

**BRECKENRIDGE SCHOOL BOARD MEETING
INDEPENDENT SCHOOL DISTRICT #846
WEDNESDAY, FEBRUARY 17, 2021
REGULAR MEETING - 4:00 PM
ELEMENTARY GYMNASIUM
810 BEEDE AVENUE
BRECKENRIDGE, MN 56520**

AGENDA

1. In accordance with Minnesota Statutes 13D.021, members of the public may attend this meeting in person or virtually. Physical distancing and face masks are required to attend in person. Due to the current health pandemic, persons may monitor this meeting from a remote location by conference call - Phone: 1-929-336-0183 PIN: 759 795 934#

2. Call the Meeting to Order

- A. Pledge of Allegiance
- B. School Happenings

3. Approval of Agenda

4. Public Input

- A. Public comment for school board meetings may be submitted to affieldc@breckenridge.k12.mn.us by 2:00 p.m. the day before the meeting.

5. Approval of Consent Agenda

- A. Minutes 3
- B. Financials
 - 1. Financial Report & Bills 5
 - 2. Contingent Account 32
- C. Hires
- D. Resignations
 - 1. Adelle Heggem, Administrative Assistant
 - 2. Jake Dodge, JV Softball Coach
- E. Leave of Absence
- F. Extra Curricular Contracts 34
- G. Enrollment 35

6. Communications

A. Superintendent	
B. Business Manager	
C. Elementary Principal	36
D. High School Principal	38
E. Ex-officio Student Representatives	
F. Committee Reports	41
7. Old Business	
A. Policies Second Reading - 902, 905	44
8. New Business	
A. Budget Committee Recommendation	
B. Resolution Accepting Donations	48
C. Native American Compliance Resolution	49
D. Policies First Reading - 610, 613, 614, 615, 616, 618, 619, 620, 624	53
9. Adjournment	

The Regular Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota met Wednesday, January 20, 2021, at 4:00 PM in the Elementary School Gymnasium with a virtual component due to the COVID health pandemic.

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

Members Present: Arnhalt, Ernst, Hasbargen, Johnson, Mikkelson, Neppi, Roberts and Superintendent Cordes

Chairperson Johnson called the regular meeting to order at 4:04 PM with the Pledge of Allegiance recited.

Superintendent Cordes reported on the following:

- High School Drama Department presented two virtual on-demand plays that could be viewed December 25-27 - It's a Wonderful Life: A Radio Play and A Seussified Christmas Carol
- \$500 grant received from Doosan/Bobcat to purchase Raspberry Piis for high school STEAM class to teach coding
- The Band sent a note of appreciation for the Board's approval of a Music Fine Arts College Credit. A thank you video from the band was shown at the meeting.
- NHS members made fleece tie blankets to donate to Hospice patients through CHI Hospice
- Congratulations to students who participated in the Red Door Art Gallery's Student Art Show on January 19. Students receiving awards included: Best in Show-Ravyn Michel; Second Place-McKenna Roberts; Honorable Mentions-Kynzie Meyer and Madi Villarel

Motion by Arnhalt, seconded by Roberts to approve the agenda adding Hires: Dylan Pearson, Volunteer Wrestling Coach; Logan Wilebski, Volunteer Wrestling Coach; Summer Hendrickx, SACC Assistant
Resignation: Angie Cleveland, Administrative Assistant; Julie Mikkelson, Assistant Cook 7-0

CONSENT AGENDA:

Motion by Ernst, seconded by Mikkelson to approve the consent agenda. 7-0

Previous month's minutes – December 16, 2020; January 13, 2021

Financial reports as presented including:

Checks #124276 - #124357 in the amount of \$807,313.42

Wire disbursements of \$276,248.21 (12/11/20 through 1/13/21)

Hires: Belinda Slettedahl, Administrative Assistant; Lindsey Jagol, Administrative Assistant; Susie Hernandez, Para-Educator; McKennah Anderson, *SACC Assistant; Dick Cordes, Boys Basketball Volunteer Coach; Riley Lorenz, Freshmen Girls Basketball Coach; Ashtyn Kaehler, Freshmen Girls Basketball Coach; Dylan Pearson, Volunteer Wrestling Coach; Logan Wilebski, Volunteer Wrestling Coach; Summer Hendrickx, *SACC Assistant (*hired for this school year)

Retirement: Tom Willemsen, Custodian

Resignations: Paige Rudick, Para-Educator & Freshman Girls Basketball Coach; Ali Madsen, Assistant JV Softball Coach; Angie Cleveland, Administrative Assistant; Julie Mikkelson, Assistant Cook

Reviewed enrollment numbers.

COMMUNICATIONS:

Superintendent – Diane Cordes – reported

- ♦ community ed brochure has been mailed
- ♦ COVID vaccinations for staff through public health
- ♦ COVID testing site every other week at school for staff saliva testing
- ♦ 2021/22 school calendar being worked on - meeting scheduled to talk through Martin Luther King Day holiday
- ♦ staff is recommended to wear face shields along with face masks
- ♦ facemasks are required to participate in activities

Business Manager – Neil Kusler – reported

- ♦ currently bidding health insurance costs – required every two years ♦ \$25,000 American Indian grant received - pays for Native American Coordinator ♦ sending out W-2's and 1099's

Elementary Principal – Corinna Erickson – reported

- ♦ camp WIN for K-4 on early out Fridays ♦ American Indian Aid Application mid-year check-in meeting scheduled January 27 ♦ traffic garden grant ♦ spring state testing ♦ school of excellence celebration planned

High School Principal – Craig Peterson – reported

- ♦ official member of New Tech Network ♦ high school master schedule for second semester 2020/2021 ♦ grading vs. learning ♦ virtual student showcase night went well ♦ dress code policy

Superintendent Search Report – Brett Johnson – reported

- ♦ 4 applications submitted ♦ application deadline February 5th

OLD BUSINESS:

The seniority lists for the teachers, non-certified staff, custodians and principals have been posted for the required thirty days. There were a few changes requested by the employees so the lists are now accepted as the final seniority lists as per the contracts.

Motion by Arnhalt, seconded by Neppel to approve the 2021 committee assignments and to name Superintendent Cordes as the designated school representative and Chairperson Brett Johnson as the designated school board representative to vote on behalf of the District for matters with the Minnesota State High School League. 7-0 (copy on file)

NEW BUSINESS:

Motion by Hasbargen to adopt the RESOLUTION ACCEPTING DONATIONS for the following:

December donations received: \$24,805.45

NW Links \$2,475.45 (connected MN grant for distance learning expenses - from Bladin Foundation);

West Central Initiative \$17,680.00 (scholarships) and \$4,500.00 (kindergarten desks/tables); Bethel Lutheran \$150.00 (angel fund)

Ernst seconded the motion. 7-0 (copy on file)

Motion by Mikkelson, seconded by Arnhalt to approve the Pay Equity Report (Comparable Worth Report) which shows the District is in compliance and submit to the State. 7-0

Motion by Arnhalt to send the agenda item, Wrestling Coop with Wahpeton, to the Activities Committee to do discovery and bring back recommendations to the full board. Motion seconded by Roberts. 7-0

Motion by Neppel to acknowledge review of the following policies: Policy 901 Community Education; Policy 903 Visitors to School District Buildings and Sites; Policy 904 Distribution of Materials on School District Property by Nonschool Persons; Policy 906 Community Notification of Predatory Offenders; Policy 907 Rewards. Mikkelson seconded the motion. 7-0

First reading was held for Policy 902 Use of School District Facilities and Equipment; Policy 905 Advertising. Policies are available for public review in the District Office.

Motion by Arnhalt, seconded by Ernst to adjourn at 4:53 PM. 7-0

Next regular meeting date Wednesday, February 17, 2021 at 4:00 PM.

**Reconciliation of Ledger Balances with Bank Statement
Independent School District NO. 846
Breckenridge, Minnesota**

Date of Report: February 2, 2021

For the Month of January 2021

General Ledger Balances

FUNDS	Balance Beg. of Month	Debits	Credits	Balance End of Month
General Fund	(\$529,956.00)	1,657,047.45	847,506.31	\$279,585.14
Food Service	51,070.83	43,381.67	39,361.57	\$55,090.93
Comm. Serv.	153,314.13	20,508.96	22,736.75	\$151,086.34
Cap. Exp.	92,936.29	0.00	121,006.95	(\$28,070.66)
Debt. Redemption	726,250.04	6,582.50	639,912.50	\$92,920.04
Trust Fund	20,268.53	0.00	14,350.00	\$5,918.53
Student Activities	52,609.48	1,675.40	88.46	\$54,196.42
TOTALS:	\$566,493.30	\$1,729,195.98	\$1,684,962.54	\$610,726.74

Bank Balances

Description	Balance Per Bank	Outstanding Checks and Wires	Deposits in Transit	Balance
Bremer	\$639,683.12	37,405.38	0.00	\$602,277.74
The 'Barn" Cash Box				50.00
Bank of the West (Contingent)				8,000.00
Petty Cash				400.00
TOTALS:				\$610,727.74

Investments

Minn. School District Liquid Asset Fund	0.05%	\$3,993.47	
Minn. School District "MAX" Fund	0.07%	\$2,332,623.81	
Bremer Money Market	0.03%	\$103,527.51	
TOTALS:			\$2,440,144.79
TOTAL CASH AND INVESTMENTS:			----- \$3,050,872.53 =====

Breckenridge Public School
Receipts for the Month of January 2021

Control #	Bank	Receipt #	Date	Received From	Amount	Description	Fund
8323	FAB	14674	1/5/2021	WILKIN COUNTY	3,000.00	LCTS	Community Service
8323	FAB	14675	1/5/2021	GATE CITY BANK	150.00	MY SCHOOL SPIRIT CARDS	General
8323	FAB	14676	1/5/2021	CASEY'S	24.40	LOYALTY DONATION	General
8323	FAB	14677	1/5/2021	Misc	200.00	ANGEL FUND	Food Service
8323 Total					3,374.40		
8324	FAB	14678	1/14/2021	HS GENERAL FUND RECEIPTS	80.00	ACTIVITY TICKETS	General
8324	FAB	14678	1/14/2021	HS GENERAL FUND RECEIPTS	32.00	CHROMEBOOK REPAIR FEES	General
8324	FAB	14678	1/14/2021	HS GENERAL FUND RECEIPTS	550.00	YEARBOOK AD SALES	General
8324	FAB	14678	1/14/2021	HS GENERAL FUND RECEIPTS	730.00	FOOTBALL EQUIP	General
8324	FAB	14678	1/14/2021	HS GENERAL FUND RECEIPTS	4.00	Postage	General
8324	FAB	14678	1/14/2021	HS GENERAL FUND RECEIPTS	1,000.40	Class of 2022 Revenue	Student Activities
8324	FAB	14678	1/14/2021	HS GENERAL FUND RECEIPTS	100.00	HS Band Revenue	Student Activities
8324	FAB	14678	1/14/2021	HS GENERAL FUND RECEIPTS	300.00	Drama Club Revenue	Student Activities
8324 Total					2,796.40		
8325	LAF	14679	1/8/2021	STATE OF MINNESOTA	5,352.00	PATHWAYS 2	Community Service
8325 Total					5,352.00		
8326	LAF	14680	1/14/2021	STATE OF MINNESOTA	40,151.18	Summer Food Program	Food Service
8326 Total					40,151.18		
8327	MAX	14681	1/15/2021	STATE OF MINNESOTA	236,527.47	2021 GEN ED AID	General
8327	MAX	14681	1/15/2021	STATE OF MINNESOTA	96,484.17	2021 SPECIAL ED AID	General
8327 Total					333,011.64		
8328	FAB	14682	1/15/2021	Misc	20.00	LOST KEY CARD FEE	General
8328	FAB	14683	1/15/2021	Misc	37.80	Life Insurance Payment	General
8328	FAB	14684	1/15/2021	Misc	42.00	PERA Life Insurance Payable	General
8328	FAB	14685	1/15/2021	GREENQUIST ACADEMY	120.00		General
8328	FAB	14686	1/15/2021	FIRST CHOICE VENDING	99.48	Vending Machines Commissions	General
8328	FAB	14687	1/15/2021	WILKIN COUNTY	1,099.05	Current Taxes Receivable	Community Service
8328	FAB	14687	1/15/2021	WILKIN COUNTY	29.66	Current Taxes Receivable	Debt Service
8328	FAB	14687	1/15/2021	WILKIN COUNTY	6,464.02	Current Taxes Receivable	Debt Service
8328	FAB	14687	1/15/2021	WILKIN COUNTY	8.47	SPECIAL INTEREST	General
8328	FAB	14687	1/15/2021	WILKIN COUNTY	10,439.77	Current Taxes Receivable	General
8328	FAB	14687	1/15/2021	WILKIN COUNTY	4,101.93	County Apportionment	General
8328	FAB	14688	1/15/2021	Misc	500.00	BOBCAT/ DOOSAN GRANT - RASPBERR	General
8328	FAB	14689	1/15/2021	Misc	6 20.65	MADISON NATIONAL LIFE REFUND	General
8328	FAB	14690	1/15/2021	ND COMMUNITY FOUNDATION	2,500.00	ND COMMUNITY FOUNDATION	Community Service
8328 Total					25,482.83		

Breckenridge Public School
Receipts for the Month of January 2021

8329	FAB	14691	1/19/2021	MSDMAX	134,427.52	Minn. Sch. Dist Liquid Asset	General
8329	FAB	14691	1/19/2021	MSDMAX	40,220.48	Minn. Sch. Dist Liquid Asset	Food Service
8329	FAB	14691	1/19/2021	MSDMAX	5,352.00	Minn. Sch. Dist Liquid Asset	Community Service
8329 Total					180,000.00		
8330	FAB	14692	1/19/2021	MSDMAX	750,000.00	Minn. Sch. District "max" Fund	General
8330 Total					750,000.00		
8331	FAB	14693	1/20/2021	HS GENERAL FUND RECEIPTS	760.00	ACTIVITY TICKETS	General
8331	FAB	14693	1/20/2021	HS GENERAL FUND RECEIPTS	175.00	GILRS BASKETBALL	General
8331	FAB	14693	1/20/2021	HS GENERAL FUND RECEIPTS	350.00	USER FEES	General
8331	FAB	14693	1/20/2021	HS GENERAL FUND RECEIPTS	200.00	Class of 2022 Revenue	Student Activities
8331	FAB	14693	1/20/2021	HS GENERAL FUND RECEIPTS	75.00	Drama Club Revenue	Student Activities
8331 Total					1,560.00		
8332	LAF	14694	1/21/2021	STATE OF MINNESOTA	86.00	STATE MILK	Food Service
8332 Total					86.00		
8333	FAB	14695	1/5/2021	MSDMAX	240,000.00	Minn. Sch. District "max" Fund	General
8333 Total					240,000.00		
8334	FAB	14696	1/25/2021	OTTERTAIL COUNTY	0.87	County Apportionment	General
8334	FAB	14696	1/25/2021	OTTERTAIL COUNTY	19.01	Current Taxes Receivable	Community Service
8334	FAB	14696	1/25/2021	OTTERTAIL COUNTY	88.82	Current Taxes Receivable	Debt Service
8334 Total					108.70		
8335	FAB	14697	1/25/2021	HS HOT LUNCH	491.00	Student Lunch Sales	Food Service
8335 Total					491.00		
8336	FAB	14698	1/26/2021	HS GENERAL FUND RECEIPTS	240.00	ACTIVITY TICKETS	General
8336	FAB	14698	1/26/2021	HS GENERAL FUND RECEIPTS	335.00	BOYS BASKETBALL	General
8336	FAB	14698	1/26/2021	HS GENERAL FUND RECEIPTS	470.00	GIRLS BASKETBALL	General
8336	FAB	14698	1/26/2021	HS GENERAL FUND RECEIPTS	325.00	WRESTLING	General
8336	FAB	14698	1/26/2021	HS GENERAL FUND RECEIPTS	150.00	USER FEES	General
8336	FAB	14698	1/26/2021	HS GENERAL FUND RECEIPTS	150.00	YEARBOOK AD SALES	General
8336	FAB	14698	1/26/2021	HS GENERAL FUND RECEIPTS	100.00	FOOTBALL EQUIP	General
8336 Total					1,770.00		
8337	FAB	14699	1/28/2021	ELEM HOT LUNCH	193.40	Student Lunch Sales	Food Service
8337 Total					193.40		
8338	FAB	14700	1/29/2021	MSDMAX	100,000.00	Minn. Sch. District "max" Fund	General
8338 Total					100,000.00		
8339	FAB	14701	1/29/2021	MSDMAX	175,867.60	Minn. Sch. District "max" Fund	General
8339	FAB	14701	1/29/2021	MSDMAX	4,132.40	Minn. Sch. District "max" Fund	Community Service
8339 Total					150,000.00		

