

**BRECKENRIDGE SCHOOL BOARD MEETING
INDEPENDENT SCHOOL DISTRICT #846
WEDNESDAY, JUNE 16, 2021
REGULAR MEETING - 7:00 AM
ELEMENTARY CONFERENCE ROOM #233
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: 1-475-441-4738 PIN: 852 942 286#

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 6
 - 2. Contingent Account 29
- C. Hires
- 1. Jordan Snyder, Elementary Summer School Teacher
- D. Resignations
- 1. Neil Kusler, Business & Facilities Manager
- 2. Rachel Kusler, Accounting Clerk
- 3. Amy Ohm, Elementary Teacher
- 4. Arly Ohm, Elementary Teacher
- 5. Austin Imdieke, Head Softball Coach
- E. Enrollment 31

6. Communications

- A. Superintendent
- B. Business Manager
- C. Elementary Principal 32

D. High School Principal	34
E. Committee Report	36
7. Old Business	
A. Adopt Policies - 701, 702, 703, 710, 711, 712, 713, 720, 802, 805, 807	38
B. Policies Second Reading - 516, 601, 705, 806	74
8. New Business	
A. Resolution Accepting Donations	98
B. Budget 2021/2022	99
C. ESSER III Federal Dollars	
D. Property/Liability Insurance	107
E. Rothsay Business Manager Contract	108
F. MSEA Substitute Pay	
G. MDE Identified Official with Authority	109
H. Read Well Literacy Plan	110
I. Wrestling Coop Agreement	
J. Wahpeton/Breckenridge Coop Activities Name	
K. Community Engagement Meeting #2 Follow-up	
L. Summer Board Retreat Date	
9. Adjournment	

The Regular Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota met Wednesday, May 19, 2021, at 4:00 PM in the Elementary School, conference room #233 with a virtual component due to the COVID health pandemic.

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

Members Present: Arnhalt (virtual), Ernst, Hasbargen, Johnson, Mikkelson, Roberts and Superintendent Cordes

Member Absent: Neppl

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

Adam Ohm was presented with a framed certificate and card of appreciation as a thank you for his service to the Board as student representative for the past two years.

Superintendent Cordes reported that the high school band received a Bayer/Monsanto grant for \$2,500 to be used to update band equipment.

Motion by Hasbargen, seconded by Roberts to approve the agenda moving Community Survey Draft to 4:45 p.m. and adding Resignation: Derek Grahn, Assistant Boys Basketball Coach; Retirement: Raymond Pearson, Custodian; Hire: Julie Ekren, Twin Town Baseball Assistant Coordinator; Extra Curricular Contract: Travis Ekren, Twin Town Baseball Coordinator. Roll call vote 6-0.

CONSENT AGENDA:

Motion by Ernst, seconded by Mikkelson to approve the consent agenda. Roll call vote 6-0.

Previous month's minutes – April 21, 2021, May 7, 2021

Financial reports as presented including:

Checks #124724 - #124823 in the amount of \$112,223.11

Wire disbursements of \$266,387.30 (4/16/21 through 5/14/21)

Hires: Gustav Anderson, Language Arts Teacher; Christine Schiltz, Para-Educator; Julie Ekren, Twin Town Baseball Assistant Coordinator

Retirements: Perry Reinertson, Technology Coordinator; Diane Rettig, Bus Driver;

Patricia Owens, Para-Educator; Raymond Pearson, Custodian

Resignations: Shari Schmidt, Para-Educator; Noah Christensen, Para-Educator; Jeremiah Kramer, Full Time Substitute Teacher; Ryan Madden, Part time Custodian; Tom Haire, Head Wrestling Coach; Teresa Day, K-3 Literacy Tutor (MN Reading Corps); Derek Grahn, Assistant Boys Basketball Coach

Extracurricular Contracts: Jennifer Sanchez, Babe Ruth Baseball Coordinator; Caryn Brenden, Elementary Track and Field Coordinator-Summer; Dee Nelson, Youth

Enrichment Coordinator-Summer; Julie Ernst, Northern League Baseball Coordinator;
Travis Ekren, Twin Town Baseball Coordinator
Reviewed enrollment numbers.

COMMUNICATIONS:

Superintendent – Diane Cordes

- ♦ special legislative session mid-June ♦ district stance on COVID vaccinations is neutral

Business Manager – Neil Kusler

- ♦ CARES dollars ♦ health insurance sign up deadline

Elementary Principal – Corinna Erickson

- ♦ teacher appreciation week ♦ spring state testing

High School Principal – Craig Peterson

- ♦ master learner schedule ♦ senior awards and scholarship night ♦ graduation ceremony

Committee Report

- ♦ Activities – wrestling program

OLD BUSINESS:

Motion by Mikkelson to adopt Policy 301 School District Administration; Policy 302 Superintendent; Policy 303 Superintendent Selection; Policy 416 Drug and Alcohol Testing. Motion seconded by Hasbargen. Roll call vote 6-0.

Second reading was held for Policy 701 Establishment and Adoption of School District Budget; Policy 702 Accounting; Policy 703 Annual Audit; Policy 710 Extracurricular Transportation; Policy 711 Video Recording on School Buses; Policy 712 Video Surveillance Other Than on Buses; Policy 713 Student Activity Accounting; Policy 720 Vending Machines; Policy 802 Disposition of Obsolete Equipment and Material; Policy 805 Waste Reduction and Recycling; Policy 807 Health and Safety Policy.

NEW BUSINESS:

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

April donations received: \$3,914.00

ECFE Scavenger Hunt: \$200 Cargill, James Anderson Ltd, Clark Equipment Company; \$100 Bell Bank, Sanford; \$50 Jawaski Glass, Inc, Amanda Frederick Insurance Agency, Inc, Lies, Bullis & Hatting, PLLP, Scholarship Management/Doosan, Wahpeton Ace Hardware; \$25 Wilkin Drink and Eatery; Inspirational Education Services \$279 (t-shirts) Bayer/Monsanto \$2,500 (band); Bell Bank \$60.

Ernst seconded the motion. Roll call vote 6-0. (Resolution on file)

Motion by Mikkelson seconded by Hasbargen to award graduation diplomas to the Class of 2021 pending final administrative approval. Roll call vote 6-0.

Motion by Ernst, seconded by Roberts to approve the review of the Flexible Learning Day Plan for inclement weather days. Roll call vote 6-0. (copy on file)

Motion by Hasbargen to approve the transfer of \$28,324.88 from the FY 20 Staff Development Budget to the General Fund Budget. Mikkelson seconded the motion. Roll call vote 6-0.

Motion by Ernst to renew the school district's workers' comp insurance coverage with RAM Mutual Insurance through Bremer Insurance at a premium of \$26,414 for 2021/2022. Arnhalt seconded the motion. Roll call vote 6-0.

Motion by Hasbargen, seconded by Roberts to approve the contract settlements with Miriam Tobola, Director of Innovation and Learning and Julie Ernst, Youth Recreation Program Director. Roll call vote 6-0.

Motion by Mikkelson, seconded by Hasbargen to approve participation in the Tri Valley Migrant Head Start Program for summer 2021. Roll call vote 6-0.

Motion by Arnhalt to acknowledge review of the following board policies: Policy 304 Superintendent Contract, Duties, and Evaluation; Policy 305 Policy Implementation; Policy 306 Administrator Code of Ethics; Policy 701.1 Modification of School District Budget; Policy 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System; Policy 714 Fund Balances; Policy 799 Data Practices-Access and Dissemination; Policy 801 Equal Access to School Facilities. Hasbargen seconded the motion. Roll call vote 6-0.

