244,231)
Non spendable						
Prepays	97,416	-	-	-	97,416	-
Subtotal Non spendable - 460	97,416	-	-	-	97,416	-
Committed Funds						
Committed for Separation - 418	284,509	-	-	-	284,509	-
Subtotal Committed - 461 & 418	284,509	-	-	-	284,509	-
Assigned Funds						
Assigned - Q Comp	155,430	734,976	781,956	-	108,450	(46,980)
Subtotal Assigned - 462	155,430	734,976	781,956	-	108,450	(46,980)
Total General Fund	2,484,666	32,518,851	31,658,189	-	3,345,328	860,662

19-20 Budget Revisions

For school board consideration

- Adopt the revised budget for 2019-20

19-20 Budget Revisions

Questions?



2019-20 Budget Revision



NORTH BRANCH
AREA PUBLIC SCHOOLS
Inspire Dreams, Build Integrity, Instill Hope

February 13, 2020

Board & Administrator

FOR SCHOOL BOARD MEMBERS

February 2020 Vol. 33, No. 10

Editor: Jeff Stratton

Avoid superintendent evaluation pitfalls

Here are some superintendent evaluation pitfalls to avoid:

- Placing undue focus on good or bad incidents. It's too easy to get hung up on a single issue and spend too much time on it.
- Basing the evaluation only on recent performance. Evaluations that reflect only the performance within a few weeks of the evaluation's due date are unfair to the superintendent. This will happen if the board isn't constantly reminded that the superintendent's evaluation is a year-long process and a professional responsibility.
- Allowing board members' personal agendas into the process. It's important for the board to be as objective as possible.
- Including issues outside of the superintendent's purview.
- "Springing" the evaluation on the superintendent. The superintendent should be given the opportunity to see his appraisal prior to it being made public.
- Using the evaluation as the single communication vehicle with the superintendent. The board needs to communicate with the superintendent about his performance throughout the year. ■

Case study: Choosing the graduation speaker

Here's a hot-button scenario with the potential to get constituents irate and generate board member confusion about their roles.

Seniors at a high school have always been allowed to choose a speaker for graduation ceremonies. This year, they voted to choose a popular former teacher to return as their speaker.

The problem is the former teacher left when his contract was terminated for "unprofessional conduct with a female student." It was never made clear why he left. But all board members, the superintendent, and principals are aware of what happened.

The high school principal told the students they must choose another speaker. But the students demanded the former teacher.

Before the upcoming board meeting, one board member brings up the topic and said he thinks the board should make the decision on the potentially explosive matter.

What would your board do?

Solution: Make sure the principal and superintendent handle the matter first. If the principal makes a decision you don't agree with, your board can always vote to instruct the superintendent to override it. ■

Board responsibilities for public relations

An often-overlooked board responsibility is in the area of public relations. Board members who serve as advocates for their school district do the school system an important service and contribute to enhancing the organization's visibility, as well as its ability to generate support for matters like bond issues and advancing the district's

position on legislation affecting schools.

The following checklist identifies key board responsibilities in the policy area of public relations, and also provides the superintendent's corresponding areas of responsibility for implementing board policy.

Is your board active in this area?

Board

1. Oversight of the communications program.
2. Develop the policy that governs public relations, to include:
 - State goals of the program, to include internal and external communication activities.
 - Identify staff and board areas of involvement.
 - Explain how complaints will be handled.
 - Describe relationships with other organizations.
 - Describe relationships with government.
3. Working with media:
 - Identify spokesperson (typically either the board president or the superintendent).
 - Understand how the media operates (No such thing as "off the record," avoid "no comment," and if you don't understand or have an answer to a question, say so).
4. Always respect confidentiality of information.
5. Enforce the chain of command. When a parent, citizen, or employee has a problem, refer to the staff member in the district (e.g., a teacher, principal, or administrator) who can assist.

6. Advocacy: Represent the district's interests to government officials at the local, state and federal levels.

Superintendent

1. Recommend the strategic elements of the organization's communications program.
2. Implement the program:
 - Includes assigning staff members to tasks necessary to implement the program and working with vendors for printing and production needs.
 - Responsible for the district's internal communications efforts directed to employees.
3. Responsible for working with the media:
 - Speaks for the schools.
 - Prepares press releases.
 - Answers media inquiries.
4. Resolves complaints brought to the district by constituents.
5. Works with other agencies in the community and government officials (may seek board assistance in these areas). ■

Board Self-Assessment

Check "Yes" if the statement is true all of the time. Check "Some" if the statement is at least partially true. Check "No" if the item is never true.	Yes	Some	No
General Board Policies			
1. Board activities are confined to policy issues rather than management issues.			
2. All management activities of the school are delegated to the superintendent.			
3. The board of education annually reviews important documents — bylaws, policy manual.			
4. The board receives policy recommendations from the superintendent and/or the board policy committee.			
5. Policies are reviewed on a cycle basis.			
6. The board adopts policy and assigns implementation of policy to school staff through the superintendent.			
Comments:			
Planning			
1. Board activities focus on the mission statement of the district.			
2. The board adjusts the direction of the school to match community and student needs.			
3. The board makes a written long-range, strategic plan (more than one year).			
4. Board members support decisions of the full board.			
Comments:			