Breckenridge Public School
Receipts for the Month of January 2021

8340	FAB	14702	1/29/2021	COMMUNITY EDUCATION	570.00	SACC	Community Service
8340	FAB	14702	1/29/2021	COMMUNITY EDUCATION	540.00	SCHOOL READINESS	Community Service
8340	FAB	14702	1/29/2021	COMMUNITY EDUCATION	120.00	BASKETBALL	Community Service
8340 Total					1,230.00		
8341	FAB	14703	1/29/2021	BELL BANK	45.00	CUSTOM CARD DONATION	General
8341	FAB	14704	1/29/2021	RDO EQUIPMENT	90.00		General
8341	FAB	14705	1/29/2021	IPS REBATES	37.39	Food	Food Service
8341 Total					172.39		
8342	FAB	14706	1/29/2021	CREDIT CARD DEPOSIT	455.00	Tuition from Patron	Community Service
8342	FAB	14706	1/29/2021	CREDIT CARD DEPOSIT	2,121.50	Tuition from Patron	Community Service
8342	FAB	14706	1/29/2021	CREDIT CARD DEPOSIT	600.00	Fees	Community Service
8342 Total					3,176.50		
8343	FAB	14707	1/29/2021	CREDIT CARD DEPOSIT	222.00	CALCULATORS RECEIVABLE	General
8343	FAB	14707	1/29/2021	CREDIT CARD DEPOSIT	60.00	ART FEE	General
8343	FAB	14707	1/29/2021	CREDIT CARD DEPOSIT	3,920.00	USER FEES	General
8343	FAB	14707	1/29/2021	CREDIT CARD DEPOSIT	2,239.40	Student Lunch Sales	Food Service
8343	FAB	14707	1/29/2021	CREDIT CARD DEPOSIT	22.00	YEARBOOK	General
8343	FAB	14707	1/29/2021	CREDIT CARD DEPOSIT	147.00	Ski Trip	General
8343 Total					6,610.40		
8344	MAX	14708	1/29/2021	STATE OF MINNESOTA	1,276.08	2020 GEN ED AID	General
8344	MAX	14708	1/29/2021	STATE OF MINNESOTA	906.48	2020 SCHOOL READINESS	Community Service
8344	MAX	14708	1/29/2021	STATE OF MINNESOTA	939.38	2020 LITERACY	General
8344	MAX	14708	1/29/2021	STATE OF MINNESOTA	769.92	2021 AG HMST CREDIT	Community Service
8344	MAX	14708	1/29/2021	STATE OF MINNESOTA	1,159.87	2021 DISPARITY	Community Service
8344	MAX	14708	1/29/2021	STATE OF MINNESOTA	1,249.08	2021 BORDER CITY	Community Service
8344	MAX	14708	1/29/2021	STATE OF MINNESOTA	24,707.43	2021 NONPUBLIC PUPIL TRANSPORT	General
8344	MAX	14708	1/29/2021	STATE OF MINNESOTA	233,150.76	2021 SPECIAL ED AID	General
8344	MAX	14708	1/29/2021	STATE OF MINNESOTA	12,506.00	2021 INDIAN ED DISTRICT	General
8344	MAX	14708	1/29/2021	STATE OF MINNESOTA	47.05	2021 HOME VISITING	Community Service
8344 Total					276,712.05		
8345	LAF	14709	1/29/2021	MSD MAX	1.89	Interest Income	General
8345 Total					1.89		
8346	MAX	14710	1/29/2021	MSD MAX	144.49	Interest Income	General
8346 Total					144.49		
8347	BREM	14711	1/29/2021	BREMER BANK	8 2.63	Interest Income	General
8347 Total					2.63		
Grand Total					2,122,427.90		

**Breckenridge Public School
Receipts for the Month of January 2021**

				Fund Summary		
				General Fund	2,000,557.79	
				Food Service Fund	83,618.85	
				Community Service Fund	29,993.36	
				Capital Fund	0.00	
				Debt Service Fund	6,582.50	
				Trust Fund	0.00	
				Student Activities Fund	1,675.40	
					2,122,427.90	

Breckenridge Public School

Payment Register

Check #	Vendor #	Vendor Name	Date	Amount	Description	Fund
	1052	AMERICAN FAM. LIFE ASSURANCE	1/15/2021	165.71	AFLAC Payable	General
		AMERICAN FAM. LIFE ASSURANCE Total		165.71		
	172	CASH-WA DISTRIBUTING	1/15/2021	-9.64	Food	Food Service
	172	CASH-WA DISTRIBUTING	1/15/2021	46.80	Food	Food Service
	172	CASH-WA DISTRIBUTING	1/15/2021	1,833.90	Food	Food Service
	172	CASH-WA DISTRIBUTING	1/15/2021	20.61	Food	Food Service
	172	CASH-WA DISTRIBUTING	1/15/2021	32.18	Food	Food Service
	172	CASH-WA DISTRIBUTING	1/15/2021	2,134.18	Food	Food Service
	172	CASH-WA DISTRIBUTING	1/15/2021	77.69	General Supply	Food Service
		CASH-WA DISTRIBUTING Total		4,135.72		
	2277	EDUCATORS BENEFIT ACH	1/15/2021	1,877.63	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	1/15/2021	1,206.10	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	1/15/2021	828.65	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	1/15/2021	395.86	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	1/15/2021	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	1/15/2021	5,736.20	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	1/15/2021	1,083.33	Tax Shelter Payable	General
		EDUCATORS BENEFIT ACH Total		11,785.69		
	1233	EFPTS	1/15/2021	29,439.96	FICA Payable	General
	1233	EFPTS	1/15/2021	14,438.53	Federal Withholding Payable	General
		EFPTS Total		43,878.49		
	2251	FURTHER (FSA/ HSA)	1/15/2021	6,146.20	HSA Deductions	General
		FURTHER (FSA/ HSA) Total		6,146.20		
	1753	MN STATE RETIREMENT SYSTEM	1/15/2021	131.67	HCSP Payable	General
		MN STATE RETIREMENT SYSTEM Total		131.67		
	39	MN DEPT OF REVENUE (EFT)	1/15/2021	5,363.29	MN State Withholding Payable	General
		MN DEPT OF REVENUE (EFT) Total		5,363.29		
	599	P.E.R.A.	1/15/2021	7,765.60	PERA Payable	General
		P.E.R.A. Total		7,765.60		
	600	TEACHERS RETIREMENT ASSN.	1/15/2021	22,460.93	TRA Payable	General
		TEACHERS RETIREMENT ASSN. Total		22,460.93		
	172	CASH-WA DISTRIBUTING	1/22/2021	5.85	Food	Food Service
	172	CASH-WA DISTRIBUTING	1/22/2021	5.85	Food	Food Service
	172	CASH-WA DISTRIBUTING	1/22/2021	2,023.83	Food	Food Service
	172	CASH-WA DISTRIBUTING	1/22/2021	215.81	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	1/22/2021	1,749.33	Food	Food Service

Breckenridge Public School

Payment Register

172	CASH-WA DISTRIBUTING	1/22/2021	82.42	General Supply	Food Service
	CASH-WA DISTRIBUTING Total		4,083.09		
3538	SCHOOL ADMINISTRATIVE SPECIALTY SERVICES	1/25/2021	11,273.33	S.A.S.S. Contract	General
	SCHOOL ADMINISTRATIVE SPECIALTY SERVICES Total		11,273.33		
2251	FURTHER (FSA/ HSA)	1/27/2021	214.40	Flex Deductions 9/1/20-8/31/21	General
	FURTHER (FSA/ HSA) Total		214.40		
172	CASH-WA DISTRIBUTING	1/29/2021	23.40	Food	Food Service
172	CASH-WA DISTRIBUTING	1/29/2021	2.09	Food	Food Service
172	CASH-WA DISTRIBUTING	1/29/2021	1,136.87	Food	Food Service
172	CASH-WA DISTRIBUTING	1/29/2021	112.09	Supply	Food Service
172	CASH-WA DISTRIBUTING	1/29/2021	-0.01	Adjustment	Food Service
172	CASH-WA DISTRIBUTING	1/29/2021	1,409.54	Food	Food Service
172	CASH-WA DISTRIBUTING	1/29/2021	166.40	General Supply	Food Service
172	CASH-WA DISTRIBUTING	1/29/2021	8.78	Food	Food Service
172	CASH-WA DISTRIBUTING	1/29/2021	-32.66	Food	Food Service
	CASH-WA DISTRIBUTING Total		2,826.50		
2277	EDUCATORS BENEFIT ACH	1/29/2021	395.86	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	1/29/2021	657.92	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	1/29/2021	7,571.93	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	1/29/2021	1,206.10	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	1/29/2021	828.65	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	1/29/2021	1,877.63	Tax Shelter Payable	General
	EDUCATORS BENEFIT ACH Total		12,538.09		
1233	EFPTS	1/29/2021	33,536.06	FICA Payable	General
1233	EFPTS	1/29/2021	14,799.75	Federal Withholding Payable	General
	EFPTS Total		48,335.81		
2251	FURTHER (FSA/ HSA)	1/29/2021	6,336.20	HSA Deductions	General
	FURTHER (FSA/ HSA) Total		6,336.20		
1753	MN STATE RETIREMENT SYSTEM	1/29/2021	127.67	HCSP Payable	General
	MN STATE RETIREMENT SYSTEM Total		127.67		
39	MN DEPT OF REVENUE (EFT)	1/29/2021	5,631.52	MN State Withholding Payable	General
	MN DEPT OF REVENUE (EFT) Total		5,631.52		
599	P.E.R.A.	1/29/2021	11,684.90	PERA Payable	General
	P.E.R.A. Total		11,684.90		
600	TEACHERS RETIREMENT ASSN.	1/29/2021	21,329.49	TRA Payable	General
	TEACHERS RETIREMENT ASSN. Total		21,329.49		
3459	AMERITAS LIFE INSURANCE	2/2/2021	208.64	Vision Insurance	General

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		AMERITAS LIFE INSURANCE Total		208.64		
1454	702 COMMUNICATIONS		2/3/2021	30.58	Telephone	General
1454	702 COMMUNICATIONS		2/3/2021	35.99	Telephone	General
1454	702 COMMUNICATIONS		2/3/2021	357.62	Telephone	General
1454	702 COMMUNICATIONS		2/3/2021	357.62	Telephone	General
		702 COMMUNICATIONS Total		781.81		
2727	AMERICAN EXPRESS		2/3/2021	-18.15	Supply	General
		AMERICAN EXPRESS Total		-18.15		
2274	APPLE COMPUTER, INC.		2/3/2021	10.68	Apple Music Membership	Student Activities
		APPLE COMPUTER, INC. Total		10.68		
2901	DOLLAR TREE STORES INC.		2/3/2021	15.00	Supply	General
		DOLLAR TREE STORES INC. Total		15.00		
1719	ECONO FOODS		2/3/2021	12.16	Supply	Community Service
1719	ECONO FOODS		2/3/2021	9.56	Supply	General
1719	ECONO FOODS		2/3/2021	65.66	Food	Food Service
1719	ECONO FOODS		2/3/2021	11.07	Miscellaneous	General
1719	ECONO FOODS		2/3/2021	20.49	Supply	General
		ECONO FOODS Total		118.94		
2251	FURTHER (FSA/ HSA)		2/3/2021	25.00	Flex Deductions 9/1/20-8/31/21	General
		FURTHER (FSA/ HSA) Total		25.00		
2477	HOME DEPOT		2/3/2021	50.90	Supply	General
		HOME DEPOT Total		50.90		
3043	MN DEPT OF LABOR & INDUSTRY		2/3/2021	20.00	Miscellaneous	General
		MN DEPT OF LABOR & INDUSTRY Total		20.00		
3146	MN STATE COMMUNITY & TECH COLLEGE--BOOKST		2/3/2021	742.45	Textbook/ Curriculum	Capital Outlay
		MN STATE COMMUNITY & TECH COLLEGE--BOOKSTORE Total		742.45		
3359	WALMART STORE		2/3/2021	10.66	General Supply	General
		WALMART STORE Total		10.66		
2267	WASTE MANAGEMENT OF ND		2/3/2021	475.77	Garbage	General
2267	WASTE MANAGEMENT OF ND		2/3/2021	636.12	Garbage	General
2267	WASTE MANAGEMENT OF ND		2/3/2021	109.33	Garbage	General
		WASTE MANAGEMENT OF ND Total		1,221.22		
172	CASH-WA DISTRIBUTING		2/5/2021	17.55	Food	Food Service
172	CASH-WA DISTRIBUTING		2/5/2021	14.63	Food	Food Service
172	CASH-WA DISTRIBUTING		2/5/2021	12 1,374.20	Food	Food Service
172	CASH-WA DISTRIBUTING		2/5/2021	103.54	General Supply	Food Service
172	CASH-WA DISTRIBUTING		2/5/2021	1,520.62	Food	Food Service

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	172	CASH-WA DISTRIBUTING	2/5/2021	62.54	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	2/5/2021	-0.01	rounding adjustment	Food Service
		CASH-WA DISTRIBUTING Total		3,093.07		
	2251	FURTHER (FSA/ HSA)	2/10/2021	1,348.08	Flex Deductions 9/1/20-8/31/21	General
		FURTHER (FSA/ HSA) Total		1,348.08		
	1753	MN STATE RETIREMENT SYSTEM	2/10/2021	8,650.04	Health Care Savinigs Plan	General
		MN STATE RETIREMENT SYSTEM Total		8,650.04		
	1129	AMAZON.COM	2/11/2021	21.49	B0049L8Y18 Mount-It! Low-Profile Tilting TV Wall Mount Bracket for 32 to 55 inch LCD, LED, OLED, 4K or Plasma Flat Screen TVs	Capital Outlay
	1129	AMAZON.COM	2/11/2021	18.94	B01JKJWXBK Potassium Iodide, High Purity USP Crystals/Powder, 100%, 100 Grams/Same	General
	1129	AMAZON.COM	2/11/2021	113.12	B07D2M8RHP Amazon Basics Wide Ruled Composition Notebook, 100 Sheet, Marble Black, 36-Pack	General
	1129	AMAZON.COM	2/11/2021	21.90	B084656XSY Sodium Iodide, Ultra Pure, Powder/Crystals, ACS/USP Grade, 100 Grams	General
	1129	AMAZON.COM	2/11/2021	23.26	B0731WHY53 1M Lead (II) Nitrate Solution, 500mL - The Curated Chemical Collection	General
	1129	AMAZON.COM	2/11/2021	0.00	Amazon Shipping Charge	General
	1129	AMAZON.COM	2/11/2021	16.05	B087JMNRL Meland Toy Doctor Kit for Kids - Pretend Play Doctor Set with Carrying Case, Electronic Stethoscope & Doctor Dress Up Costume - Doctor Set	Community Service
	1129	AMAZON.COM	2/11/2021	14.99	B08GLQS3DM HIRALIY 24 Pack Nylon Badminton Shuttlecocks Birdies, Baseball/Softball Batting Training High Speed Badminton Balls with Stable & Durable,	Community Service
	1129	AMAZON.COM	2/11/2021	79.95	B06WGY3B3T JBL Flip 4 Waterproof Portable Bluetooth Speaker - Teal	Community Service
	1129	AMAZON.COM	2/11/2021	14.89	B0757FGRHR Button Art Toys for Toddlers, Geekper Color Matching Mosaic Pegboard Early Learning Educational Toys for 2 3 4 Year	Community Service
	1129	AMAZON.COM	2/11/2021	49.99	B0851KYQVX Little Tikes First Washer Dryer - Realistic Pretend Play Appliance for Kids, Interactive Toy Washing Machine with 11 Laundry Accessories, U	Community Service