First reading was held for Policy 516 Student Medication; Policy 601 School District Curriculum and Instruction Goals; Policy 705 Investments; Policy 806 Crisis Management Policy

Jacqui Coleman, Luke Pfothhauer (virtual) and Rochelle Van Den Heuvel (virtual) of InGensa along with Mike Hoheisel of RW Baird discussed the community-wide scientific survey in connection with an operational or bond levy. **Motion** by Arnhalt, seconded by Hasbargen to approve the community-wide survey with permission for the superintendent to make corrections to the survey prior to the final printing. Roll call vote 6-0.

Motion by Ernst, seconded by Mikkelson to adjourn at 5:58 PM. 6-0

Next regular meeting date Wednesday, June 16, 2021 at 7:00 AM.

Chair

Clerk

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

Date of Report: June 7, 2021

For the Month of May 2021

General Ledger Balances

FUNDS	Balance Beg. of Month	Debits	Credits	Balance End of Month
General Fund	\$305,980.35	847,126.26	915,544.80	\$237,561.81
Food Service	101,680.11	3,930.80	49,541.53	\$56,069.38
Comm. Serv.	138,554.32	55,899.86	27,222.15	\$167,232.03
Cap. Exp.	(39,893.91)	4,560.00	75.98	(\$35,409.89)
Debt. Redemption	93,164.42	150,119.96	0.00	\$243,284.38
Trust Fund	5,918.53	0.00	0.00	\$5,918.53
Student Activities	57,242.23	51.68	2,553.24	\$54,740.67
TOTALS:	\$662,646.05	\$1,061,688.56	\$994,937.70	\$729,396.91

Bank Balances

Description	Balance Per Bank	Outstanding Checks and Wires	Deposits in Transit	Balance
Bremer	\$756,406.13	35,459.22	0.00	\$720,946.91
The 'Barn" Cash Box		.		50.00
Bank of the West (Contingent)				8,000.00
Petty Cash				400.00
TOTALS:				\$729,396.91

Investments

Minn. School District Liquid Asset Fund	0.01%	\$86,531.80	
Minn. School District "MAX" Fund	0.03%	\$2,785,884.98	
Bremer Money Market	0.02%	\$103,534.31	
TOTALS:			\$2,975,951.09
TOTAL CASH AND INVESTMENTS:			----- \$3,705,348.00 =====

Breckenridge Public School
Receipts for the Month of May 2021

Control #	Receipt #	Date	Received From	Amount	Description	Fund
8446	14856	5/3/2021	CREDIT CARD DEPOSIT	53.87	DECA Revenue	Student Activities
8446	14856	5/3/2021	CREDIT CARD DEPOSIT	0.13	Sales Taxes Payable	General
8446	14857	5/3/2021	CREDIT CARD DEPOSIT	-2.19	Card Fee	Student Activities
8446 Total				51.81		
8447	14858	5/5/2021	OTTERTAIL COUNTY	0.77	County Apportionment	General
8447 Total				0.77		
8448	14859	5/6/2021	STATE OF MINNESOTA	5,388.00	ELSA	Community Service
8448 Total				5,388.00		
8449	14860	5/7/2021	HS GENERAL FUND RECEIPTS	38.00	Fees	General
8449	14860	5/7/2021	HS GENERAL FUND RECEIPTS	62.00	Misc. Revenue	General
8449 Total				100.00		
8450	14861	5/10/2021	Misc	6.25	WATCH BATTERIES	General
8450 Total				6.25		
8451	14862	5/12/2021	STATE OF MINNESOTA	3,515.06	Medical Assistance	General
8451 Total				3,515.06		
8452	14863	5/13/2021	BRECKENRIDGE BIG SHOTS	4,635.00		General
8452	14864	5/13/2021	Life Insurance Payment	12.00	Life & Disability Payable	General
8452	14864	5/13/2021	Health Insurance Payment	582.33	Group Health Payable	General
8452	14865	5/13/2021	CASEY'S	4.20	Misc. Revenue	General
8452	14866	5/13/2021	EDWARD JONES	120.00		General
8452	14867	5/13/2021	BOX TOPS FOR EDUCATION	41.30	Fees	General
8452	14868	5/13/2021	WEST CENTRAL INITIATIVE FUND	3,543.00	INTERACTIVE FLAT PANELS	Capital Outlay
8452	14869	5/13/2021	WEST CENTRAL INITIATIVE FUND	800.00	T-SHIRTS	General
8452 Total				9,737.83		
8453	14870	5/14/2021	STATE OF MINNESOTA	335,986.82	2021 GEN ED AID	General
8453 Total				335,986.82		
8454	14871	5/14/2021	MSD MAX	250,000.00	Minn. Sch. District "max" Fund	General
8454 Total				250,000.00		
8455	14872	5/18/2021	HS HOT LUNCH	750.00	Student Lunch Sales	Food Service
8455 Total				750.00		
8456	14873	5/18/2021	COMMUNITY EDUCATION	369.50	SACC	Community Service
8456	14873	5/18/2021	COMMUNITY EDUCATION	220.00	SCHOOL READINESS	Community Service
8456	14873	5/18/2021	COMMUNITY EDUCATION	135.00	TWIN TOWN BASEBALL	Community Service
8456	14873	5/18/2021	COMMUNITY EDUCATION	7 30.00	BASEBALL	Community Service
8456	14873	5/18/2021	COMMUNITY EDUCATION	295.00	BASKETBALL	Community Service
8456	14873	5/18/2021	COMMUNITY EDUCATION	25.00	SOFTBALL	Community Service

Breckenridge Public School
Receipts for the Month of May 2021

8456	14873	5/18/2021	COMMUNITY EDUCATION	180.00	YOUTH ENRICHMENT	Community Service
8456	14873	5/18/2021	COMMUNITY EDUCATION	185.00	VOLLEYBALL	Community Service
8456	14873	5/18/2021	COMMUNITY EDUCATION	200.00	SPEED & STRENGTH	Community Service
8456 Total				1,639.50		
8457	14874	5/18/2021	ELEM HOT LUNCH	510.80	Student Lunch Sales	Food Service
8457 Total				510.80		
8458	14875	5/18/2021	ELEM GENERAL FUND DEPOSITS	548.50	YEARBOOKS	General
8458 Total				548.50		
8459	14876	5/20/2021	STATE OF MINNESOTA	105.00	KDGN MILK	Food Service
8459	14876	5/20/2021	STATE OF MINNESOTA	51,169.75	Summer Food Program	Food Service
8459	14876	5/20/2021	STATE OF MINNESOTA	5,245.90	Summer Food Program	Food Service
8459 Total				56,520.65		
8460	14877	5/20/2021	MSDMAX	150,000.00	Minn. Sch. District "max" Fund	General
8460 Total				150,000.00		
8461	14878	5/25/2021	WILKIN COUNTY	150,000.00	Current Taxes Receivable	Debt Service
8461	14878	5/25/2021	WILKIN COUNTY	42,219.07	Current Taxes Receivable	Community Service
8461	14878	5/25/2021	WILKIN COUNTY	161,255.55	Current Taxes Receivable	General
8461 Total				353,474.62		
8462	14879	5/26/2021	OTTERTAIL COUNTY	6.38	County Apportionment	General
8462	14879	5/26/2021	OTTERTAIL COUNTY	191.36	Current Taxes Receivable	General
8462	14879	5/26/2021	OTTERTAIL COUNTY	23.34	Current Taxes Receivable	Community Service
8462	14879	5/26/2021	OTTERTAIL COUNTY	119.96	Current Taxes Receivable	Debt Service
8462 Total				341.04		
8463	14880	5/28/2021	STATE OF MINNESOTA	297,361.34	2021 GEN ED AID	General
8463 Total				297,361.34		
8464	14881	5/28/2021	MSDMAX	0.35	Interest Income	General
8464 Total				0.35		
8465	14882	5/28/2021	MSDMAX	66.74	Interest Income	General
8465 Total				66.74		
8466	14883	5/28/2021	CREDIT CARD DEPOSIT	3,298.95	Tuition from Patron	Community Service
8466	14883	5/28/2021	CREDIT CARD DEPOSIT	1,430.00	Fees	Community Service
8466	14883	5/28/2021	CREDIT CARD DEPOSIT	1,070.00	Fees	Community Service
8466	14883	5/28/2021	CREDIT CARD DEPOSIT	255.00	Fees	Community Service
8466	14883	5/28/2021	CREDIT CARD DEPOSIT	360.00	Fees	Community Service
8466	14883	5/28/2021	CREDIT CARD DEPOSIT	8 1,584.00	Fees	Community Service
8466	14883	5/28/2021	CREDIT CARD DEPOSIT	225.00	Fees	Community Service
8466	14883	5/28/2021	CREDIT CARD DEPOSIT	1,635.00	Fees	Community Service