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	1129	AMAZON.COM	2/11/2021	50.00	B01NANPNZC Colored Masking Tape - 11 Pack of 1 inch x 60yd Extra Large Rolls - 660 yards of Rainbow Color Craft Paper Tape - Colorful	Community Service
	1129	AMAZON.COM	2/11/2021	59.97	B01DK7QYTU SGILE Magnetic Drawing Board Toy for Kids, Large Doodle Board Writing Painting Sketch Pad, Random Color Stamps,	Community Service
	1129	AMAZON.COM	2/11/2021	19.99	B07FFCX1QM OontZ Angle Solo - Bluetooth Portable Speaker, Compact Size, Surprisingly Loud Volume & Bass, 100 Foot Wireless Range, IPX5, Perfect Travel	Community Service
	1129	AMAZON.COM	2/11/2021	30.00	B07TC3DCQL KAQINU 33 PCS Kids Camping Set, Pop Up Play Tent with Kids Camping Gear Toys, Indoor and Outdoor Camping Tools Pretend Play Set for Toddler	Community Service
	1129	AMAZON.COM	2/11/2021	43.86	B00AFPR6AC Boogie Board 8.5-Inch LCD Writing Tablet, Pink (PT01085PNKA0002)	Community Service
	1129	AMAZON.COM	2/11/2021	19.99	B077H8K5D1 Play22 Wooden Train Set 12 PCS - Train Toys Magnetic Set Includes 3 Engines - Toy Train Sets For Kids Toddler Boys And Girls -	Community Service
	1129	AMAZON.COM	2/11/2021	75.98	B08Q3L7PQT Magnet Toys for 3 Year Old Boys and Girls Magnetic Blocks Building Tiles STEM Learning Toys Montessori Toys for Toddlers	Community Service
	1129	AMAZON.COM	2/11/2021	59.95	B01E2XDP5C Playz 5-Piece Kids Pop up Play Tent Crawl Tunnel and Ball Pit with Basketball Hoop Playhouse for Boys, Girls, Babies, and Toddlers (Purple,	Community Service
	1129	AMAZON.COM	2/11/2021	25.97	B00NIJZISE Elite Outdoor Games For Kids - Ring Toss Yard Games for Adults and Family. Easy Backyard Games to Assemble, With Compact Carry Bag for Easy	Community Service
	1129	AMAZON.COM	2/11/2021	0.00	Amazon Shipping Charge	Community Service
	1129	AMAZON.COM	2/11/2021	-0.10	Adjustment--alternate tender	Community Service
	1129	AMAZON.COM	2/11/2021	12.99	B082X6L723 Outus 500 Pieces Valentines Foam Stickers Glitter Heart Stickers Colorful Foam Self-Adhesive Hearts for Valentine's Day Wedding Party DIY C	Community Service

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	1129	AMAZON.COM	2/11/2021	10.69	B086YFZZJC 250 Pieces Sports Beads Sport Ball Bead Basketball, Tennis, Volleyball, Baseball, Football Beads for DIY Necklace Bracelet	Community Service
	1129	AMAZON.COM	2/11/2021	7.99	B01LPO5JEG JPSOR 800 Pcs Letter Beads Alphabet Beads for Jewelry Making with Colorful Letters for DIY Bracelets, Necklaces, Educational Toys, Handmade	Community Service
	1129	AMAZON.COM	2/11/2021	15.99	B07ZH3CR39 Aneco 800 Pieces Foam Snowflakes Stickers Self-Adhesive Snowman Stickers Decals for Christmas Winter	Community Service
	1129	AMAZON.COM	2/11/2021	17.78	B07X4XGMBY 180 Piece Snowflakes and Snowmen Foam Stickers	Community Service
	1129	AMAZON.COM	2/11/2021	17.98	B08277FNDC Aneco 900 Pieces Foam Snowflakes Stickers Snowflake Shape Stickers Self-Adhesive Winter Stickers for DIY Craft	Community Service
	1129	AMAZON.COM	2/11/2021	268.90	B00NLI6KIE Step2 Happy Home Cottage & Grill Kids Playhouse, Blue	Community Service
	1129	AMAZON.COM	2/11/2021	12.99	B01HXNCN0Q Rankie Mini DisplayPort (Mini DP) to HDMI Cable, 4K Ready, 10 Feet	Capital Outlay
	1129	AMAZON.COM	2/11/2021	15.99	B01IOJ1FU2 Rankie Mini DisplayPort (Mini DP) to HDMI Cable, 4K Ready, 15 Feet	Capital Outlay
	1129	AMAZON.COM	2/11/2021	0.00	Amazon Shipping Charge	Capital Outlay
	1129	AMAZON.COM	2/11/2021	50.03	basketball hoop	Community Service
	1129	AMAZON.COM	2/11/2021	-50.03	General Supply	Community Service
	1129	AMAZON.COM	2/11/2021	-12.99	Technology Equipment	Capital Outlay
		AMAZON.COM Total		1,128.50		
	55	BRECKENRIDGE PUBLIC UTILITIES	2/11/2021	506.10	Water-Sewer	General
	55	BRECKENRIDGE PUBLIC UTILITIES	2/11/2021	6,167.68	Electricity	General
	55	BRECKENRIDGE PUBLIC UTILITIES	2/11/2021	63.83	Water-Sewer	General
	55	BRECKENRIDGE PUBLIC UTILITIES	2/11/2021	330.47	Electricity	General
	55	BRECKENRIDGE PUBLIC UTILITIES	2/11/2021	533.80	Water-Sewer	General
	55	BRECKENRIDGE PUBLIC UTILITIES	2/11/2021	4,157.83	Electricity	General
	55	BRECKENRIDGE PUBLIC UTILITIES	2/11/2021	25.00	Electricity	General
		BRECKENRIDGE PUBLIC UTILITIES Total		11,784.71		
	1052	AMERICAN FAM. LIFE ASSURANCE	2/12/2021	15 165.71	AFLAC Payable	General
		AMERICAN FAM. LIFE ASSURANCE Total		165.71		
	2277	EDUCATORS BENEFIT ACH	2/12/2021	1,877.63	Tax Shelter Payable	General

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	2277	EDUCATORS BENEFIT ACH	2/12/2021	1,206.10	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	2/12/2021	828.65	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	2/12/2021	395.86	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	2/12/2021	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	2/12/2021	7,461.09	Tax Shelter Payable	General
		EDUCATORS BENEFIT ACH Total		12,427.25		
	1233	EFPTS	2/12/2021	35,248.04	FICA Payable	General
	1233	EFPTS	2/12/2021	15,727.48	Federal Withholding Payable	General
		EFPTS Total		50,975.52		
	2251	FURTHER (FSA/ HSA)	2/12/2021	6,217.36	HSA Deductions	General
		FURTHER (FSA/ HSA) Total		6,217.36		
	1753	MN STATE RETIREMENT SYSTEM	2/12/2021	129.02	HCSP Payable	General
		MN STATE RETIREMENT SYSTEM Total		129.02		
	39	MN DEPT OF REVENUE (EFT)	2/12/2021	6,058.79	MN State Withholding Payable	General
		MN DEPT OF REVENUE (EFT) Total		6,058.79		
	599	P.E.R.A.	2/12/2021	11,269.69	PERA Payable	General
		P.E.R.A. Total		11,269.69		
	600	TEACHERS RETIREMENT ASSN.	2/12/2021	23,032.99	TRA Payable	General
		TEACHERS RETIREMENT ASSN. Total		23,032.99		
124358	3353	ALTHOFF, BENJAMIN	1/21/2021	115.00	Officials/ Contracted Services	General
		ALTHOFF, BENJAMIN Total		115.00		
124359	3567	BETHEL UNIVERSITY	1/21/2021	800.00	Scholarship Breckenridge	Trust Fund
		BETHEL UNIVERSITY Total		800.00		
124360	3566	CENTRAL LAKES COLLEGE	1/21/2021	400.00	Scholarship Breckenridge	Trust Fund
		CENTRAL LAKES COLLEGE Total		400.00		
124361	2535	EDMENTUM, INC.	1/21/2021	880.00	Reading Eggs - Program License	General
		EDMENTUM, INC. Total		880.00		
124362	3565	JOHNSON, GAVIN	1/21/2021	38.50	Officials/ Contracted Services	General
		JOHNSON, GAVIN Total		38.50		
124363	2281	MASA	1/21/2021	325.60	Miscellaneous	General
		MASA Total		325.60		
124364	2076	MSU - MOORHEAD	1/21/2021	500.00	Scholarship Breckenridge	Trust Fund
		MSU - MOORHEAD Total		500.00		
124365	360	NDSCS	1/21/2021	400.00	Scholarship Breckenridge	Trust Fund
		NDSCS Total		16 400.00		
124366	3036	NDSU FIN. AID--BISON CONNECTION	1/21/2021	600.00	Scholarship Breckenridge	Trust Fund
124366	3036	NDSU FIN. AID--BISON CONNECTION	1/21/2021	1,000.00	Scholarship Breckenridge	Trust Fund

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		NDSU FIN. AID--BISON CONNECTION Total		1,600.00		
124367	2819	PRATT, MITCHELL W.	1/21/2021	38.50	Officials/ Contracted Services	General
		PRATT, MITCHELL W. Total		38.50		
124368	3261	QUAST, JONATHAN LEE	1/21/2021	115.00	Officials/ Contracted Services	General
		QUAST, JONATHAN LEE Total		115.00		
124369	3564	SOLBERG, BRADLEY D	1/21/2021	115.00	Officials/ Contracted Services	General
		SOLBERG, BRADLEY D Total		115.00		
124370	3563	SORLIE, MICHAEL	1/21/2021	115.00	Officials/ Contracted Services	General
		SORLIE, MICHAEL Total		115.00		
124371	1850	TAG UP	1/21/2021	13.00	SHIPPING FOR LANYARDS	General
		TAG UP Total		13.00		
124372	2288	TIERNEY BROTHERS	1/21/2021	335.00	BE43T-H 43IN BET SERIES COMMERCIAL TV CRYSTAL UHD 250NIT 16/7 YRS	Capital Outlay
124372	2288	TIERNEY BROTHERS	1/21/2021	40.00	SHIPPING	Capital Outlay
		TIERNEY BROTHERS Total		375.00		
124373	2059	UNIVERSITY OF NORTH DAKOTA	1/21/2021	800.00	Scholarship Breckenridge	Trust Fund
		UNIVERSITY OF NORTH DAKOTA Total		800.00		
124374	3359	WALMART STORE	1/21/2021	77.78	High School Student Council Supplies	Student Activities
124374	3359	WALMART STORE	1/21/2021	51.50	Supply	General
124374	3359	WALMART STORE	1/21/2021	48.64	General Supply	Community Service
124374	3359	WALMART STORE	1/21/2021	32.55	Food	Community Service
124374	3359	WALMART STORE	1/21/2021	51.74	Supply	General
124374	3359	WALMART STORE	1/21/2021	10.38	Supply	General
124374	3359	WALMART STORE	1/21/2021	168.98	Supply	Community Service
		WALMART STORE Total		441.57		
124375	604	AFSCME COUNCIL 65	1/26/2021	111.77	Custodial Dues Payable	General
		AFSCME COUNCIL 65 Total		111.77		
124376	2805	BEECH, PAUL M	1/26/2021	225.00	Officials/ Contracted Services	General
		BEECH, PAUL M Total		225.00		
124377	3568	BOHNENSTINGL, AARON	1/26/2021	66.00	Officials/ Contracted Services	General
		BOHNENSTINGL, AARON Total		66.00		
124378	603	BRECKENRIDGE ED LOCAL 1299	1/26/2021	2,353.52	Breck Federation of Teachers Payable	General
		BRECKENRIDGE ED LOCAL 1299 Total		2,353.52		
124379	152	BREMER BANK	1/26/2021	95,000.00	Principal Cap. Lease	Capital Outlay
124379	152	BREMER BANK	1/26/2021	17 5,009.44	Interest Cap. Lease	Capital Outlay
		BREMER BANK Total		100,009.44		
124380	3303	ECOLAB	1/26/2021	82.80	Repair	Food Service

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		ECOLAB Total		82.80		
124381	2850	GULLICKSON, VANCE	1/26/2021	130.00	Officials/ Contracted Services	General
		GULLICKSON, VANCE Total		130.00		
124382	3388	HARDING, GRANT	1/26/2021	130.00	Officials/ Contracted Services	General
		HARDING, GRANT Total		130.00		
124383	2824	KING, ROY M.	1/26/2021	66.00	Officials/ Contracted Services	General
		KING, ROY M. Total		66.00		
124384	3155	MARQUART, CORY	1/26/2021	130.00	Officials/ Contracted Services	General
		MARQUART, CORY Total		130.00		
124385	635	MESPA	1/26/2021	225.00	Travel	General
		MESPA Total		225.00		
124386	1872	MN CHILD SUPPORT PAYMENT CTR	1/26/2021	411.00	Child Support Payable	General
		MN CHILD SUPPORT PAYMENT CTR Total		411.00		
124387	1184	MN SCHOOL EMPLOYEES ASSOC	1/26/2021	1,127.93	Breck School Employees Assn Payable	General
		MN SCHOOL EMPLOYEES ASSOC Total		1,127.93		
124388	2076	MSU - MOORHEAD	1/26/2021	500.00	Scholarship Breckenridge	Trust Fund
		MSU - MOORHEAD Total		500.00		
124389	1779	NCPERS GROUP LIFE INS	1/26/2021	64.00	PERA Life Insurance Payable	General
124389	1779	NCPERS GROUP LIFE INS	1/26/2021	6.00	PERA Life Insurance Payable	General
124389	1779	NCPERS GROUP LIFE INS	1/26/2021	10.00	PERA Life Insurance Payable	General
		NCPERS GROUP LIFE INS Total		80.00		
124390	360	NDSCS	1/26/2021	1,000.00	Scholarship Breckenridge--Bill Lenoue	Trust Fund
		NDSCS Total		1,000.00		
124391	3568	BOHNENSTINGL, AARON	1/29/2021	66.00	Officials/ Contracted Services	General
		BOHNENSTINGL, AARON Total		66.00		
124392	2266	DISTRIBUTED WEBSITE CORP	1/29/2021	51.14	Supply	General
124392	2266	DISTRIBUTED WEBSITE CORP	1/29/2021	51.14	Supply	General
124392	2266	DISTRIBUTED WEBSITE CORP	1/29/2021	51.14	Supply	General
124392	2266	DISTRIBUTED WEBSITE CORP	1/29/2021	51.14	Supply	General
124392	2266	DISTRIBUTED WEBSITE CORP	1/29/2021	51.14	Supply	General
124392	2266	DISTRIBUTED WEBSITE CORP	1/29/2021	51.13	Supply	General
124392	2266	DISTRIBUTED WEBSITE CORP	1/29/2021	51.13	Supply	General
124392	2266	DISTRIBUTED WEBSITE CORP	1/29/2021	51.13	Supply	General
124392	2266	DISTRIBUTED WEBSITE CORP	1/29/2021	51.13	Supply	General
124392	2266	DISTRIBUTED WEBSITE CORP	1/29/2021	51.14	Supply	General
124392	2266	DISTRIBUTED WEBSITE CORP	1/29/2021	51.14	Supply	General
		DISTRIBUTED WEBSITE CORP Total		562.50		

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124393	3127	GULER, BRIAN	1/29/2021	125.00	Officials/ Contracted Services	General
		GULER, BRIAN Total		125.00		
124394	3499	NUDELL, PARKER	1/29/2021	125.00	Officials/ Contracted Services	General
		NUDELL, PARKER Total		125.00		
124395	3381	NUDELL, ROB	1/29/2021	165.00	Officials/ Contracted Services	General
		NUDELL, ROB Total		165.00		
124396	2819	PRATT, MITCHELL W.	1/29/2021	66.00	Officials/ Contracted Services	General
		PRATT, MITCHELL W. Total		66.00		
124397	3261	QUAST, JONATHAN LEE	1/29/2021	38.50	Officials/ Contracted Services	General
		QUAST, JONATHAN LEE Total		38.50		
124398	3475	ASKEGAARD, SAMUEL PAUL	2/5/2021	38.50	Officials/ Contracted Services	General
		ASKEGAARD, SAMUEL PAUL Total		38.50		
124399	2805	BEECH, PAUL M	2/5/2021	200.00	Officials/ Contracted Services	General
		BEECH, PAUL M Total		200.00		
124400	3568	BOHNENSTINGL, AARON	2/5/2021	66.00	Officials/ Contracted Services	General
		BOHNENSTINGL, AARON Total		66.00		
124401	2821	EITER, TERRY J.	2/5/2021	175.00	Officials/ Contracted Services	General
		EITER, TERRY J. Total		175.00		
124402	3387	FLINT, ROBB	2/5/2021	125.00	Officials/ Contracted Services	General
		FLINT, ROBB Total		125.00		
124403	2822	GULSETH, MARK	2/5/2021	125.00	Officials/ Contracted Services	General
		GULSETH, MARK Total		125.00		
124404	3386	KARLGAARD, LUKE	2/5/2021	125.00	Officials/ Contracted Services	General
		KARLGAARD, LUKE Total		125.00		
124405	2030	MN ST HIGH SCHOOL MATH LEAGUE	2/5/2021	43.80	Supply	General
		MN ST HIGH SCHOOL MATH LEAGUE Total		43.80		
124406	3154	PETERSON, DAVID C	2/5/2021	125.00	Officials/ Contracted Services	General
		PETERSON, DAVID C Total		125.00		
124407	2819	PRATT, MITCHELL W.	2/5/2021	38.50	Officials/ Contracted Services	General
124407	2819	PRATT, MITCHELL W.	2/5/2021	66.00	Officials/ Contracted Services	General
124407	2819	PRATT, MITCHELL W.	2/5/2021	38.50	Officials/ Contracted Services	General
		PRATT, MITCHELL W. Total		143.00		
124408	2980	SAVARY, DYLAN MARTIN	2/5/2021	175.00	Officials/ Contracted Services	General
		SAVARY, DYLAN MARTIN Total		175.00		
124409	604	AFSCME COUNCIL 65	2/11/2021	19 118.87	Custodial Dues Payable	General
		AFSCME COUNCIL 65 Total		118.87		
124410	18	AIM ELECTRONICS	2/11/2021	150.00	CONTROLLER CASE	General

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124410	18	AIM ELECTRONICS	2/11/2021	30.00	SHIPPING	General
		AIM ELECTRONICS Total		180.00		
124411	1981	ALBERTSON'S PARTS CITY AUTO PA	2/11/2021	15.30	General Supply	General
		ALBERTSON'S PARTS CITY AUTO PA Total		15.30		
124412	1129	AMAZON.COM	2/11/2021	16.99	B07LCKZN3P ATDAWN 50 Pack Emesis Bag, Disposable Vomit Bags, Aircraft & Car Sickness Bag, Nausea Bags for Travel Motion Sickness	General
124412	1129	AMAZON.COM	2/11/2021	0.00	Amazon Shipping Charge	General
124412	1129	AMAZON.COM	2/11/2021	306.00	B002IKM6MK True Temper 1527600 Kids Snow D-Grip Steel Handle and 11 in. Poly	General
124412	1129	AMAZON.COM	2/11/2021	10.53	B00006B81M Tripp Lite 2-Port VGA Switch, Manual (3x HD15F) (B112-002-R)	General
124412	1129	AMAZON.COM	2/11/2021	22.99	B08JGQ47 Updated Version Mac Book Pro Charger, 85w Power Adapter Replacement for MacBook Pro 17/15/13 Inch (Made After Mid	General
124412	1129	AMAZON.COM	2/11/2021	59.99	B08999QXV2 TOOLF 3-Tier Storage Rolling Cart, Metal Push Cart with DIY Pegboard, Trolley Service Cart with Utility Handle and	General
124412	1129	AMAZON.COM	2/11/2021	0.00	Amazon Shipping Charge	General
124412	1129	AMAZON.COM	2/11/2021	479.92	B07BC7BMHY CanaKit Raspberry Pi 3 B (B Plus) with Premium Clear Case and 2.5A Power	General
124412	1129	AMAZON.COM	2/11/2021	48.36	B07K7Z8FJ1 Micro Center 64GB Class 10 Micro SDXC Flash Memory Card with Adapter (2	General
124412	1129	AMAZON.COM	2/11/2021	0.00	Amazon Shipping Charge	General
		AMAZON.COM Total		944.78		
124413	1295	ARAMARK	2/11/2021	37.98	Miscellaneous	General
124413	1295	ARAMARK	2/11/2021	65.79	Miscellaneous	General
		ARAMARK Total		103.77		
124414	3507	BARTUNEK, BRYCE	2/11/2021	125.00	Officials/ Contracted Services	General
		BARTUNEK, BRYCE Total		125.00		
124415	3235	BERNSTEIN PLUMBING	2/11/2021	272.48	Repair/Building	General
		BERNSTEIN PLUMBING Total		272.48		
124416	3561	BG INNOVATIONS	2/11/2021	10,750.00	BenQ: RM7502K 75',BLACK,3840x2160,TV,350, 1100:1,VGA/HDMI/USB	General
124416	3561	BG INNOVATIONS	2/11/2021	245.00	BenQ: WiFi Dongle: RM Wifi Dongle (RP/RM)	General
124416	3561	BG INNOVATIONS	2/11/2021	-245.00	Discount	General

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124416	3561	BG INNOVATIONS	2/11/2021	400.00	Training	General
124416	3561	BG INNOVATIONS	2/11/2021	-400.00	Pre-approved Discount first time buyer free training	General
124416	3561	BG INNOVATIONS	2/11/2021	465.00	Estimated Shipping	General
		BG INNOVATIONS Total		11,215.00		
124417	2020	BLICK ART MATERIALS	2/11/2021	66.40	21140-2024 Higgins Fountain Pen India Ink - 2.5 oz, Black	General
		BLICK ART MATERIALS Total		66.40		
124418	3568	BOHNENSTINGL, AARON	2/11/2021	38.50	Officials/ Contracted Services	General
		BOHNENSTINGL, AARON Total		38.50		
124419	603	BRECKENRIDGE ED LOCAL 1299	2/11/2021	2,353.52	Breck Federation of Teachers Payable	General
		BRECKENRIDGE ED LOCAL 1299 Total		2,353.52		
124420	3560	BRENCO	2/11/2021	57.00	General Supply	General
124420	3560	BRENCO	2/11/2021	128.50	General Supply	General
124420	3560	BRENCO	2/11/2021	23.50	General Supply	General
124420	3560	BRENCO	2/11/2021	22.70	General Supply	Food Service
		BRENCO Total		231.70		
124421	1452	CONNEY SAFETY PRODUCTS	2/11/2021	78.75	MUELLER WRAP	Community Service
124421	1452	CONNEY SAFETY PRODUCTS	2/11/2021	55.00	ADVIL	Community Service
		CONNEY SAFETY PRODUCTS Total		133.75		
124422	545	CONTINGENT FUND	2/11/2021	75.00	Miscellaneous	General
124422	545	CONTINGENT FUND	2/11/2021	282.84	Travel	General
124422	545	CONTINGENT FUND	2/11/2021	200.00	Entry Fees/ Student Travel	General
124422	545	CONTINGENT FUND	2/11/2021	43.60	Inservice	General
124422	545	CONTINGENT FUND	2/11/2021	22.00	Officials/ Contracted Services	General
124422	545	CONTINGENT FUND	2/11/2021	30.00	Officials/ Contracted Services	General
124422	545	CONTINGENT FUND	2/11/2021	31.85	General Supply	General
124422	545	CONTINGENT FUND	2/11/2021	522.13	Postage	Community Service
124422	545	CONTINGENT FUND	2/11/2021	45.00	Fees	Community Service
		CONTINGENT FUND Total		1,252.42		
124423	2884	CRISIS GO	2/11/2021	3,277.50	Consulting Fees	Capital Outlay
		CRISIS GO Total		3,277.50		
124424	111	CULINEX	2/11/2021	72.70	General Supply	Food Service
		CULINEX Total		72.70		
124425	482	DAILY NEWS	2/11/2021	23.49	Advertising	General
124425	482	DAILY NEWS	2/11/2021	38.00	Advertising	General
		DAILY NEWS Total		61.49		

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124426	1433	EARTHGRAINS COMPANY	2/11/2021	25.20	Food	Food Service
124426	1433	EARTHGRAINS COMPANY	2/11/2021	12.60	Food	Food Service
124426	1433	EARTHGRAINS COMPANY	2/11/2021	49.25	Food	Food Service
124426	1433	EARTHGRAINS COMPANY	2/11/2021	44.56	Food	Food Service
124426	1433	EARTHGRAINS COMPANY	2/11/2021	12.00	Food	Food Service
124426	1433	EARTHGRAINS COMPANY	2/11/2021	45.31	Food	Food Service
124426	1433	EARTHGRAINS COMPANY	2/11/2021	28.35	Food	Food Service
124426	1433	EARTHGRAINS COMPANY	2/11/2021	25.20	Food	Food Service
124426	1433	EARTHGRAINS COMPANY	2/11/2021	31.50	Food	Food Service
124426	1433	EARTHGRAINS COMPANY	2/11/2021	28.35	Food	Food Service
124426	1433	EARTHGRAINS COMPANY	2/11/2021	31.50	Food	Food Service
		EARTHGRAINS COMPANY Total		333.82		
124427	2077	ECKROTH MUSIC	2/11/2021	234.10	Baritone Saxophone Selmer 1256, 1165999	General
124427	2077	ECKROTH MUSIC	2/11/2021	96.40	Trombone Holton 559687	General
124427	2077	ECKROTH MUSIC	2/11/2021	59.00	CLarinet Barbier 31474	General
124427	2077	ECKROTH MUSIC	2/11/2021	95.00	Tenor Saxophone Bundy #1244	General
124427	2077	ECKROTH MUSIC	2/11/2021	62.00	Oboe Selmer MR39674	General
124427	2077	ECKROTH MUSIC	2/11/2021	21.00	French horn Bell cover	General
124427	2077	ECKROTH MUSIC	2/11/2021	9.07	Oboe/Bassoon Reed Soakers ORS	General
124427	2077	ECKROTH MUSIC	2/11/2021	21.98	Essential Elements for Band Book 1 Trombone	General
124427	2077	ECKROTH MUSIC	2/11/2021	21.00	French horn Bell cover	General
124427	2077	ECKROTH MUSIC	2/11/2021	20.40	Vic Firth Drum Sticks 5A Wood Tip	General
124427	2077	ECKROTH MUSIC	2/11/2021	35.98	Essential Elements Book 1 - Percussion	General
124427	2077	ECKROTH MUSIC	2/11/2021	21.98	Essential Elements Book 1 - trumpet	General
124427	2077	ECKROTH MUSIC	2/11/2021	16.78	Yamaha Clarinet Thumb Rest	General
		ECKROTH MUSIC Total		714.69		
124428	3303	ECOLAB	2/11/2021	82.80	Repair	Food Service
		ECOLAB Total		82.80		
124429	2846	ENDRESON, MATT	2/11/2021	155.00	Officials/ Contracted Services	General
		ENDRESON, MATT Total		155.00		
124430	3273	EQUIPMENT SERVICES CORPORATION	2/11/2021	333.17	Snow Removal	General
124430	3273	EQUIPMENT SERVICES CORPORATION	2/11/2021	333.17	Snow Removal	General
124430	3273	EQUIPMENT SERVICES CORPORATION	2/11/2021	370.66	Snow Removal	General
124430	3273	EQUIPMENT SERVICES CORPORATION	2/11/2021	370.66	Snow Removal	General
		EQUIPMENT SERVICES CORPORATION Total		22 1,407.66		
124431	3502	EXPLORE LEARNING	2/11/2021	1,575.00	EXTEACH+ Gizmos Teacher Plus Students	Capital Outlay
		EXPLORE LEARNING Total		1,575.00		

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124432	1994	FARM CITY SUPPLY	2/11/2021	3.54	General Supply	Community Service
124432	1994	FARM CITY SUPPLY	2/11/2021	8.98	General Supply	General
124432	1994	FARM CITY SUPPLY	2/11/2021	39.97	Supply	General
124432	1994	FARM CITY SUPPLY	2/11/2021	10.77	General Supply	General
124432	1994	FARM CITY SUPPLY	2/11/2021	7.59	General Supply	General
124432	1994	FARM CITY SUPPLY	2/11/2021	105.95	General Supply	General
124432	1994	FARM CITY SUPPLY	2/11/2021	19.42	General Supply	General
124432	1994	FARM CITY SUPPLY	2/11/2021	37.74	General Supply	General
124432	1994	FARM CITY SUPPLY	2/11/2021	85.20	General Supply	General
124432	1994	FARM CITY SUPPLY	2/11/2021	31.72	General Supply	General
124432	1994	FARM CITY SUPPLY	2/11/2021	12.96	General Supply	General
124432	1994	FARM CITY SUPPLY	2/11/2021	15.99	General Supply	General
		FARM CITY SUPPLY Total		379.83		
124433	153	FARMERS UNION OIL CO	2/11/2021	60.89	Gasoline & Oil	General
124433	153	FARMERS UNION OIL CO	2/11/2021	3,894.12	Gasoline & Oil	General
		FARMERS UNION OIL CO Total		3,955.01		
124434	1211	FERGUS FALLS AREA SPEC. EDUC.	2/11/2021	57,900.00	FF Special Ed Coop	General
		FERGUS FALLS AREA SPEC. EDUC. Total		57,900.00		
124435	2774	FIRST ADVANTAGE BACKGROUND SERVICES CORP	2/11/2021	14.68	Miscellaneous	General
		FIRST ADVANTAGE BACKGROUND SERVICES CORP Total		14.68		
124436	2581	FRONTLINE TECHNOLOGIES GROUP, LLC	2/11/2021	2,097.00	Applitrack	General
		FRONTLINE TECHNOLOGIES GROUP, LLC Total		2,097.00		
124437	2765	GOOD YEAR	2/11/2021	851.92	Repair/Equipment	General
		GOOD YEAR Total		851.92		
124438	1432	GRIPPERS SPORTS TROPHYS	2/11/2021	301.55	Supply	General
		GRIPPERS SPORTS TROPHYS Total		301.55		
124439	3539	GUARDIAN	2/11/2021	91.16	Voluntary Life Insurance	General
124439	3539	GUARDIAN	2/11/2021	1,209.34	Dental Insurance	General
124439	3539	GUARDIAN	2/11/2021	1,043.02	Life & Disability Payable	General
124439	3539	GUARDIAN	2/11/2021	-4.79	Life & Disability Payable	General
		GUARDIAN Total		2,338.73		
124440	3435	HEALTH PARTNERS	2/11/2021	44,445.90	Group Health Payable	General
		HEALTH PARTNERS Total		44,445.90		
124441	1529	HILLYARD /HUTCHINSON	2/11/2021	186.32	General Supply	General
124441	1529	HILLYARD /HUTCHINSON	2/11/2021	648.72	General Supply	General
124441	1529	HILLYARD /HUTCHINSON	2/11/2021	374.94	General Supply	Food Service
124441	1529	HILLYARD /HUTCHINSON	2/11/2021	186.32	General Supply	General