Breckenridge Public School

Payment Register

Check #	Vendor #	Vendor Name	Date	Amount	Description	Fund
	172	CASH-WA DISTRIBUTING	5/17/2021	40.98	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/17/2021	1,553.41	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/17/2021	185.54	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	5/17/2021	1,869.95	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/17/2021	152.57	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	5/17/2021	0.01	Rounding Adjustment	Food Service
	172	CASH-WA DISTRIBUTING	5/17/2021	22.39	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/17/2021	-35.25	Food	Food Service
		CASH-WA DISTRIBUTING Total		3,789.60		
	3538	SCHOOL ADMINISTRATIVE SPECIALTY SERVICE	5/17/2021	11,273.33	S.A.S.S. Contract	General
		SCHOOL ADMINISTRATIVE SPECIALTY SERVICES Total		11,273.33		
	172	CASH-WA DISTRIBUTING	5/18/2021	465.96	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/21/2021	1,590.73	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/21/2021	130.96	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	5/21/2021	1,402.84	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/21/2021	134.05	General Supply	Food Service
		CASH-WA DISTRIBUTING Total		3,724.54		
	3459	AMERITAS LIFE INSURANCE	5/28/2021	217.84	Vision Insurance	General
		AMERITAS LIFE INSURANCE Total		217.84		
	172	CASH-WA DISTRIBUTING	5/28/2021	29.31	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/28/2021	1,870.35	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/28/2021	182.94	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	5/28/2021	17.61	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/28/2021	1,255.53	Food	Food Service
	172	CASH-WA DISTRIBUTING	5/28/2021	102.54	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	5/28/2021	0.01	ROUNDING ADJUSTMENR	Food Service
	172	CASH-WA DISTRIBUTING	5/28/2021	-84.59	Food	Food Service
		CASH-WA DISTRIBUTING Total		3,373.70		
	2277	EDUCATORS BENEFIT ACH	5/28/2021	1,710.95	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	5/28/2021	991.04	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	5/28/2021	828.65	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	5/28/2021	395.86	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	5/28/2021	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	5/28/2021	6,179.16	Tax Shelter Payable	General
		EDUCATORS BENEFIT ACH Total		10,763.58		
	1233	EFPTS	5/28/2021	34,808.86	FICA Payable	General

Breckenridge Public School

Payment Register

1233	EFPTS	5/28/2021	15,322.53	Federal Withholding Payable	General
	EFPTS Total		50,131.39		
2251	FURTHER (FSA/ HSA)	5/28/2021	5,808.30	HSA Deductions	General
2251	FURTHER (FSA/ HSA)	5/28/2021	166.24	HSA Deductions	General
	FURTHER (FSA/ HSA) Total		5,974.54		
1753	MN STATE RETIREMENT SYSTEM	5/28/2021	127.58	HCSP Payable	General
	MN STATE RETIREMENT SYSTEM Total		127.58		
39	MN DEPT OF REVENUE (EFT)	5/28/2021	6,031.07	MN State Withholding Payable	General
	MN DEPT OF REVENUE (EFT) Total		6,031.07		
599	P.E.R.A.	5/28/2021	11,948.99	PERA Payable	General
	P.E.R.A. Total		11,948.99		
600	TEACHERS RETIREMENT ASSN.	5/28/2021	21,121.13	TRA Payable	General
	TEACHERS RETIREMENT ASSN. Total		21,121.13		
2727	AMERICAN EXPRESS	6/3/2021	350.00	Conference Expense	General
2727	AMERICAN EXPRESS	6/3/2021	250.00	Travel	General
2727	AMERICAN EXPRESS	6/3/2021	407.04	General Supply	General
	AMERICAN EXPRESS Total		1,007.04		
2274	APPLE COMPUTER, INC.	6/3/2021	10.68	Apple Music Membership	Student Activities
	APPLE COMPUTER, INC. Total		10.68		
2901	DOLLAR TREE STORES INC.	6/3/2021	26.00	Easter Egg Hunt	Community Service
2901	DOLLAR TREE STORES INC.	6/3/2021	10.00	Miscellaneous	General
	DOLLAR TREE STORES INC. Total		36.00		
1719	ECONO FOODS	6/3/2021	10.87	Supply	General
1719	ECONO FOODS	6/3/2021	16.57	Supply	General
1719	ECONO FOODS	6/3/2021	4.28	Supply	General
1719	ECONO FOODS	6/3/2021	3.91	Supply	General
1719	ECONO FOODS	6/3/2021	8.90	Supply	General
1719	ECONO FOODS	6/3/2021	497.00	Class of 2022 Supplies	Student Activities
	ECONO FOODS Total		541.53		
3584	JAN MILLER BURKINS CONSULTING, LLC	6/3/2021	82.08	Travel	General
	JAN MILLER BURKINS CONSULTING, LLC Total		82.08		
2551	JOHNSON PLASTICS	6/3/2021	50.76	General Supply	General
	JOHNSON PLASTICS Total		50.76		
2188	P-CARD, HARRIS BANK	6/3/2021	150.00	Travel	Food Service
2188	P-CARD, HARRIS BANK	6/3/2021	214.64	HS Band Supplies	Student Activities
	P-CARD, HARRIS BANK Total		364.64		
2267	WASTE MANAGEMENT OF ND	6/3/2021	629.06	Garbage	General