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124441	1529	HILLYARD /HUTCHINSON	2/11/2021	-640.56	General Supply	General
124441	1529	HILLYARD /HUTCHINSON	2/11/2021	75.72	General Supply	General
124441	1529	HILLYARD /HUTCHINSON	2/11/2021	106.47	General Supply	Food Service
124441	1529	HILLYARD /HUTCHINSON	2/11/2021	186.32	General Supply	General
124441	1529	HILLYARD /HUTCHINSON	2/11/2021	139.74	General Supply	General
124441	1529	HILLYARD /HUTCHINSON	2/11/2021	1,054.94	General Supply	General
		HILLYARD /HUTCHINSON Total		2,318.93		
124442	1946	HOGLUND BUS CO., INC.	2/11/2021	206.82	Repair/Equipment	General
124442	1946	HOGLUND BUS CO., INC.	2/11/2021	50.35	Repair/Equipment	General
		HOGLUND BUS CO., INC. Total		257.17		
124443	3571	I3-MPN, LLC	2/11/2021	45.00	Credit Card Reader	General
		I3-MPN, LLC Total		45.00		
124444	2499	IND. SCHOOL DIST. NO. 938	2/11/2021	91.44	Tuition to Oth Distr	General
		IND. SCHOOL DIST. NO. 938 Total		91.44		
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	71.00	PAC6303 PAPER,CNST,9X12,50PK,BK	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	69.00	PAC8003 PAPER,CNST,9X12,50PK,EVG	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	34.50	PAC7603 PAPER,CNST,9X12,50PK,SKBE	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	115.00	PAC7503 PAPER,CNST,9X12,50PK,BBE	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	14.40	CSIBP601 WHISTLE,WH LANYARD,BK	Community Service
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	1.98	UNV31750 OPENER,LETTER,9",OFF SET	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	8.80	UNV10630 PAD,LGL RULED,PERF,LTR,CA	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	3.58	UNV35669 NOTE,SLFST3X3,12PD/PK,AST	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	5.18	UNV35672 NOTE,STICK-IT,3X5,YW,12PD	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	1.78	UNV35663 PAD,12SLFSTCK1.5X2,AST	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	1.83	UNV01117 RUBBERBANDS,SIZE 117,1LB	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	34.36	SAN81045 MARKER,EXPO2,DE,CHSL,16ST	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	10.36	SAN37175PP MARKER,SHARPIE,UFN,12,AST	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	4.63	SAN30665PP MARKER,SHARPIE,FN,BK,5/PK	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	19.81	MMM65418CP NOTE,POST-IT,18PD/PK,YW	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	21.46	MMM6355AN NOTE,PST-IT3X5RLD,5PK,AST	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	16.98	UNV83412 TAPE,INVISIBLE,12/PK,CR	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	842.16	Interchange Wing Tables	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	319.17	Freight	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	-170.16	Discount - wrong laminate color	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	35.20	DYM30251 LABEL,ADRSS,260/BX,WH	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	3.36	UNV10200 CLIP,BINDER,SML,DZ	General
124445	1505	INNOVATIVE OFFICE SOLUTIONS	2/11/2021	27.15	CKC377401 STICK,CRAFT,ECONOMY,NT	General

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		INNOVATIVE OFFICE SOLUTIONS Total		1,491.53		
124446	3340	INSTITUTE FOR MULTI-SENSORY EDUCATION	2/11/2021	89.95	Membership	General
		INSTITUTE FOR MULTI-SENSORY EDUCATION Total		89.95		
124447	3428	JAWASKI GLASS & REPAIR, INC.	2/11/2021	50.00	Repair/Equipment	General
		JAWASKI GLASS & REPAIR, INC. Total		50.00		
124448	3092	JK SPORTS	2/11/2021	74.00	Supply	General
124448	3092	JK SPORTS	2/11/2021	74.00	Supply	General
124448	3092	JK SPORTS	2/11/2021	295.45	Supply	General
		JK SPORTS Total		443.45		
124449	2325	JOHN DEERE FINANCIAL	2/11/2021	200.00	Repair/Equipment	General
		JOHN DEERE FINANCIAL Total		200.00		
124450	242	JOHNSON CONTROLS	2/11/2021	694.80	Repair/Building	General
		JOHNSON CONTROLS Total		694.80		
124451	2556	JW PEPPER	2/11/2021	60.00	The Mandalorian	General
					10316938E, Allegro from Beethoven's Fifth	
124451	2556	JW PEPPER	2/11/2021	15.95	Woodwind Quintet EPRINT	General
124451	2556	JW PEPPER	2/11/2021	3.99	Shipping/Handling	General
		JW PEPPER Total		79.94		
124452	1086	KBMW 1450	2/11/2021	120.00	Advertising	General
124452	1086	KBMW 1450	2/11/2021	215.00	Advertising	General
		KBMW 1450 Total		335.00		
124453	3100	KEMPS LLIC	2/11/2021	254.09	Milk	Food Service
124453	3100	KEMPS LLIC	2/11/2021	104.55	Milk	Food Service
124453	3100	KEMPS LLIC	2/11/2021	153.54	Milk	Food Service
124453	3100	KEMPS LLIC	2/11/2021	332.36	Milk	Food Service
124453	3100	KEMPS LLIC	2/11/2021	225.50	Milk	Food Service
124453	3100	KEMPS LLIC	2/11/2021	93.67	Milk	Food Service
124453	3100	KEMPS LLIC	2/11/2021	311.55	Milk	Food Service
124453	3100	KEMPS LLIC	2/11/2021	135.79	Milk	Food Service
124453	3100	KEMPS LLIC	2/11/2021	83.24	Milk	Food Service
124453	3100	KEMPS LLIC	2/11/2021	31.34	Milk	Food Service
124453	3100	KEMPS LLIC	2/11/2021	259.65	Milk	Food Service
124453	3100	KEMPS LLIC	2/11/2021	125.01	Milk	Food Service
124453	3100	KEMPS LLIC	2/11/2021	197.32	Milk	Food Service
124453	3100	KEMPS LLIC	2/11/2021	73.21	Milk	Food Service
		KEMPS LLIC Total		2,380.82		
124454	3136	KRUEGER, ALLEN	2/11/2021	115.00	Officials/ Contracted Services	General

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		KRUEGER, ALLEN Total		115.00		
124455	518	LAKES COUNTRY SERVICE COOP	2/11/2021	59.00	Miscellaneous	General
124455	518	LAKES COUNTRY SERVICE COOP	2/11/2021	50.00	Travel	General
		LAKES COUNTRY SERVICE COOP Total		109.00		
124456	3220	MAHLUM, CHRIS	2/11/2021	125.00	Officials/ Contracted Services	General
		MAHLUM, CHRIS Total		125.00		
124457	3328	MARCO TECHNOLOGIES, LLC	2/11/2021	1,620.92	Copier/Printer Maintenance	General
		MARCO TECHNOLOGIES, LLC Total		1,620.92		
124458	1872	MN CHILD SUPPORT PAYMENT CTR	2/11/2021	411.00	Child Support Payable	General
		MN CHILD SUPPORT PAYMENT CTR Total		411.00		
124459	2144	MN DEPT OF LABOR & INDUSTRY	2/11/2021	100.00	Consulting Fees	Capital Outlay
		MN DEPT OF LABOR & INDUSTRY Total		100.00		
124460	337	NASCO	2/11/2021	99.36	9729882 ACTIVA Rigid Wrap Plaster Cloth - 5-	General
		NASCO Total		99.36		
124461	1243	NORTH CENTRAL TRUCK EQUIPMENT	2/11/2021	78.84	Repair/Equipment	General
124461	1243	NORTH CENTRAL TRUCK EQUIPMENT	2/11/2021	361.26	Repair/Equipment	General
		NORTH CENTRAL TRUCK EQUIPMENT Total		440.10		
124462	3221	OKESON, MATT	2/11/2021	175.00	Officials/ Contracted Services	General
		OKESON, MATT Total		175.00		
124463	3570	OLSON, DARRELL WADE	2/11/2021	115.00	Officials/ Contracted Services	General
		OLSON, DARRELL WADE Total		115.00		
124464	3157	OTTERTAIL/ MINN-DAKOTA COACHES	2/11/2021	935.00	Coach bus to Crookston (GBB)	General
		OTTERTAIL/ MINN-DAKOTA COACHES Total		935.00		
124465	3210	PALMER CREATIONS	2/11/2021	2,008.75	Printing & Binding	Community Service
		PALMER CREATIONS Total		2,008.75		
124466	682	POPPLER'S MUSIC STORE	2/11/2021	11.00	153575HSingabahambayo 2 part arr. Victor C. Johnson	General
		POPPLER'S MUSIC STORE Total		11.00		
124467	2819	PRATT, MITCHELL W.	2/11/2021	38.50	Officials/ Contracted Services	General
		PRATT, MITCHELL W. Total		38.50		
124468	3572	RED RIVER TELEPHONE ASSN	2/11/2021	30.58	Telephone	General
124468	3572	RED RIVER TELEPHONE ASSN	2/11/2021	35.99	Telephone	General
124468	3572	RED RIVER TELEPHONE ASSN	2/11/2021	345.43	Telephone	General
124468	3572	RED RIVER TELEPHONE ASSN	2/11/2021	345.43	Telephone	General
		RED RIVER TELEPHONE ASSN Total		26 757.43		
124469	3224	SANFORD HEALTH OCCUPATION MEDICINE CLINIC	2/11/2021	100.00	Miscellaneous	General
		SANFORD HEALTH OCCUPATION MEDICINE CLINIC Total		100.00		

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124470	2006	SCHMITTY'S PBLG, HTG & SHTMTL	2/11/2021	527.85	Repair/Building	General
		SCHMITTY'S PBLG, HTG & SHTMTL Total		527.85		
124471	1126	SCHOOL SPECIALTY	2/11/2021	7.86	2013537 GLITTER-PINK 16 OZ SCHOOL SMART	Community Service
124471	1126	SCHOOL SPECIALTY	2/11/2021	7.86	2004126 GLITTER-GOLD 16 OZ SCHOOL	Community Service
124471	1126	SCHOOL SPECIALTY	2/11/2021	7.86	2004121 GLITTER-RED 16 OZ SCHOOL SMART	Community Service
124471	1126	SCHOOL SPECIALTY	2/11/2021	7.86	2004129 GLITTER-BLUE 16 OZ SCHOOL SMART	Community Service
124471	1126	SCHOOL SPECIALTY	2/11/2021	7.86	2004133 GLITTER-GREEN 16 OZ SCHOOL	Community Service
124471	1126	SCHOOL SPECIALTY	2/11/2021	7.86	2004135 GLITTER-PURPLE 16 OZ SCHOOL	Community Service
124471	1126	SCHOOL SPECIALTY	2/11/2021	7.86	2004130 GLITTER-DIAMOND DUST 16 OZ SCHOOL SMART	Community Service
124471	1126	SCHOOL SPECIALTY	2/11/2021	7.47	252876 GLITTER BANDED ORANGE 1LB	Community Service
124471	1126	SCHOOL SPECIALTY	2/11/2021	7.14	005838 BEADS PONY BRIGHT HUES PACK OF	Community Service
124471	1126	SCHOOL SPECIALTY	2/11/2021	9.22	005841 BEADS PONY NEON SET OF 1000	Community Service
124471	1126	SCHOOL SPECIALTY	2/11/2021	8.51	1393872 BEADS PONY GLITTER JELLY SET OF	Community Service
124471	1126	SCHOOL SPECIALTY	2/11/2021	9.74	1451996 CROWNS BIRTHDAY CROWNS PACK	Community Service
124471	1126	SCHOOL SPECIALTY	2/11/2021	9.72	2002860 Pacon Graph Paper, 8-1/2 x 11 Inches, 1/4 Inch Graph Ruled, 500 Sheets	General
124471	1126	SCHOOL SPECIALTY	2/11/2021	12.73	1571923 Post-it 1/2 And 1 Inch Flags Combo Pack 320 Flags	General
124471	1126	SCHOOL SPECIALTY	2/11/2021	9.09	075545 Post-it Note Cube, 2 x 2 in, Green Wave Colors, Cube of 400 Sheets, Pack of 3	General
124471	1126	SCHOOL SPECIALTY	2/11/2021	28.58	1398163 Classroom Keepers Folder Holder, 12 X 5-3/4 X 9-3/4 in, Assorted Color, Pack of 4	General
124471	1126	SCHOOL SPECIALTY	2/11/2021	56.54	1444678 AMACO Velvet Opaque Underglaze Set 4, Assorted Color, Set of 12	General
124471	1126	SCHOOL SPECIALTY	2/11/2021	38.40	409862 Sax Black Drawing Paper, 105 lb, 19-1/2 x 27-1/2 Inches, 10 Sheets	General
124471	1126	SCHOOL SPECIALTY	2/11/2021	69.50	408354 General's The Original Charcoal Pencils Drawing Set	General
124471	1126	SCHOOL SPECIALTY	2/11/2021	8.60	1337116 Elmer's Glue-All Multi-Purpose Non-Toxic Glue, 4 oz Squeeze Bottle, White and	General
		SCHOOL SPECIALTY Total		330.26		
124472	2412	SHI	2/11/2021	27 495.00	APC Smart-UPS 1500 LCD - UPS - AC 120 V - 1 kW - 1440 VA - USB - output connectors: 8 - 0U - black - with APC	General
		SHI Total		495.00		
124473	3269	SOUTHERN VALLEY MECHANICAL	2/11/2021	100.00	Repair/Equipment	Food Service

Breckenridge Public School

Payment Register

124473	3269	SOUTHERN VALLEY MECHANICAL	2/11/2021	118.94	Repair	Food Service
		SOUTHERN VALLEY MECHANICAL Total		218.94		
124474	833	ST. MARYS SCHOOL	2/11/2021	71.94	Face Masks ordered through Amazon	Community Service
		ST. MARYS SCHOOL Total		71.94		
124475	2949	STORHAUG, CYNTHIA JEAN	2/11/2021	1,748.64	Fed Sub Award SubCont <\$25000	General
		STORHAUG, CYNTHIA JEAN Total		1,748.64		
124476	1553	SUMMERVILLE ELECTRIC, INC.	2/11/2021	1,490.36	Repair/Building	General
		SUMMERVILLE ELECTRIC, INC. Total		1,490.36		
124477	3569	THE REIF	2/11/2021	250.00	College Visits and Admission Fees	General
		THE REIF Total		250.00		
124478	2012	TKE CORP.	2/11/2021	747.64	LTFM Consulting Fees	Capital Outlay
		TKE CORP. Total		747.64		
124479	3140	UNIVERSITY OF MN--CROOKSTON	2/11/2021	500.00	Scholarship Breckenridge	Trust Fund
		UNIVERSITY OF MN--CROOKSTON Total		500.00		
124480	1409	US FOODS, INC	2/11/2021	305.61	Food	Food Service
124480	1409	US FOODS, INC	2/11/2021	137.24	General Supply	Food Service
124480	1409	US FOODS, INC	2/11/2021	167.29	Food	Food Service
124480	1409	US FOODS, INC	2/11/2021	107.28	General Supply	Food Service
124480	1409	US FOODS, INC	2/11/2021	53.45	Food	Food Service
124480	1409	US FOODS, INC	2/11/2021	27.80	Food	Food Service
124480	1409	US FOODS, INC	2/11/2021	293.25	Food	Food Service
124480	1409	US FOODS, INC	2/11/2021	188.25	General Supply	Food Service
124480	1409	US FOODS, INC	2/11/2021	227.27	Food	Food Service
124480	1409	US FOODS, INC	2/11/2021	82.07	General Supply	Food Service
124480	1409	US FOODS, INC	2/11/2021	198.56	Food	Food Service
124480	1409	US FOODS, INC	2/11/2021	145.87	General Supply	Food Service
124480	1409	US FOODS, INC	2/11/2021	39.18	General Supply	Food Service
124480	1409	US FOODS, INC	2/11/2021	199.52	Food	Food Service
124480	1409	US FOODS, INC	2/11/2021	76.68	General Supply	Food Service
124480	1409	US FOODS, INC	2/11/2021	212.04	Food	Food Service
124480	1409	US FOODS, INC	2/11/2021	43.50	General Supply	Food Service
124480	1409	US FOODS, INC	2/11/2021	182.53	Food	Food Service
124480	1409	US FOODS, INC	2/11/2021	31.82	General Supply	Food Service
124480	1409	US FOODS, INC	2/11/2021	290.23	Food	Food Service
124480	1409	US FOODS, INC	2/11/2021	28 31.82	General Supply	Food Service
124480	1409	US FOODS, INC	2/11/2021	279.11	Food	Food Service
124480	1409	US FOODS, INC	2/11/2021	109.05	General Supply	Food Service