Breckenridge Public School

Payment Register

	2267	WASTE MANAGEMENT OF ND	6/3/2021	654.98	Garbage	General
	2267	WASTE MANAGEMENT OF ND	6/3/2021	112.57	Garbage	General
		WASTE MANAGEMENT OF ND Total		1,396.61		
	172	CASH-WA DISTRIBUTING	6/4/2021	293.71	Food	Food Service
	172	CASH-WA DISTRIBUTING	6/4/2021	121.58	General Supply	Food Service
	172	CASH-WA DISTRIBUTING	6/4/2021	599.39	Food	Food Service
	172	CASH-WA DISTRIBUTING	6/4/2021	123.82	General Supply	Food Service
		CASH-WA DISTRIBUTING Total		1,138.50		
	55	BRECKENRIDGE PUBLIC UTILITIES	6/10/2021	63.83	Water-Sewer	General
	55	BRECKENRIDGE PUBLIC UTILITIES	6/10/2021	192.31	Electricity	General
	55	BRECKENRIDGE PUBLIC UTILITIES	6/10/2021	673.30	Water-Sewer	General
	55	BRECKENRIDGE PUBLIC UTILITIES	6/10/2021	4,399.81	Electricity	General
	55	BRECKENRIDGE PUBLIC UTILITIES	6/10/2021	723.60	Gas	General
	55	BRECKENRIDGE PUBLIC UTILITIES	6/10/2021	5,843.92	Electricity	General
	55	BRECKENRIDGE PUBLIC UTILITIES	6/10/2021	51.50	Water-Sewer	General
	55	BRECKENRIDGE PUBLIC UTILITIES	6/10/2021	59.08	Electricity	General
		BRECKENRIDGE PUBLIC UTILITIES Total		12,007.35		
	193	GREAT PLAINS NATURAL GAS	6/10/2021	23.00	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	6/10/2021	109.03	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	6/10/2021	1,724.31	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	6/10/2021	2,198.27	Heating Fuel	General
	193	GREAT PLAINS NATURAL GAS	6/10/2021	137.96	Gas	General
		GREAT PLAINS NATURAL GAS Total		4,192.57		
124824	1697	BIG WOODS ELECTRIC MOTOR	5/19/2021	452.30	Repair/Building	General
		BIG WOODS ELECTRIC MOTOR Total		452.30		
124825	3315	LOKEN, KENT	5/19/2021	500.00	Consulting Fees	General
		LOKEN, KENT Total		500.00		
124826	3149	MARCO TECHNOLOGIES LLC NW 7128	5/19/2021	2,665.50	Managed Voice and Software Assurance	General
124826	3149	MARCO TECHNOLOGIES LLC NW 7128	5/19/2021	2,665.50	Managed Voice and Software Assurance	General
		MARCO TECHNOLOGIES LLC NW 7128 Total		5,331.00		
124827	3065	MCNARY, KELLY	5/19/2021	143.00	Umpires	General
		MCNARY, KELLY Total		143.00		
124828	3577	MISSION MECHANICAL	5/19/2021	11,185.00	Repair/Building	General
		MISSION MECHANICAL Total		11,185.00		
124829	2836	MORROW, JEFFREY A.	5/19/2021	143.00	Umpires	General
		MORROW, JEFFREY A. Total		143.00		
124830	2911	THIELEN, THOMAS ANDREW	5/19/2021	57.50	Officials/ Contracted Services	General

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124830	2911	THIELEN, THOMAS ANDREW	5/19/2021	115.00	Officials/ Contracted Services	General
		THIELEN, THOMAS ANDREW Total		172.50		
124831	604	AFSCME COUNCIL 65	5/28/2021	111.87	Custodial Dues Payable	General
		AFSCME COUNCIL 65 Total		111.87		
124832	603	BRECKENRIDGE ED LOCAL 1299	5/28/2021	2,244.82	Breck Federation of Teachers Payable	General
		BRECKENRIDGE ED LOCAL 1299 Total		2,244.82		
124833	3525	CHRISTENSEN, EMILY	5/28/2021	254.00	HS Band Supplies	Student Activities
		CHRISTENSEN, EMILY Total		254.00		
124834	3476	GOLDADE, STANLEY	5/28/2021	36.30	Boys Golf Supplies	Student Activities
124835	3476	GOLDADE, STANLEY	5/28/2021	13.00	Boys Golf Supplies	Student Activities
		GOLDADE, STANLEY Total		49.30		
124836	2891	GROCHOW, ARTHUR	5/28/2021	130.00	Umpires	General
124836	2891	GROCHOW, ARTHUR	5/28/2021	260.00	Umpires	General
124836	2891	GROCHOW, ARTHUR	5/28/2021	25.00	Officials/ Contracted Services	General
124836	2891	GROCHOW, ARTHUR	5/28/2021	25.00	Officials/ Contracted Services	General
124836	2891	GROCHOW, ARTHUR	5/28/2021	25.00	Officials/ Contracted Services	General
124836	2891	GROCHOW, ARTHUR	5/28/2021	25.00	Officials/ Contracted Services	General
		GROCHOW, ARTHUR Total		490.00		
124837	2982	HEITKAMP, GREG	5/28/2021	173.00	Umpires	General
124837	2982	HEITKAMP, GREG	5/28/2021	173.00	Umpires	General
		HEITKAMP, GREG Total		346.00		
124838	2824	KING, ROY M.	5/28/2021	115.00	Umpires	General
		KING, ROY M. Total		115.00		
124839	3018	MARTINSON, RICK S	5/28/2021	163.00	Umpires	General
		MARTINSON, RICK S Total		163.00		
124840	1872	MN CHILD SUPPORT PAYMENT CTR	5/28/2021	424.00	Child Support Payable	General
		MN CHILD SUPPORT PAYMENT CTR Total		424.00		
124841	1184	MN SCHOOL EMPLOYEES ASSOC	5/28/2021	1,040.30	Breck School Employees Assn Payable	General
		MN SCHOOL EMPLOYEES ASSOC Total		1,040.30		
124842	2836	MORROW, JEFFREY A.	5/28/2021	115.00	Umpires	General
		MORROW, JEFFREY A. Total		115.00		
124843	1779	NCPERS GROUP LIFE INS	5/28/2021	80.00	PERA Life Insurance Payable	General
		NCPERS GROUP LIFE INS Total		80.00		
124844	2818	PETERSON, RICHARD	5/28/2021	115.00	Umpires	General
		PETERSON, RICHARD Total		115.00		
124845	3359	WALMART STORE	5/28/2021	23.88	General Supply	General
124845	3359	WALMART STORE	5/28/2021	21.21	Supply	General

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124845	3359	WALMART STORE	5/28/2021	46.75	Supply	General
		WALMART STORE Total		91.84		
124846	3583	AIGNER, CHRISTINA	6/4/2021	169.37	Class of 2021 Supplies	Student Activities
		AIGNER, CHRISTINA Total		169.37		
124847	3586	BURKETT CUSTOMS	6/4/2021	50.00	Miscellaneous	General
		BURKETT CUSTOMS Total		50.00		
124848	3589	LA CROSSE MAIL & PRINT SOLUTIONS INC	6/4/2021	1,866.78	Consultants for Bldg Assessment	General
		LA CROSSE MAIL & PRINT SOLUTIONS INC Total		1,866.78		
124849	3065	MCNARY, KELLY	6/4/2021	71.50	Umpires	General
		MCNARY, KELLY Total		71.50		
124850	2897	NORDICK, JOSHUA	6/4/2021	71.50	Umpires	General
		NORDICK, JOSHUA Total		71.50		
124851	3592	CECE'S FLORAL	6/8/2021	559.00	Class of 2021 Supplies	Student Activities
		CECE'S FLORAL Total		559.00		
124852	3591	MAYES MEDIA	6/8/2021	620.00	DECA Supplies	Student Activities
		MAYES MEDIA Total		620.00		
124853	2480	SIREK, TAMRA KAY	6/8/2021	252.00	Coach	Community Service
		SIREK, TAMRA KAY Total		252.00		
124854	3376	WILKIN DRINK & EATERY	6/8/2021	266.12	Class of 2021 Supplies	Student Activities
		WILKIN DRINK & EATERY Total		266.12		
124855	604	AFSCME COUNCIL 65	6/10/2021	102.87	Custodial Dues Payable	General
		AFSCME COUNCIL 65 Total		102.87		
124856	1981	ALBERTSON'S PARTS CITY AUTO PA	6/10/2021	5.51	General Supply	General
124856	1981	ALBERTSON'S PARTS CITY AUTO PA	6/10/2021	89.44	Repair/Equipment	General
124856	1981	ALBERTSON'S PARTS CITY AUTO PA	6/10/2021	21.98	Repair/Equipment	General
124856	1981	ALBERTSON'S PARTS CITY AUTO PA	6/10/2021	3.99	Repair/Equipment	General
124856	1981	ALBERTSON'S PARTS CITY AUTO PA	6/10/2021	96.07	Repair/Equipment	General
		ALBERTSON'S PARTS CITY AUTO PA Total		216.99		
124857	1129	AMAZON.COM	6/10/2021	49.44	General Supply	General
					B0051IAQ9G TOGGLER SNAPTOGGLE BA Toggle Anchor, Zinc-Plated Steel Channel, Made in US, 3/8" to 3-5/8" Grip Range, For 3/16"-24 UNC Fastener Size (Pack	
124857	1129	AMAZON.COM	6/10/2021	57.99		General
124857	1129	AMAZON.COM	6/10/2021	0.00	Amazon Shipping Charge	General
				15	0807765163 A Search for Common Ground: Conversations About the Toughest Questions in	
124857	1129	AMAZON.COM	6/10/2021	24.95	K-12 Education	General