Breckenridge Public School

Payment Register

124480	1409	US FOODS, INC	2/11/2021	36.39	Food	Food Service
		US FOODS, INC Total		3,465.81		
124481	2996	US GAMES	2/11/2021	2.47	Supply	General
		US GAMES Total		2.47		
124482	1945	WAHPETON ACE HARDWARE	2/11/2021	14.07	General Supply	General
124482	1945	WAHPETON ACE HARDWARE	2/11/2021	-21.98	General Supply	General
124482	1945	WAHPETON ACE HARDWARE	2/11/2021	10.74	General Supply	General
124482	1945	WAHPETON ACE HARDWARE	2/11/2021	15.99	General Supply	General
124482	1945	WAHPETON ACE HARDWARE	2/11/2021	41.87	General Supply	General
		WAHPETON ACE HARDWARE Total		60.69		
124483	1569	WAHPETON AUTO VALUE	2/11/2021	15.96	Repair/Equipment	General
124483	1569	WAHPETON AUTO VALUE	2/11/2021	43.98	Repair/Equipment	General
124483	1569	WAHPETON AUTO VALUE	2/11/2021	-81.00	Repair/Equipment	General
124483	1569	WAHPETON AUTO VALUE	2/11/2021	473.96	Repair/Equipment	General
		WAHPETON AUTO VALUE Total		452.90		
124484	509	WAHPETON GLASS & PAINT	2/11/2021	81.15	General Supply	General
124484	509	WAHPETON GLASS & PAINT	2/11/2021	2.67	General Supply	General
		WAHPETON GLASS & PAINT Total		83.82		
124485	524	WILKIN CO PUB HLTH NURSING SER	2/11/2021	142.50	Consulting Fees	General
124485	524	WILKIN CO PUB HLTH NURSING SER	2/11/2021	30.00	Hearing and Visions Screenings	Community Service
		WILKIN CO PUB HLTH NURSING SER Total		172.50		
124486	1092	ZIEGLER INC.	2/11/2021	42.30	Repair/Equipment	General
124486	1092	ZIEGLER INC.	2/11/2021	-3.10	Repair/Equipment	General
		ZIEGLER INC. Total		39.20		
124487	2556	JW PEPPER	2/11/2021	20.00	Barnstormer Percussion Trio	General
		JW PEPPER Total		20.00		
124488	2656	QUADIANT FINANCE USA	2/11/2021	500.00	Postage	General
		QUADIANT FINANCE USA Total		500.00		
		Grand Total		645,725.99		
		Wire Disbursements		368,682.18		
		Check Disbursements		280,043.81		
		Fund Summary				
		General Fund		506,824.44		
		Food Service Fund		29 21,345.84		
		Community Service Fund		4,102.74		
		Capital Fund		106,864.51		

Payment Register

	Debt Service Fund		0.00	
	Trust Fund		6,500.00	
	Student Activities Fund		88.46	

Breckenridge Public Schools

Student Activities Account

31-Jan-21

UFARS Crs #		01/01/2021 Balance	Deposits	Expenses	01/31/2021 Balance
921	Class of 2021	3,252.00			3,252.00
922	Class of 2022	300.00	1,200.40		1,500.40
978	National Honor Society	2,437.68			2,437.68
979	HS Student Council	6,158.55		77.78	6,080.77
980	Letterclub	3,878.81		10.68	3,868.13
981	Mathletes	237.36			237.36
982	HS Band	11,989.38	100.00		12,089.38
983	Boys Golf	62.53			62.53
984	HS Choir	5,917.36			5,917.36
986	FFA	0.00			0.00
987	Close Up	1,620.79			1,620.79
988	Speech	4,944.32			4,944.32
989	Drama Club	3,500.55	375.00		3,875.55
990	DECA	4,721.77			4,721.77
991	Robotics	3,553.38			3,553.38
	Totals	52,574.48	1,675.40	88.46	54,161.42

Breckenridge Public School-Contingent Account
Account Summary
January 2021

	<u>Jan 21</u>
Ordinary Income/Expense	
Expense	
01005010000899000 Sch Bd Misc	75.00
01005640308366000 St Dev Travel	282.84
01300291000369286 One Act Play	200.00
01300292000367216 AD Inservice	43.60
01300294000319204 FB Official	22.00
01300296000319211 Vollybl Offcl	30.00
01300810000401000 HS Maint Sply	31.85
04005505321329000 ComEd Postage	522.13
R04005591000050202 Bsktbl Refnd	45.00
	<hr/>
Total Expense	1,252.42
	<hr/>
Net Ordinary Income	-1,252.42
	<hr/>
Net Income	-1,252.42
	<hr/> <hr/>

**Breckenridge Public School-Contingent Account
Transaction List by Date
January 2021**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Jan 21				
01/08/2021	26470	Minnesota BCA	Slettedahl	-15.00
01/13/2021	26471	Minnesota BCA	Jagol	-15.00
01/13/2021	26472	Chad Fredericksen	Meeting Mileage	-43.60
01/13/2021	26473	Anthony Conzemius	FB & VB Worker	-52.00
01/13/2021	26474	Samantha McLaren	Whiz Kids Refund	-15.00
01/13/2021	26475	Region 6A	Sub-Section One Act Play	-200.00
01/13/2021	26476	Tracey Desjarlais	Whiz Kids Refund	-30.00
01/13/2021	26477	Minnesota BCA	Lorenz	-15.00
01/19/2021	26478	US Postmaster	CE Mailing	-522.13
01/19/2021			Deposit	3,544.38
01/19/2021	26479	Minnesota BCA	Kaehler, Hendrickx	-30.00
01/19/2021	26480	Evonne Vaughn	Boiler License	-141.42
01/27/2021	26481	Justin Stevens	Boiler License	-141.42
01/27/2021	26482	Margaret Wilson	Supply	-31.85
Jan 21				

Name

Julie Ernst

Margaret Wilson

Activity

Youth Boys' Basketball Coordinator

Youth Volleyball Coordinator

Breckenridge Public Schools Enrollment Numbers 2020 - 2021

STU601	August	September	October	November	December	January	February	March	April	May	June
K		40	42	47	47	46	46				45
1		36	36	37	37	38	38				32
2		28	28	28	29	30	30				48
3		44	44	45	45	45	46				42
4		32	34	36	37	37	38				51
5		42	43	49	49	49	50				50
6		47	47	48	48	49	50				47
7		46	46	46	46	46	45				41
8		34	34	35	35.5	33.5	35.5				43
9		48	47	50	51	52	51				63
10		59	59	60	59	59	61				50
11		47	47	48	47	46	46				49
12		48	50	49	49	49	48				57
PSEO		0	0	0	0	0					1
ALP only		0	0	0	0	0					9
Total		551	557	578	579.5	579.5	584.5	0	0	0	628
Pre-School		57	57	57	59	58	58				83
Elementary Virtual		34	32	18	18	18	10				
Middle Virtual		7	8	7	5.5	4.5	3.5				
High Virtual		8	11	11	9	9	1				
VL		7	9	6	6	7	9				8
Grand Total		664	674	677	677	676	666	0	0	0	719
MS St. Mary's		32	32	32	32	32	32				22
ALP Concurrent											13
NDSCS Concurrent		5	5	5	5	5	5				15
Homeschool Part-time		0	0	0	0	0	0				2

Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel



Elementary Board Report:

February 2021

#1 BOARD VALUE: To provide a world-class education for Breckenridge students.

#2 BOARD VALUE: The board values the need for individualized learning and will prioritize our resources to support student achievement through active and engaging learning.

Feb. 12 Teacher Workshop Day included the following:

- Standards Based Report Card work
 - ◆ Assessments into Google Drive
 - ◆ Edits for next year's report cards are due in April
- Lockdown/Crisis Go Refresher
- MCA testing information
 - ◆ Assurance of Test Security
 - ◆ PearsonAccessNext resources
 - ◆ Student preparation plans and support

Work in progress:

- ADSIS grant for 2 year renewal is due Feb. 19 (early bird deadline)
 - Team members include Mrs. Fischer, Mrs. Larson, Mrs. Brenden, and myself
 - These funds support our elementary school counselor's position.
- Revisiting PBIS with Mrs. Larson and Mrs. Fischer in regards to standards based report cards Essential Skills and student discipline in handbook.
- Reading Corps Application just opened up for next year.

DAC (District Assessment Coordinator) - Spring State Testing

- Con't with preparations.
- High School will be taking early this year due to block schedule.

5th Grade Band Concert

- Virtually done on FB Live Feb 4 - Find it there if you haven't seen it.

Conferences:

- Completed virtually

Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel

Grade	Teacher	Percent	Grade	Teacher	Percent
Kinder	T. Bommersbach	82	6th	M. Monson	80
	J. Jensen	82		J. Chrstensen	
	J. Ekren				
1 st	R. Johnson	100	Pre-K	K. Wiertzema	85
	R. Fedderson	100		L. Holzworth	
	A. Ohm	100			
2 nd	L. Randall	100	BVA	L. Eggiman	100
	J. Dobmeier	100			
3rd	S. Lemna	81			
	N. Kramer	100			
	R. Werner				
4th	A. Ohm	95			
	E. Erlandson	70			
5 th	S. Kratcha	76			
	S. Busta	88			

Breckenridge High School

School Board Report

Wed. Feb. 17, 2021

Principal: Craig J. Peterson

4:00pm

High School Goal #1: “How can we set the culture at Breckenridge?”

High School Goal #2: “How can we support students, staff and community growth at Breckenridge?”

Celebrations:

-

Old Business

1. New Tech network and training: Step 1 of a 4 year plan

-<https://newtechnetwork.org>

Facilitator Teams:

Step 1: 2019-2020 (learning), 2020-2021 (Phase 1), 2021-2022 (Phase 2), 2022-2023 (Phase 3)

Gr. 7-8: Mary D., Jack H., Margaret W., Travis E., Emily M., Hayley B., Liz D, Missy J., Kelly Lars.(9 teachers)

Step 2: 2020-2021 (investigate/learn), 2021-2022 (Phase 1), 2022-2023 (Phase 2)

Gr. 9-10: Jolynn W., Stacey D., Tina A., Al G., Austin I., Emily C., Linda H., Brenda R., Kelly Lei.(9 teachers)

Step 3: 2020-2021 (investigate/learn), 2021-2022 (Capstone Project), 2022-2023 (Step 1)

Gr. 11-12: Stan G., Dennis S., Alissa H., Tony B. Derek G., Brad L., Kim Q., Chad F. (8 teachers)

****7th and 8th grade Trainings with our New Tech Coach (Phase II and Phase II trainings)*

****Curriculum Mapping Workshop with ALL staff on Fri. Feb. 12*

**** March 2-March 4: New Tech Leadership Conference (Miriam, Jack, Margaret)*

2. Breckenridge High School Master Schedule (2020-2021); 1st and 2nd semester

<https://docs.google.com/spreadsheets/d/10XACpDIeKyJLiEMTICgpoWvXlt9Mk-ViumRa8gH8O2M/edit?usp=sharing>

2nd Semester Scheduling: We did this intentionally as this was our 1st year with Block Schedule

-We built class #'s on the idea of “Hybrid Schedule”

-50% capacity of the classroom OR 6 feet apart

- Classes over 20:3 classes @ 21 students; 1 class at 22 students; 2 classes at 23 students; 1 class at 24

3. AGENCY: (Attached) <https://newtechnetwork.org/resources/new-tech-network-agency-rubrics/>

-Agency Rubric is attached for your viewing

MY ADULT LEARNING AGENCY GOAL: Develop Growth Mindset

-SEEK CHALLENGES (Analyzes and overcomes personal barriers (mindsets, beliefs, circumstances) that inhibit taking risks.

-GROW FROM SETBACKS: Identifies challenges, failures, or setbacks and reflection (e.g. giving up or trying harder) affect the process, product, and learning

Agency Focus Areas:

Gr. 11-12: Seek Challenges

Gr. 9-10: Growing from Setbacks

Gr. 7-8: Tackle and Monitor Learning

4.OPPORTUNITY GAPS

-Where (places) in our High School building, curriculum, agency, relationships, etc are there OPPORTUNITIES for us to CELEBRATE and OPPORTUNITY GAPS for us to ADDRESS/GROW

*****Feedback and 2021-2022 School year: Staff, Students and Parents/Guardians**

-Continue Doing

-Stop Doing

-Start Doing

***I have a meeting next week with staff on this issue. Looking at putting a quick survey together for students and parents/guardians on this issue (Principal's Corner)

***Big Question: BLOCK Schedule or 7 period Modified Block Schedule???

New Business:

1. Grading vs. Learning

- Knowledge and Thinking: Curriculum Mapping (Feb. 12 Training)

2. Discussion Topics:

-Graduation: Sun. June 6 @ 2pm; Having discussions and looking at details to plan

-Prom: Details; Working through ideas and sharing with other administrators from around the area

-ACT test: Tues. March 30: \$59.50 to the HS

-MCA testing: 1st week of March (10th grade Reading and 11th grade Math)

3. 7th and 8th grade Chromebooks

-Miriam, Perry and I are having discussions with our 7th and 8th grade students and staff about bringing their chromebooks home (overnight)

-We are having discussions and sharing ideas/criteria and even looking at doing a “digital literacy” safety test for students.

4.Starting 7th grade transition: Agency skills; Effort.. Teammate.. Being an advocate for yourself

-Starting Fri. Feb. 26

February Reports and Updates:

1.Dress Code Policy: Is our Dress Code Policy out-dated or obsolete?; Implicit bias in our dress code (Policy 504)

-Hats and Hoods (Part 4 of our Policy)

2.Seniors: Open Lunch Changes based on CDC guidance

New Projects the High School is working on:

1. Adult Learning in our School: GOAL: Authentic Feedback with Staff
2. OPPORTUNITY CELEBRATIONS and OPPORTUNITY GAPS
 - Equity and Diversity in our Curriculum Discussion (Miriam...Diane and Corinna)
 - Curriculum Cycle and Equity

Announcements/Calendar of Events:

- Tues. March 2-March 4: New Tech Network Leadership Virtual Conference
- Tues. March 30: ACT test for Juniors
- Tues. March 30: End of 3rd Quarter

**BRECKENRIDGE SCHOOL DISTRICT #846
BUDGET/FACILITIES COMMITTEE MEETING
TUESDAY, JANUARY 26, 2021
4:00 P.M.
ELEMENTARY CONFERENCE ROOM #233
WITH A VIRTUAL COMPONENT**

Committee members present: Steve Arnhalt, Clayton Ernst (virtual)

Others present: Superintendent Cordes, Neil Kusler, Corinna Erickson, Cathy Affield

Others present virtually: InGensa – Jacqui Coleman, Luke Pfothenauer, Rochelle Van Den Heuvel, and Baird – Mike Hoheisel

Discussed:

- Operating levy renewal and possible bond referendum and timelines
- Operating Tax Impact Summary
- Technology operational plan has been developed
- Referendum dollars have not kept up to costs to replace technology
- Technology upgrades can be done through a capital projects levy or bond referendum
- Technology replacement costs are now spread across grades 1-12 as 1 to 1 devices have been added
- Questions to ask voters in November, 2021 – operating levy renewal only or with a bond referendum
- Process of levy – engagement meeting
- Interest rates are low and bid market is competitive at this time
- Administration is in the process of building a 2021/22 budget based on current assumptions and economic forecast

Next steps:

1. The budget committee will meet February 3 at 4:00 p.m.
 - a. Discussion will be around considerations for a recommendation of a November, 2021 election of an operating levy renewal only or operating levy renewal and bond referendum
 - b. The budget committee will bring a recommendation to the February board business meeting

Discussed an unexpected opportunity for a bus purchase of a used 2019 Bus, gas fuel, 64 passenger, for an asking price of \$58,000.