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124857	1129	AMAZON.COM	6/10/2021	0.00	Amazon Shipping Charge	General
124857	1129	AMAZON.COM	6/10/2021	21.50	B088KL8JRD Head Rush - Social Skills Games and Therapy Games, A Game That Develops Mindfulness, Self Awareness, and Communication	General
124857	1129	AMAZON.COM	6/10/2021	10.79	1951287606 A Little SPOT of Belonging: A Story About Being True to Yourself and Making Friends	General
124857	1129	AMAZON.COM	6/10/2021	16.69	0399250786 Junkyard Wonders	General
124857	1129	AMAZON.COM	6/10/2021	19.99	B013J5RPHI Totem the feel good game, Self-Esteem Game for Team Building, School, Family Bonding, Counseling and Therapy	General
124857	1129	AMAZON.COM	6/10/2021	13.49	0399246533 The Day You Begin	General
124857	1129	AMAZON.COM	6/10/2021	7.67	0374303231 The 57 Bus: A True Story of Two Teenagers and the Crime That Changed Their Lives	General
124857	1129	AMAZON.COM	6/10/2021	23.60	0545852501 Guts	General
124857	1129	AMAZON.COM	6/10/2021	12.95	1589797035 Love You When...	General
124857	1129	AMAZON.COM	6/10/2021	20.99	B092HVHXHT 12 PCS Mini Push Pop Bubble Fidget Sensory Toys - Mini Simple Dimple Popper Keychain Set, Simple Dimple Fidget Pack, Silicone Squeeze Senso	General
124857	1129	AMAZON.COM	6/10/2021	7.49	1452126992 I Wish You More (Encouragement Gifts for Kids, Uplifting Books for Graduation)	General
124857	1129	AMAZON.COM	6/10/2021	15.19	1250269490 What the Road Said	General
124857	1129	AMAZON.COM	6/10/2021	9.99	1535194677 Anxiety Sucks! A Teen Survival Guide (Volume 1)	General
124857	1129	AMAZON.COM	6/10/2021	8.99	0316453692 Stamped: Racism, Antiracism, and You: A Remix of the National Book Award-winning Stamped from the Beginning	General
124857	1129	AMAZON.COM	6/10/2021	9.99	B07BJHLL61 Hand Grip Strengthener, Finger Exerciser, Grip Strength Trainer (6 PCS),New Material,Forearm Grip Workout, Finger Stretcher, Relieve Wrist	General

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124857	1129	AMAZON.COM	6/10/2021	9.99	B08RZ8F9FK ENTHUR 12 Pcs Fidget Toys Textured Stretchy String Sensory Toys,Fidget Toys Build Resistance Squeeze Pull, Stretch Up to 8 Feet	General
124857	1129	AMAZON.COM	6/10/2021	7.99	B076VP64R3 FRIMOONY Spiky Sensory Rings for Fingers Massage, Stress Relief, 15 Pieces, 5 Colors	General
124857	1129	AMAZON.COM	6/10/2021	0.00	Amazon Shipping Charge	General
124857	1129	AMAZON.COM	6/10/2021	486.92	1250223180 What Happened to You?: Conversations on Trauma, Resilience, and Healing	General
124857	1129	AMAZON.COM	6/10/2021	0.00	Amazon Shipping Charge	General
124857	1129	AMAZON.COM	6/10/2021	162.54	B01DEWZUG4 Panasonic Microwave Oven NN-SN686S Stainless Steel Countertop/Built-In with Inverter Technology and Genius Sensor, 1.2 Cubic Foot, 1200W	General
124857	1129	AMAZON.COM	6/10/2021	9.34	B08H863CN2 Pack of 2, Collapsible Microwave Food Cover BPA free TPR, 10.5inch, round with grip handle RED BLUE	General
124857	1129	AMAZON.COM	6/10/2021	0.00	Amazon Shipping Charge	General
124857	1129	AMAZON.COM	6/10/2021	13.99	B06XF3HKT7 Bingcute 12 Rolls Different Colors 3mm Faux Leather Suede Beading Cords	General
124857	1129	AMAZON.COM	6/10/2021	9.99	B07ZGD2G6B Tenn Well 2.6mm Suede Cord, 100 Yards Flat Faux Leather Cord for Necklaces, Bracelets, Jewelry Making, Beading and DIY Crafts (Brown)	General
124857	1129	AMAZON.COM	6/10/2021	5.99	Amazon Shipping Charge	General
124857	1129	AMAZON.COM	6/10/2021	13.62	B0134V48JK Amazon Basics AZDPHD15 Mini DisplayPort to HDMI Cable - 15 Feet	Capital Outlay
124857	1129	AMAZON.COM	6/10/2021	12.74	Technology Equipment	Capital Outlay
124857	1129	AMAZON.COM	6/10/2021	21.12	B079VWJW6D Cricut Stronggrip Cutting Mat 3 Pack, 12"x12", Purple, 3 Count	General
124857	1129	AMAZON.COM	6/10/2021	12.15	B002MGJZRE BIC Wite-Out Brand EZ Correct Correction Tape, White, 10-Count	General
124857	1129	AMAZON.COM	6/10/2021	13.76	B00006IFF1 Sharpie 32003 Twin Tip Fine Point and Ultra Fine Point Permanent Marker, Blue, 12-Pack	General

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124857	1129	AMAZON.COM	6/10/2021	7.95	B00006IFEQ Sharpie Permanent Markers, Fine Point, Green, Box of 12	General
124857	1129	AMAZON.COM	6/10/2021	14.99	B07X11WZRJ Amazon Basics 9 x 12-Inch Clasp Kraft Envelopes, Gummed, 100-Pack	General
124857	1129	AMAZON.COM	6/10/2021	16.88	B00006IFEZ Sharpie 32001 Twin Tip Permanent Markers, Fine and Ultra Fine, Black, 12 Count	General
124857	1129	AMAZON.COM	6/10/2021	13.49	B0017TIZQY Sharpie Ultra Fine Point Permanent Markers, 12 Green Markers(37004)	General
124857	1129	AMAZON.COM	6/10/2021	74.07	B000QQ05RW Expo Low Odor Dry Erase Marker Chisel Tip Markers Whiteboard Markers, Assorted, 36 Count	General
124857	1129	AMAZON.COM	6/10/2021	11.98	B01N9BOL6R Better Office Products Sheet Protectors, 200 Piece	General
124857	1129	AMAZON.COM	6/10/2021	15.44	B00006IFF0 Sharpie 32002 Twin Tip Fine Point and Ultra Fine Point Permanent Marker, Red, 12-Pack	General
124857	1129	AMAZON.COM	6/10/2021	4.99	B00005JLYQ Holes (Widescreen Edition)	General
124857	1129	AMAZON.COM	6/10/2021	120.00	B00006IFGW EXPO 16078 Vis-A-Vis Wet-Erase Overhead Transparency Markers, Fine Point, Assorted Colors, 8-Count	General
124857	1129	AMAZON.COM	6/10/2021	0.00	Amazon Shipping Charge	General
124857	1129	AMAZON.COM	6/10/2021	194.20	B07SVPB4XX Duracell Procell AAA 144 Counts - 6 Packs (24 Counts in Each Pack)	General
124857	1129	AMAZON.COM	6/10/2021	3.60	B00M8MN6KO LOOPACELL AG12 LR43 386 SR43 1.5V Alkaline Button Cell Watch Batteries 10 Pack	General
124857	1129	AMAZON.COM	6/10/2021	0.00	Amazon Shipping Charge	General
		AMAZON.COM Total		1,589.43		
124858	1295	ARAMARK	6/10/2021	72.59	Miscellaneous	General
124858	1295	ARAMARK	6/10/2021	37.98	Miscellaneous	General
		ARAMARK Total		110.57		
124859	603	BRECKENRIDGE ED LOCAL 1299	6/10/2021	108.72	Breck Federation of Teachers Payable	General
		BRECKENRIDGE ED LOCAL 1299 Total		108.72		
124860	3560	BRENCO	6/10/2021	49.00	General Supply	General
124860	3560	BRENCO	6/10/2021	1824.50	General Supply	General
124860	3560	BRENCO	6/10/2021	253.90	General Supply	General
124860	3560	BRENCO	6/10/2021	51.18	General Supply	General

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124860	3560	BRENCO	6/10/2021	25.59	General Supply	General
		BRENCO Total		404.17		
124861	2443	BRYAN ROCK PRODUCTS, INC	6/10/2021	471.96	Repair/ Grounds	General
		BRYAN ROCK PRODUCTS, INC Total		471.96		
124862	3251	CLEVELAND, ALLAN	6/10/2021	120.00	Repair/ Grounds	General
		CLEVELAND, ALLAN Total		120.00		
124863	1680	COLONIAL RENTAL	6/10/2021	500.00	General Supply	General
		COLONIAL RENTAL Total		500.00		
124864	545	CONTINGENT FUND	6/10/2021	20.00	Officials/ Contracted Services	General
124864	545	CONTINGENT FUND	6/10/2021	20.00	Officials/ Contracted Services	General
124864	545	CONTINGENT FUND	6/10/2021	20.00	Officials/ Contracted Services	General
124864	545	CONTINGENT FUND	6/10/2021	75.00	Entry Fees/ Student Travel	General
124864	545	CONTINGENT FUND	6/10/2021	87.50	Entry Fees/ Student Travel	General
124864	545	CONTINGENT FUND	6/10/2021	20.00	Officials/ Contracted Services	General
124864	545	CONTINGENT FUND	6/10/2021	130.00	Inservice	General
124864	545	CONTINGENT FUND	6/10/2021	175.00	Entry Fees/ Student Travel	General
124864	545	CONTINGENT FUND	6/10/2021	87.50	Entry Fees/ Student Travel	General
124864	545	CONTINGENT FUND	6/10/2021	425.00	Travel	General
124864	545	CONTINGENT FUND	6/10/2021	225.00	Fees	Community Service
		CONTINGENT FUND Total		1,285.00		
124865	482	DAILY NEWS	6/10/2021	47.00	Advertising	General
124865	482	DAILY NEWS	6/10/2021	26.10	Advertising	General
124865	482	DAILY NEWS	6/10/2021	46.98	Advertising	General
		DAILY NEWS Total		120.08		
124866	115	DEMCO, INC	6/10/2021	868.69	Items in cart	General
		DEMCO, INC Total		868.69		
124867	3211	DRUG TESTING SOLUTIONS	6/10/2021	30.00	Miscellaneous	General
		DRUG TESTING SOLUTIONS Total		30.00		
124868	1433	EARTHGRAINS COMPANY	6/10/2021	57.60	Food	Food Service
124868	1433	EARTHGRAINS COMPANY	6/10/2021	28.35	Food	Food Service
124868	1433	EARTHGRAINS COMPANY	6/10/2021	18.90	Food	Food Service
124868	1433	EARTHGRAINS COMPANY	6/10/2021	28.35	Food	Food Service
124868	1433	EARTHGRAINS COMPANY	6/10/2021	56.70	Food	Food Service
124868	1433	EARTHGRAINS COMPANY	6/10/2021	14.40	Food	Food Service
124868	1433	EARTHGRAINS COMPANY	6/10/2021	1926.40	Food	Food Service
124868	1433	EARTHGRAINS COMPANY	6/10/2021	37.21	Food	Food Service
124868	1433	EARTHGRAINS COMPANY	6/10/2021	30.45	Food	Food Service

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124868	1433	EARTHGRAINS COMPANY	6/10/2021	19.35	Food	Food Service
124868	1433	EARTHGRAINS COMPANY	6/10/2021	15.92	Food	Food Service
124868	1433	EARTHGRAINS COMPANY	6/10/2021	61.90	Food	Food Service
		EARTHGRAINS COMPANY Total		395.53		
124869	2077	ECKROTH MUSIC	6/10/2021	63.50	Trumpet Yamaha 004950A	General
124869	2077	ECKROTH MUSIC	6/10/2021	7.89	Clarinet Thumb Rest Cushion	General
124869	2077	ECKROTH MUSIC	6/10/2021	26.12	Vandoren Clarinet Reeds 3, 1 box	General
		ECKROTH MUSIC Total		97.51		
124870	3303	ECOLAB	6/10/2021	82.80	Repair	Food Service
		ECOLAB Total		82.80		
124871	2265	EDUCATORS BENEFIT CONSULTANTS-AVIBEN	6/10/2021	117.03	Consulting Fees	General
		EDUCATORS BENEFIT CONSULTANTS-AVIBEN Total		117.03		
124872	1994	FARM CITY SUPPLY	6/10/2021	10.58	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	21.76	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	85.20	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	36.97	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	1.49	Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	9.99	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	19.99	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	85.20	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	32.05	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	15.57	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	23.59	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	19.67	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	28.19	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	35.96	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	21.99	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	18.00	General Supply	General
124872	1994	FARM CITY SUPPLY	6/10/2021	15.99	General Supply	General
		FARM CITY SUPPLY Total		482.19		
124873	153	FARMERS UNION OIL CO	6/10/2021	66.24	Gasoline & Oil	General
124873	153	FARMERS UNION OIL CO	6/10/2021	5,265.56	Gasoline & Oil	General
		FARMERS UNION OIL CO Total		5,331.80		
124874	2238	FURTHER	6/10/2021	56.05	Consulting Fees	General
		FURTHER Total		2056.05		
124875	1499	GOPHER STATE ONE-CALL	6/10/2021	1.35	Miscellaneous	General
		GOPHER STATE ONE-CALL Total		1.35		