**BRECKENRIDGE SCHOOL DISTRICT #846
BUDGET/FACILITIES COMMITTEE MEETING
WEDNESDAY, FEBRUARY 3, 2021
4:00 P.M.
ELEMENTARY CONFERENCE ROOM #233**

Committee members present: Brett Johnson, Clayton Ernst, Steve Arnhalt

Others present: Superintendent Cordes, Neil Kusler, Cathy Affield

Discussed:

- District's operating levy renewal
- The possibility of adding a bond referendum to the renewal
- Current authority \$1,245 per pupil unit-which includes \$724 local option revenue
- Starting conversations with the public as to the interest of the community in a bond referendum or maintenance of the buildings
- Possible survey of every household to gauge public interest in a bond referendum or through community focus groups
- Technology operational plan that budgets spending \$75,000 annually, including \$42,000 per year for one on one technology replacement. The one on one initiative was accelerated due to the COVID pandemic.
- Timing - how many years for a levy?

Other discussion included:

- Individual contract negotiations
- Teacher contract is coming up for negotiations this summer
- Bus purchase of \$58,000 with delivery in July and the need for a replacement for the car

Three options to be brought back to the regular board meeting:

1. Renewal of current levy of \$1,245 per pupil unit
2. Add a technology question
3. Keep building maintenance question OR replace with bond levy referendum question, depending on public interest

**BRECKENRIDGE SCHOOL DISTRICT #846
ACTIVITIES COMMITTEE MEETING
WEDNESDAY, JANUARY 27, 2021
7:00 AM
ELEMENTARY CONFERENCE ROOM #233
WITH A VIRTUAL COMPONENT**

Committee members present: Marc Hasbargen, Clayton Ernst, Ty Mikkelson (virtual)

Others present: Superintendent Cordes, Chad Fredericksen, Eric Erlandson, Jessi Kappes, Cathy Affield

Others present virtually: Tom Haire, Patty Erlandson, Justin Pierce-Daily News

Mr. Fredericksen gave an update on activities based on COVID regulations.

- Dates for the state tournaments have not been set
- Games are being rescheduled as needed due to COVID
- There could be penalties if masks are not worn properly during games
- Extra cleaning and precautions are being taken due to COVID

Discussed the Wrestling Program:

- How do we position the wrestling program to survive in the future
- Coach Haire will be resigning at the end of the season
- Do we want to coop with Wahpeton
 - State tournament would be in Bismarck
 - Rotary tournament is in Bismarck for seeding
 - Opportunities for tournaments and matches in Minnesota
 - Coop colors/name
 - Need 14 wrestlers for a full slate
- Considerations for what's best for Breckenridge student athletes
 - Practice partners
 - Keep identity for kids in Breckenridge wrestling
 - Younger kids could possibly partner with Wahpeton
 - Wrestlers grades 9-12 could stay in the Breckenridge Program

Directed Mr. Fredericksen to bring a follow up proposal to an Activities Committee meeting with additional details of the pros and cons to:

1. Keep the wrestling program in Breckenridge
2. Enter a coop partnership with Wahpeton

Deadline to enter into a Coop with another school is February 19 or there would be a \$500 penalty.

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 902

Orig. 1995

Revised: 03/17/2021

Rev. 2012

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond

schedule, and payment procedure shall be presented for review and approval by the school board.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: Policy 801 (Equal Access to School Facilities)
Policy 901 (Community Education)

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 905

Revised: 03/17/2021

Orig. 1996

Rev. 2015

905 ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from

an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.

- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: Policy 421 (Gifts to Employees and School Board Members)
Policy 702 (Accounting)

The following resolution was moved by _____ and seconded by _____ :

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may 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, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Breckenridge ISD 846, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Melaney Weinkauff & Mindi Bruce	200.00	Angel Fund
Wilkin County	3,000.00	After School Collab Grant
Gate City Bank	150.00	
Caseys	24.40	
Scholarship Management/ Doosan	500.00	Raspberry Pl's
ND Community Foundation	2,500.00	Youth Programs
Bell Bank	45.00	

Total for month of January \$6,419.40

The vote on adoption of the Resolution was: Unanimous in Favor

Whereupon, said Resolution was declared duly adopted on February 17, 2021

By: _____
Chair

By: _____
Clerk

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). Specifically, the statute 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.

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence. This vote is formally reflected on the annual compliance documents. Members of the AIPAC must present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to the OAIE.

Completing and Submitting the Documents

The following items are required when submitting annual compliance:

- ✓ The annual compliance/vote of concurrence or nonconcurrence document
- ✓ The AIPAC resolution document
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage)

All items are fillable PDF forms. When completing, remember to:

- Include the district or school name and identifying number.
- Place a check mark next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required. **Digital signatures are accepted.*
- Use the drop-down menu in the roster to select the appropriate committee member options.

The District or School Does Not Have an AIPAC:

Districts or schools that do not have an AIPAC are still required to complete this paperwork.

- Place a check mark next to “Does Not Have an AIPAC”.
- Obtain the signature of the superintendent or charter/tribal school director and the school board chair. The resolution page is not required.

Submission Deadline:

Email all three required items by **March 1** to: mde.indian-education@state.mn.us

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: Breckenridge Public School

The American Indian Parent Advisory Committee Vote

The AIPAC Issued a Vote of Concurrence

Date of Concurrent Vote: 1-27-21

Date the AIPAC presented to the school board:

The AIPAC Issued a Vote of Nonconcurrence

A vote of nonconcurrence requires the AIPAC to provide specific written 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 Nonconcurrent vote:

Date the AIPAC presented to the school board:

Date the written response from the school board is due:

The District/School Does Not Have an AIPAC

The 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. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

**Digital signatures are accepted*

School Board Chairperson

Date

Superintendent or Charter/Tribal School Director

Date


AIPAC Chairperson

02/04/2021
Date

The American Indian Parent Advisory Committee Resolution

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 Nonconcurrence. 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.

Tanner J. Rabbithead
AIPAC Chairperson Printed Name and Signature



02/04/2021
Date

610 FIELD TRIPS

FORMS WILL BE INCLUDED - EXTENDED OR DAY TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or

contingencies (e.g., tournament competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities;
Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675
(8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District
Employees)
Policy 423 (Employee – Student Relationships)
Policy 506 (Student Discipline)
Policy 707 (Transportation of Public School Students)
Policy 709 (Student Transportation Safety Policy)
Policy 710 (Extracurricular Transportation)

Adopted: 01/09/2007

Breckenridge ISD 846 Policy 613

Orig. 1997

Revised: 04/21/2021

Rev. ~~2017~~ 2019

HIGHLIGHTED = BRECKENRIDGE

613 GRADUATION REQUIREMENTS

~~[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]~~

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade **9** in the 2012-2013 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. “Academic standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- C. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.
- E. “English language learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

IV. DISTRICT ASSESSMENT COORDINATOR

Elementary Principal shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minn. Stat. § 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are

students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.

- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students beginning 9th grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
- C. An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics; (Principal to talk to math department)
- D. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
- F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
- G. A minimum of seven elective credits. (this needs to be verified by principal)
- H. Credit equivalencies
 - 1. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.

2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
5. ~~A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science. REMOVE~~

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed **every three years. on an annual basis.*** A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

~~* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.~~
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):

1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION- REMOVE SECTION

~~Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:~~

- ~~A. All course or standards and credit requirements must be met;~~
- ~~B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and~~
- ~~C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.~~

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

Policy 104 (School District Mission Statement)

Policy 601 (School District Curriculum and Instruction Goals)

Policy 614 (School District Testing Plan and Procedure)

Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

Policy 616 (School District System Accountability)

Adopted: 01/09/2007

Breckenridge ISD 846 Policy 614

Orig. 1997

Revised: 04/21/2021

Rev. ~~2015~~ 2017

ADDITIONAL UPDATES WILL BE PROVIDED AT SECOND READING

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the particular school district.]

A. Superintendent

1. Responsibilities before testing.

- a. Designate a district assessment coordinator and district technology coordinator.
- b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c. Annually review and recertify staff who have access to MDE secure systems.
- d. Read and complete the *Assurance of Test Security and Non-Disclosure*.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- e. Establish a culture of academic integrity.

- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.
 - a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
 - d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
 - e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
 - g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
 - h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (**Pearson's Training Management System**).

- (2) Verify staff complete any and all test-specific training.
 - i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

- c. Return secure test materials as outlined in applicable manuals and resources.
- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

- 1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
 - i. **Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.**

2. Responsibilities on testing day(s).
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Responsibilities after testing.
 - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper

accommodated test materials and scores from MTAS administrations online.

- f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment coordinator.
 - (5) Provide MTAS student data collection forms if necessary.
 - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
 - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.

- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.
- 3. Read and complete the *Assurance of Test Security and Non-Disclosure*.

4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.

- (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.
 - (7) Record extra test materials.
- b. During test.
- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.
 - (3) Follow procedures for restricting student access to cell phones and other electronic devices, **including wearable electronic devices.**
 - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]
 - (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - (6) Do not review, discuss, capture, email, post, or share test content in any format.
 - (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
 - (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (9) **Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).**

- (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
 - (11) Report any possible security breaches as soon as possible.
- c. After test.
- (1) Follow directions and scripts exactly.
 - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
 - a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.

- (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report and unusual circumstances to district or school assessment coordinator.
- c. After the test.
- (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.
 - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
 - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

A. Test Security Procedures will be adopted by school district administration.

[Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference Manual.]

B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. *Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.*

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

5. **School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.**
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:

Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

Policy 601 (School District Curriculum and Instruction Goals)

Policy 613 (Graduation Requirements)

Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

Policy 616 (School District System Accountability)

ASSURANCE OF TEST SECURITY AND NON-DISCLOSURE

Effective for school year: _____

The Minnesota Department of Education (MDE) is required by state statute to implement statewide testing programs. Test security must be maintained to provide an equal opportunity to all students to demonstrate their academic achievement and to ensure the validity of test scores and the integrity of state assessments. Failure to maintain test security jeopardizes district and state accountability requirements and the accuracy of student, school, district, and state data. Test scores are included in important decisions about students' future success, and it is essential that they reflect the truth about what students know and can do. This form must be signed prior to access to any secure test content or restricted material(s).

All test content and restricted material(s), whether in draft or final form, are considered secure, and only authorized persons are permitted to have access to them. Authorized persons:

- Are administrators, educators, staff, or other persons designated by the district who have a role in storing, distributing, coordinating, or administering tests.
- Have received appropriate training to fulfill their assigned roles.
- Have signed this agreement.

Responsibilities of authorized persons who may potentially interact with secure test content and data are outlined in the *Procedures Manual of the Minnesota Assessments* (hereafter *Procedures Manual*). By signing this form, you agree to the following assurances:

- As required for my role in the administration of the statewide testing program, I am responsible for understanding relevant information contained in the current year's *Procedures Manual* and directions for test administration. I will abide by policies and procedures detailed in the manuals for statewide test administration.
- As required for my role, I am or will be trained in the administration policies and procedures for statewide tests before participating in any part of statewide test administration.
- As required for my role, I will instruct staff on state and district procedures for maintaining test security and will not allow unauthorized persons to distribute, coordinate, or administer tests, or have access to secure test content and materials.
- As required for my role, I will follow the procedures in the *Procedures Manual* to investigate and notify the appropriate school and district staff or the MDE immediately upon learning of potential misconduct or irregularities, whether intentional or unintentional.
- I understand that MDE has the responsibility to oversee the administration of the statewide tests, and I will cooperate fully with MDE representatives conducting site visits.
- I understand that test data and documents that contain student-level information are considered confidential and secure. I will follow all applicable federal and state data privacy laws related to student educational data, including data within reports and data accessible in electronic systems provided by MDE or its service provider(s).
- I understand my responsibility to enforce proper testing procedures and to ensure the security and confidential integrity of the test(s). I will apply and follow procedures designed to keep test content secure and to ensure the validity of test results, including, but not limited to:
 - Recognizing the rights of students and families to accurate test results that reflect students' individual, unassisted achievement.
 - Protecting the confidentiality of statewide assessments and ensuring the validity of students' results by safeguarding secure test content, keeping test materials in a secure area, and adhering to chain of custody requirements.
 - Never retaining secure test materials in my custody beyond the allowed times to process, distribute, coordinate, administer, and return them, as appropriate for my role.

- Ensuring that no part of the paper or online tests are outlined, summarized, paraphrased, discussed, released, distributed to unauthorized personnel, printed, reproduced, copied, photographed, recorded, or retained in original or duplicated format, without the explicit permission of MDE or as authorized in the *Procedures Manual*.
- Never permitting or engaging in the unauthorized use of a student's MARSS or Secure Student Identification Number (SSID) to log in to the online testing system or access an online test.
- Never engaging in, or allowing others to engage in, unauthorized viewing, discussion, or analysis of test items before, during, or after testing.
- Actively monitoring students during test administration for prohibited behavior.
- Never leaving students unattended during test administration or under the supervision of unauthorized staff or volunteers.
- Never providing students with answers to secure test items, suggesting how to respond to secure test items, or influencing student responses to secure test items. Prohibited actions include, but are not limited to, providing clues or hints; providing reminders of content or testing strategies, prompting students to correct or check/recheck specific responses; permitting access to curricular materials (e.g., textbooks, notes, review materials, bulletin boards, posters, charts, maps, timelines, etc.); or using voice inflection, facial gestures, pointing, gesturing, tapping, or other actions to indicate a response or accuracy of a student's response.
- Never formally or informally scoring secure tests or individual test items except as required by the test-specific manuals and directions. Prohibited actions include, but are not limited to, creating an answer key; reviewing or scoring a student's item response or responses unless items are designed to be scored by the test administrator using a rubric or script; retaining, reviewing, or scoring student scratch paper or accommodated test materials; or tracking student performance on test items.
- Never altering or engaging in other prohibited involvement with student responses.
- Never inducing or encouraging others to violate the procedures outlined above or to engage in any conduct that jeopardizes test security or the validity of test scores.

By accepting the terms of this agreement, you name yourself as an employee of the School District (District) or as an authorized person selected by the District and affirm that you are authorized by the District during the current academic school year to have access to secure test materials or student data related to statewide test administrations and hereby agree to be bound by the terms of this agreement.

Failure to follow procedures can lead to the invalidation of students' tests. Consequences for violating the terms of this agreement may result in a complaint filed with the local School Board, the Professional Educator Licensing and Standards Board, or the Board of School Administrators for evaluation and investigation. The findings of the appropriate Board may result in disciplinary action up to and including termination and/or loss of license.

Signature

Date

Name (printed)

Work Telephone

School Name

Email Address

District Name

TEST ADMINISTRATION REPORT (TAR)

District Name/Number: _____

School Name/Number: _____

Date: _____ Form Completed By: _____

Role: _____ Signature: _____

Test: _____

Subject (if applicable): Mathematics Reading Science

The *Test Administration Report* is used to record the occurrence of a variety of special circumstances, including, but not limited to, test misadministrations and reasons for invalidations. This report may be used to help answer questions from district staff, parents, and the media about what occurred during testing when student results are available. It may also be requested by MDE for audits or monitoring conducted by MDE. Refer to Chapter 3 of the *Procedures Manual* for additional information about circumstances and incidents to document on this form.

Provide the student information and description of the circumstance or incident below. If an adult was involved (e.g., translator), include the adult's name, signature, and role in test administration. Attach additional sheets to this form as needed.

Districts are not required to return the *Test Administration Report*. However, districts must maintain records for two years after the end of the academic school year in which testing took place for audits or monitoring conducted by MDE or to answer questions when reports are received. If completed by the School Assessment Coordinator, a copy of the report should be forwarded to the District Assessment Coordinator.