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124876	1432	GRIPPERS SPORTS TROPHYS	6/10/2021	632.50	General Supply	Community Service
124876	1432	GRIPPERS SPORTS TROPHYS	6/10/2021	157.45	Supply	General
124876	1432	GRIPPERS SPORTS TROPHYS	6/10/2021	21.00	Supply	General
		GRIPPERS SPORTS TROPHYS Total		810.95		
124877	2891	GROCHOW, ARTHUR	6/10/2021	30.00	Umpires	General
		GROCHOW, ARTHUR Total		30.00		
124878	3539	GUARDIAN	6/10/2021	138.78	Voluntary Life Insurance	General
124878	3539	GUARDIAN	6/10/2021	1,241.62	Dental Insurance	General
124878	3539	GUARDIAN	6/10/2021	1,046.15	Life & Disability Payable	General
		GUARDIAN Total		2,426.55		
124879	1529	HILLYARD /HUTCHINSON	6/10/2021	2,357.94	General Supply	General
124879	1529	HILLYARD /HUTCHINSON	6/10/2021	6,587.42	General Supply	General
124879	1529	HILLYARD /HUTCHINSON	6/10/2021	464.24	General Supply	General
124879	1529	HILLYARD /HUTCHINSON	6/10/2021	395.26	General Supply	General
		HILLYARD /HUTCHINSON Total		9,804.86		
124880	2522	HOBART SALES AND SERVICE	6/10/2021	348.53	Repair	Food Service
		HOBART SALES AND SERVICE Total		348.53		
124881	3590	HOUGHT, CARSON	6/10/2021	95.00	Umpires	Community Service
		HOUGHT, CARSON Total		95.00		
124882	1505	INNOVATIVE OFFICE SOLUTIONS	6/10/2021	20.80	HAM102467 PAPER,C.COPY,LTR,28#,WE	General
124882	1505	INNOVATIVE OFFICE SOLUTIONS	6/10/2021	10.98	UNV35669 NOTE,SLFST3X3,12PD/PK,AST	General
124882	1505	INNOVATIVE OFFICE SOLUTIONS	6/10/2021	20.76	UBC60126 PEN,UNIBALL,VISN,FINE,BK	General
124882	1505	INNOVATIVE OFFICE SOLUTIONS	6/10/2021	7.12	UNV35663 PAD,12SLFSTCK1.5X2,AST	General
124882	1505	INNOVATIVE OFFICE SOLUTIONS	6/10/2021	43.66	UNV10501 FOLDER,FILE,1/3C,LTR,BE	General
124882	1505	INNOVATIVE OFFICE SOLUTIONS	6/10/2021	41.40	SAN30001EA MARKER,SHARPIE,FINE PT,BK	General
124882	1505	INNOVATIVE OFFICE SOLUTIONS	6/10/2021	38.20	AVT34104 BOX,PENCIL,CLR	General
124882	1505	INNOVATIVE OFFICE SOLUTIONS	6/10/2021	6.52	AVT01220 CLIP,STIKKICLPS,20/PK,WHT	General
124882	1505	INNOVATIVE OFFICE SOLUTIONS	6/10/2021	27.18	UNV72220 CLIP,JUMBO,SMOOTH,1M/PK	General
124882	1505	INNOVATIVE OFFICE SOLUTIONS	6/10/2021	17.52	SAN81803 CLEANER,WHITE BOARD,8OZ	General
124882	1505	INNOVATIVE OFFICE SOLUTIONS	6/10/2021	60.87	MMM810P10K TAPE,MAGIC,.75X1M,10RL,CR	General
		INNOVATIVE OFFICE SOLUTIONS Total		295.01		
124883	3092	JK SPORTS	6/10/2021	26.00	200 Foot Tape Measure	General
124883	3092	JK SPORTS	6/10/2021	26.00	200 Foot Tape Measure	General
124883	3092	JK SPORTS	6/10/2021	-0.01	Freight	General
124883	3092	JK SPORTS	6/10/2021	21 6.95	Freight	General
124883	3092	JK SPORTS	6/10/2021	6.95	Freight	General
		JK SPORTS Total		65.89		

Breckenridge Public School

Payment Register

124884	2325	JOHN DEERE FINANCIAL	6/10/2021	1,476.68	Repair/Equipment	General
124884	2325	JOHN DEERE FINANCIAL	6/10/2021	60.32	Repair/Equipment	General
		JOHN DEERE FINANCIAL Total		1,537.00		
124885	1929	JOSTENS	6/10/2021	567.30	Supply	General
		JOSTENS Total		567.30		
124886	2556	JW PEPPER	6/10/2021	55.00	Another One Bites the Dust	General
124886	2556	JW PEPPER	6/10/2021	11.99	Shipping/Handling	General
124886	2556	JW PEPPER	6/10/2021	55.00	Fireball pep band music	General
		JW PEPPER Total		121.99		
124887	1086	KBMW 1450	6/10/2021	520.00	Advertising	General
		KBMW 1450 Total		520.00		
124888	3100	KEMPS LLIC	6/10/2021	138.29	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	265.90	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	159.35	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	297.29	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	86.39	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	190.89	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	95.57	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	339.56	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	138.84	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	138.09	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	95.72	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	85.24	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	180.66	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	361.17	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	138.09	Milk	Food Service
124888	3100	KEMPS LLIC	6/10/2021	403.69	Milk	Food Service
		KEMPS LLIC Total		3,114.74		
124889	2824	KING, ROY M.	6/10/2021	95.00	Umpires	Community Service
		KING, ROY M. Total		95.00		
124890	518	LAKES COUNTRY SERVICE COOP	6/10/2021	50.00	Technology Equipment	Capital Outlay
		LAKES COUNTRY SERVICE COOP Total		50.00		
124891	3328	MARCO TECHNOLOGIES, LLC	6/10/2021	1,963.50	Copier/Printer Maintenance	General
		MARCO TECHNOLOGIES, LLC Total		1,963.50		
124892	1872	MN CHILD SUPPORT PAYMENT CTR	6/10/2021	424.00	Child Support Payable	General
		MN CHILD SUPPORT PAYMENT CTR Total		424.00		
124893	133	MN DEPT OF HEALTH	6/10/2021	80.00	Miscellaneous	Food Service

Breckenridge Public School

Payment Register

		MN DEPT OF HEALTH Total		80.00		
124894	3187	MOMAR	6/10/2021	263.37	General Supply	General
		MOMAR Total		263.37		
124895	337	NASCO	6/10/2021	42.00	9724421(Y) Speedball Low-Fire Earthenware Glaze - Pint - Brown	General
124895	337	NASCO	6/10/2021	16.40	9724421(F) Speedball Low-Fire Earthenware Glaze - Pint - Celadon	General
124895	337	NASCO	6/10/2021	8.20	9724421(U) Speedball Low-Fire Earthenware Glaze - Pint - Grey	General
		NASCO Total		66.60		
124896	1243	NORTH CENTRAL TRUCK EQUIPMENT	6/10/2021	106.96	Repair/Equipment	General
		NORTH CENTRAL TRUCK EQUIPMENT Total		106.96		
124897	2193	PEMBERTON, SORLIE, RUFER &	6/10/2021	166.50	Consulting Fees	General
		PEMBERTON, SORLIE, RUFER & Total		166.50		
124898	385	PERMA BOUND	6/10/2021	506.96	Books in cart	General
124898	385	PERMA BOUND	6/10/2021	-0.02	Adjustment	General
		PERMA BOUND Total		506.94		
124899	2656	QUADIENT FINANCE USA	6/10/2021	500.00	Postage	General
		QUADIENT FINANCE USA Total		500.00		
124900	3572	RED RIVER TELEPHONE ASSN	6/10/2021	30.58	Telephone	General
124900	3572	RED RIVER TELEPHONE ASSN	6/10/2021	35.99	Telephone	General
124900	3572	RED RIVER TELEPHONE ASSN	6/10/2021	345.41	Telephone	General
124900	3572	RED RIVER TELEPHONE ASSN	6/10/2021	345.42	Telephone	General
		RED RIVER TELEPHONE ASSN Total		757.40		
124901	2844	REGION 6A	6/10/2021	719.00	Flow -Thru Tournament	General
		REGION 6A Total		719.00		
124902	2006	SCHMITTY'S PBLG, HTG & SHTMTL	6/10/2021	163.35	Repair/Building	General
		SCHMITTY'S PBLG, HTG & SHTMTL Total		163.35		
124903	2268	SCHOLARSHIP BRECKENRIDGE	6/10/2021	3,830.00	RETURN EXCESS SCHOLARSHIP FUNDS	Trust Fund
		SCHOLARSHIP BRECKENRIDGE Total		3,830.00		
124904	2459	SCHOLASTIC BOOK FAIRS	6/10/2021	668.91	Fees	General
		SCHOLASTIC BOOK FAIRS Total		668.91		
124905	3588	SCHOOL PERCEPTIONS LLC	6/10/2021	4,000.00	Consultants for Bldg Assessment	General
		SCHOOL PERCEPTIONS LLC Total		4,000.00		
124906	1126	SCHOOL SPECIALTY	6/10/2021	23 20.86	2002160 Jack Richeson Double-Pointed End Blending Stumps, Set of 48	General