Name of Student	Gr.	MARSS (13 digits)	Description and Name and Signature

DISTRICT TEST SECURITY PROCEDURES
Independent School District No. 846, Breckenridge, Minnesota
20__-20__

I. PREPARATION FOR TEST SECURITY DURING TEST ADMINISTRATION

A. Roles and Responsibilities

1. _____ will be responsible for ensuring completion of *Assurance of Test Security and Non-Disclosure* each year by all staff involved with test administration.
2. _____ will be responsible for reviewing the specific requirements staff agreed to in the *Assurance of Test Security and Non-Disclosure* prior to spring testing (especially if the assurance was completed in the fall).
3. _____ will be responsible for training the Test Monitors and Test Administrators prior to the test administration. Annual training for Test Monitors and Test Administrators must include training on test administration policies and procedures and test security and be documented and kept on file at the district.
 - a) Review of Test Security Training. Test Monitor responsibilities, *Test Monitor and Student Directions*, and any special instructions for a particular test given.
 - b) Review of required test-specific trainings, such as the Online Test Monitor Certification Course and MTAS Training for Test Administrators.
 - c) Discuss what active monitoring of the test session involves and the school district's expectations for Test Monitors.
 - d) Review of district policies and procedures for situations that may arise during test administration in order to maintain test security, including:
 - (1) Who will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored.
 - (2) What the process is for contacting others for assistance if a problem arises during the testing so active monitoring can continue.
 - (3) Who Test Monitors should contact in case of emergency.
 - (4) Ensuring students get to the correct rooms for test administration.
 - (5) Ensuring students do not use cell phones or other electronic devices.
 - (6) Breaks for use of the restroom or other interruptions during testing:

- (a) What to do if a student reports an error or technical issue with a test item.
 - (b) What to do if an individual student or the Test Monitor becomes ill or needs to leave during testing.
 - (c) What to do if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill).
 - (d) What individual students will do when finished testing.
- (7) Remind staff that all test materials are secure and cannot be reproduced or shared in any form.
4. _____ will ensure that students are reminded of the importance of test security (including the expectation that students will keep test content secure and act with honesty and integrity during test administration).
5. _____ will ensure that all guidelines referenced in applicable procedures manuals are followed in terms of what materials are allowed during test administration, calculator use guidelines, what help a Test Monitor can give, covering instructional materials in the classroom, and setup of computer labs and testing rooms.
6. _____ is responsible for tracking devices/computers used by students.
7. _____ is responsible for conducting on-site monitoring of test administrations within the district.
8. _____ is responsible for determining the process for how all secure test materials for online and paper administrations will be kept secure before, during, and after testing, including when and how all secure test materials are returned between testing sessions and once testing is completed.
- a) _____ is responsible for reminding staff of the district process for communicating potential security breaches within the school and to the District Assessment Coordinator, as well as providing information on the MDE tip line as an additional option for reporting security concerns.

II. BREACHES IN TEST SECURITY

Any concern that test security may have been breached must be reported to the District Assessment Coordinator who will notify MDE within 24 hours of the time notice of the alleged breach was received and submit the *Test Security Notification* in Test WES within 48 hours of notice of the alleged breach.

III. CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

A. Receipt and Organization of Secure Test Materials

1. Persons with access to the secured area, inventory materials, and complete security checklists are _____. Persons with access to secure online testing systems, student testing tickets, and student scratch paper are _____.
2. Paper test materials are shipped to district or school as determined by _____. If delivered to the school district, the process for distributing secure test materials to the school(s) will be completed by _____.
3. _____ will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.
4. _____ will inventory materials immediately using the securing checklists. Any discrepancies will be reported immediately to _____. Security checklists are maintained by the school district for two years following the end of the school year that the tests are administered.
5. _____ organizes test materials for each Test Monitor and Test Administrator, including *Test Monitor/Test Materials Security Checklists*, student testing tickets, and scratch paper.
6. Test materials for online and paper administrations will be kept in _____, a secure locked location, until the time of distribution.
7. If students are taking the tests on multiple days, the building plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes _____.

B. Distribution of Materials to Test Monitors or Test Administrators and Test Administration

1. The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be _____. Discrepancies in materials will be reported immediately to _____.
2. The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be _____. Discrepancies in materials will be reported immediately to _____.

3. Upon the receipt of materials, the Test Monitor will ensure that all test materials listed on the *Test Monitor Test Materials Security Checklist* and any other materials provided (e.g., student testing tickets, scratch paper) are accounted for prior to handing out the test materials to the students. Any discrepancies will be reported immediately to _____.
4. The Test Monitor is responsible for the test materials during the test administration until their return to _____.

C. Return of Materials

1. The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any material used as scratch paper) to _____ immediately after testing. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them in _____, a locked secure location.
2. If not kept by Test Monitors and Test Administrators, _____ will keep all test materials secure until distributed for the next test session.
3. Student testing tickets and any materials used as scratch paper will be securely destroyed at the end of test administration by _____ no more than 48 hours after the close of the testing window.
4. *Test Monitor Test Materials Security Checklists* for paper test materials will be signed by the Test Monitor indicating that all materials have been returned once testing is completed. The *Test Monitor Test Materials Security Checklists* will be returned to _____.
5. When the test materials are returned to _____, they will again be inventoried and kept in _____, a secure locked location, until returned to the district office (if applicable) or shipped back to the service provider.
6. _____ will prepare the materials for their return to the district office (if applicable) or for shipment to the service provider according to return instructions in the applicable assessment manual.
7. _____ will follow instructions provided in the applicable assessment manual for the return shipping of test materials.

I certify that I have accounted for all secure materials and have thoroughly documented any missing materials. I understand that if there is any discrepancy, this form may be used as a reference for investigation.

Test Monitor (Signature) Date Assessment Coordinator (Signature) Date

November 2017

2017-2018 Procedures Manual – Appendix A

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND LEP STUDENTS

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

II. GENERAL STATEMENT OF POLICY

A. Minnesota Test of Academic Skills (MTAS)

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.
3. Eligibility Requirements
 - a. The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS:
 - (1) The IEP team must consider the student's ability to access the MCA, with or without accommodations;
 - (2) The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided;

- (3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that the student's disability has a significant impact on his or her ability to function in multiple environments, including home, school, and community;
 - (4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;
 - (5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.
- b. MTAS participation decisions must not be made on the following factors:
- (1) Student's disability category;
 - (2) Placement;
 - (3) Participation in a separate, specialized curriculum;
 - (4) An expectation that the student will receive a low score on the MCA;
 - (5) Language, social, cultural, or economic differences;
 - (6) Concern for accountability calculations.

B. Alternate ACCESS for ELs

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing.
2. Eligibility Requirements
 - a. The student must be identified as EL in MARSS in order to take an English language proficiency assessment.

- b. The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.
 - c. For students in grades that the MTAS is not administered:
 - (1) the student must have cognitive functioning significantly below age level;
 - (2) the student's disability must have a significant impact on his or her ability to function in multiple environments, including home, school, and community; and
 - (3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.
 - d. The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.
 - e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.
3. Alternate ACCESS participation decisions must not be made on the following factors:
- a. Student's disability category;
 - b. Participation in a separate, specialized curriculum;
 - c. Current level of English language proficiency;
 - d. The expectation that the student will receive a low score on the ACCESS for ELs;
 - e. Language, social, cultural, or economic differences;
 - f. Concern for accountability calculations.

C. EL Students New to the United States

EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).

III. DEFINITION OF TERMS

See the current “Procedures Manual for the Minnesota Assessments” which is produced by the Minnesota Department of Education and available through minnesotapearsonaccessnext.com.

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR TESTING

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments” and 2017-18 Guidelines for Administration of Accommodations and Linguistic Supports (http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/GuidelinesforAccommodations_2018.pdf).

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the school district test administrator. The school district test administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

Legal References: Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS), <https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>

Alternate ACCESS for ELLs Participation Guidelines, <https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>

Cross References: Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
Policy 613 (Graduation Requirements)
Policy 614 (School District Testing Plan and Procedure)
Policy 616 (School District System Accountability)

Adopted: 01/09/2007

Breckenridge ISD 846 Policy 616

Orig. 1997

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Rev. 2019

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ADDITIONAL INFORMATION WILL BE ADDED FOR SECOND READING

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students

attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the ~~school district's~~ Advisory Committee. ~~for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee):~~
2. ~~The Advisory Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.~~
3. The ~~school district-wide~~ improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may ~~also~~ be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

[Insert Local Cycle in this space] ADD FOR SECOND READING

C. Implementation of Graduation Requirements

1. The ~~school board shall appoint a Graduation Standards Implementation Committee which~~ Advisory Committee shall ~~also~~ advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of ~~this the~~ Advisory Committee shall be published annually to the community. The school

board shall receive public input and comment and shall adopt or update this policy at least annually.

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the ~~Graduation Standards Implementation Advisory~~ Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The ~~Advisory~~ Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. ~~Advisory Committee for~~ Comprehensive Continuous Improvement of Student Achievement

1. By **October 31st** of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district ~~{such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.}~~, will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota **Graduation Academic** Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;

- c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
- a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of **at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents.** Included in its membership should be:
- a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level

- f. Two parents from each building or instructional level
- g. Two residents without school-aged children, non-representative of local business or industry
- h. Two residents representative of local business or industry
- i. District Assessment Coordinator (if different from “a.” above)

~~*[Note: This Advisory Committee composition is a model only.]*~~

- 5. Translation services should be provided to the extent appropriate and practicable.
- 6. The Advisory Committee shall meet the following timeline each year:

October: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

October: Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

April: Review evaluation results and prepare recommendations.

April: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting

- 1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school

district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
Policy 613 (Graduation Requirements)
Policy 614 (School District Testing Plan and Procedure)
Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

Policy 617 (School District Ensurance of Preparatory and High School Standards)

Policy 618 (Assessment of Student Achievement)

Policy 619 (Staff Development for Standards)

Policy 620 (Credit for Learning)

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HIGHLIGHTED=BRECKENRIDGE

618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

III. DEFINITIONS

- A. “Above-grade level” test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student’s grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- B. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- C. “Below-grade level” test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student’s current grade level. Notwithstanding the student’s grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- D. “Benchmark” means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

- E. “Career and college ready,” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- F. “Computer-adaptive assessments” means fully adaptive assessments.
- G. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.
- H. “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.
- I. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- J. “Fully adaptive assessments” include on-grade level test items and items that may be above or below a student’s grade level. *~~Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.~~*
- K. “On-grade level” test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.
- L. “Required standard” means a statewide adopted expectation for student learning in the content areas of English language arts, mathematics, science, social studies, physical education, and the arts, or a locally adopted expectation for student learning in health or the arts.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The **superintendent** shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the

extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

~~*[School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in health, world languages, and career and technical education.]*~~

B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
 - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's

performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.

5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The Commissioner of Education must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minn. Stat. § 120B.301(a) and (c); and
 - f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
2. The school district must post the form created by the Commissioner on the

school district website and include it in the school district's student handbook. Form 618F MDE Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

VI. RIGOROUS COURSE OF STUDY WAIVER

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.

- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.
- C. All students, except those eligible for alternative assessments, will be encouraged to participate on a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.
- To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.
- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)

Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
Policy 613 (Graduation Requirements)
Policy 614 (School District Testing Plan and Procedure)
Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
Policy 616 (School District System Accountability)

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

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

ACCESS and Alternate ACCESS for English Learners

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

Why are these assessments effective?

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

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

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

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

Student's District/School _____ Grade _____

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

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science
_____ MCA/MTAS Mathematics _____ ACCESS/Alternate ACCESS for ELLs

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

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

Adopted: 01/09/2007

Breckenridge ISD 846 Policy 619

Revised: 04/21/2021

*Orig. 1998
Rev. ~~2014~~ 2017*

619 STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Graduation Assessment Requirements implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Assessment Requirements at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training.

Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

- B. Teachers/Administrators. The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
Policy 613 (Graduation Requirements)
Policy 616 (School District System Accountability)

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620 CREDIT FOR LEARNING

[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V.; online learning courses, as set forth in Section VI.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of

instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.

- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by ~~the North Central Association of Colleges and Schools~~ an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
 - 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
 - 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least **seven** credits from the school district.
- B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least **seven** credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be

awarded, but the grade shall be “P” (pass).

- c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district’s high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 - 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student’s transcript as a course credit applied toward graduation requirements.
 - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student’s transcript as an elective course credit applied

toward graduation requirements.

5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

[Note: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies.]

- A. **The school district does not offer weighted grades.**

[or]

- ~~A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:~~

~~*[List the types of courses that will be awarded weighted grades and the multiplier, similar to the following examples.]*~~

- ~~1. A grade awarded in an Advanced Placement course will be multiplied by a factor of ____ (i.e., 1.07).~~
- ~~2. A grade awarded in an Honors course will be multiplied by a factor of ____.~~
- ~~3. A grade awarded in a College In the Schools course will be multiplied by a factor of ____.~~
- ~~4. A grade awarded in a course taken through a Post-Secondary Enrollment Options program will be multiplied by a factor of ____.~~
- ~~5. A grade awarded in a course in a dual enrollment course will be multiplied by a factor of ____.~~

- ~~B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.~~

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References: Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
Policy 613 (Graduation Requirements)
Policy 614 (School District Testing Plan and Procedure)
Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
Policy 616 (School District System Accountability)
Policy 618 (Assessment of Student Achievement)
Policy 624 (Online Learning Options)

Adopted: 01/09/2007

Breckenridge ISD 846 Policy 624

Revised: 04/21/2021

Orig. 2003

Rev. 2019

624 ONLINE LEARNING OPTIONS

[Note: The provisions of this policy substantially reflect the statutory requirements of Minn. Stat. § 124D.095, the Online Learning Option Act.]

I. PURPOSE

The purpose of this policy is to recognize and govern online learning options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- C. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district. An online learning provider must assist an online learning student whose family qualifies for education tax credit to acquire computer hardware and educational software for online learning purposes.
- D. The school district shall continue to provide non-academic services to online learning students.
- E. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

[Note: The school district may itself offer digital learning to its enrolled students. Such digital learning does not generate online learning funds. To the extent digital learning is offered by the school district only to its enrolled students, it is not subject to the Minnesota Department of Education (MDE) reporting or review requirements unless the school district is a full-time online learning provider. See Minn. Stat. § 124D.095, Subd. 4(d) and (e).]

To the extent the school district provides to resident students curriculum that has both physical and electronic components, the school district must make the electronic component accessible to a resident student in a home school at the request of the

home-schooled student or student's parent or guardian, provided that the school district does not incur more than an incidental cost as a result of providing access electronically. See Minn. Stat. § 123B.42.]

III. DEFINITIONS

- A. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- B. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- C. “Enrolling district” means the school district or charter school in which a student is enrolled under Minn. Stat. § 120A.22, Subd. 4, for purposes of compulsory education.
- D. “Full-time online learning provider” means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- E. “Online learning course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online learning course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.
- F. “Online learning” is a form of digital learning delivered by an approved online learning provider under Paragraph III.H.
- G. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minn. Stat. §§ 120A.22 and 120A.24.

- J. “Supplemental online learning” means an online learning course taken in place of a course period at a local district school.

IV. PROCEDURES

A. Dissemination and Receipt of Information

1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
2. The school district will receive and maintain information provided to it by online learning providers.
3. The online learning provider must report or make available information on an individual student’s progress and accumulated credit to the student, the student’s parent, and the enrolling district in a manner specified by the Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.
4. The enrolling district must designate a contact person to help facilitate and monitor the student’s academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. The student and the student’s parents must submit an application to the online learning provider and identify the student’s reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student’s parent must notify the online learning provider of the student’s intent to enroll in online learning within ten days of being accepted, at which time the student and the student’s parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student’s application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online learning

course or program. An online learning provider must make available the supplemental online learning course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online learning provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.

4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider's online learning course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online learning provider; and the online learning provider may make available a response to the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.
5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
6. An online learning student may complete course work at a grade level that is different from the student's current grade level.
7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online learning provider, other than a digital learning provider offering digital learning to its enrolled students only under Minn. Stat. § 124D.095, Subd. 4(d), must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online learning course syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.
6. Weighted grades will also be applicable if the school district has adopted a policy to offer weighted grades.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 123B.42, Subd. 1a (Curriculum; Electronic Components)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option Act)

Cross References: Policy 509 (Enrollment of Nonresident Students)
Policy 605 (Alternative Programs)
Policy 608 (Instructional Services – Special Education)
Policy 613 (Graduation Requirements)
Policy 620 (Credit for Learning)