Breckenridge Public School

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124906	1126	SCHOOL SPECIALTY	6/10/2021	71.04	1435379 Jack Richeson Wood Pulp Acid-Free Cold Press Bulk Watercolor Paper, 88 lb, 11 X 14 in, Pack of 350	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	103.96	205451 Sax Halifax Cold Press Watercolor Paper, 19 X 24 Inches, 90 lb, White, 25 Sheets	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	51.98	2013715 Sharpie Permanent Markers, Ultra Fine Point, Black, Pack of 36	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	51.96	409360 AMACO Artists Choice Lead-Free Glaze, 1 pt, Peacock A-28	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	30.39	416941 Sax True Flow Gloss Glaze, Mosaic Blue, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	50.65	1430125 Sax True Flow Gloss Glaze, Dark Brown, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	10.13	416947 Sax True Flow Gloss Glaze, Rich Chocolate, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	50.65	416920 Sax True Flow Gloss Glaze, Orange Slice, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	70.91	1300255 Sax True Flow Gloss Glaze, New Leaf, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	50.65	451550 Sax True Flow Gloss Glaze, Green Glade, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	70.91	1300252 Sax True Flow Gloss Glaze, Light Blue, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	20.26	1300251 Sax True Flow Gloss Glaze, Brick, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	30.39	1430119 Sax True Flow Gloss Glaze, Salmon, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	10.13	416932 Sax True Flow Gloss Glaze, Nautical Jade, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	50.65	1430122 Sax True Flow Gloss Glaze, Olive, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	10.13	401465 Sax True Flow Gloss Glaze, Lilac, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	70.91	449801 Sax True Flow Gloss Glaze, Dutch Blue, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	24 50.65	449813 Sax True Flow Gloss Glaze, Grape, 1 Pint	General

Breckenridge Public School

Payment Register

124906	1126	SCHOOL SPECIALTY	6/10/2021	10.13	449837 Sax True Flow Gloss Glaze, Maple Sugar, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	40.52	449846 Sax True Flow Gloss Glaze, Blue Gray, 1 Pint	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	197.70	1405580 Crescent Canvas Board, 15 x 20 Inches, Pack of 15	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	31.19	405160 Crescent 33 Smooth Smooth Mat Board, 20 x 32 Inches, White/Cream, Pack of 10	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	35.09	405163 Crescent Acid-Free Mat Board, 20 X 32 in, 14-Ply Thickness, White/Black Pebbled, Pack of 10	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	36.38	1443297 School Smart Multi-Purpose Sawtooth Picture Hanger, 1-7/8 X 2-1/2 in, 2 - 3 lb, Polypropylene, Pack of 100	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	54.72	207193 Crayola Original Fine Tip Marker Classpack, Assorted Colors, Pack of 200	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	30.54	214005 Crayola Waterproof Colored Pencil Classpack, Assorted Colors, Pack of 240	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	28.85	2003387 Crystalware Portion Cups, 1 oz, Clear, Pack of 2500	General
124906	1126	SCHOOL SPECIALTY	6/10/2021	22.35	2003388 Crystalware Portion Cup Lids, 1 oz, Pack of 2500	General
		SCHOOL SPECIALTY Total		1,364.68		
124907	2949	STORHAUG, CYNTHIA JEAN	6/10/2021	1,748.64	Fed Sub Award SubCont <\$25000	General
		STORHAUG, CYNTHIA JEAN Total		1,748.64		
124908	461	STURDEVANT'S AUTO PARTS	6/10/2021	25.51	Repair/Equipment	General
124908	461	STURDEVANT'S AUTO PARTS	6/10/2021	10.65	Repair/Equipment	General
		STURDEVANT'S AUTO PARTS Total		36.16		
124909	1553	SUMMERSVILLE ELECTRIC, INC.	6/10/2021	4,000.00	Softball Scoreboard Relocation	General
124909	1553	SUMMERSVILLE ELECTRIC, INC.	6/10/2021	278.67	Flag Pole	General
124909	1553	SUMMERSVILLE ELECTRIC, INC.	6/10/2021	-1,200.00	Donation	General
		SUMMERSVILLE ELECTRIC, INC. Total		3,078.67		
124910	1409	US FOODS, INC	6/10/2021	166.41	Food	Food Service
124910	1409	US FOODS, INC	6/10/2021	251.49	General Supply	Food Service
124910	1409	US FOODS, INC	6/10/2021	262.21	Food	Food Service
124910	1409	US FOODS, INC	6/10/2021	137.20	General Supply	Food Service

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124910	1409	US FOODS, INC	6/10/2021	322.80	Food	Food Service
124910	1409	US FOODS, INC	6/10/2021	209.44	Food	Food Service
124910	1409	US FOODS, INC	6/10/2021	221.16	Food	Food Service
124910	1409	US FOODS, INC	6/10/2021	98.10	General Supply	Food Service
124910	1409	US FOODS, INC	6/10/2021	10.73	Food	Food Service
124910	1409	US FOODS, INC	6/10/2021	201.58	Food	Food Service
124910	1409	US FOODS, INC	6/10/2021	73.54	General Supply	Food Service
124910	1409	US FOODS, INC	6/10/2021	246.28	Food	Food Service
124910	1409	US FOODS, INC	6/10/2021	122.94	General Supply	Food Service
124910	1409	US FOODS, INC	6/10/2021	249.44	Food	Food Service
124910	1409	US FOODS, INC	6/10/2021	139.61	General Supply	Food Service
124910	1409	US FOODS, INC	6/10/2021	1.71	Food	Food Service
124910	1409	US FOODS, INC	6/10/2021	1.32	Food	Food Service
124910	1409	US FOODS, INC	6/10/2021	69.18	Food	Food Service
124910	1409	US FOODS, INC	6/10/2021	7.24	Food	Food Service
		US FOODS, INC Total		2,632.38		
124911	1945	WAHPETON ACE HARDWARE	6/10/2021	42.69	General Supply	General
124911	1945	WAHPETON ACE HARDWARE	6/10/2021	13.99	General Supply	General
		WAHPETON ACE HARDWARE Total		56.68		
124912	1569	WAHPETON AUTO VALUE	6/10/2021	701.65	Repair/Equipment	General
124912	1569	WAHPETON AUTO VALUE	6/10/2021	31.97	Repair/Equipment	General
124912	1569	WAHPETON AUTO VALUE	6/10/2021	30.11	Repair/Equipment	General
124912	1569	WAHPETON AUTO VALUE	6/10/2021	-54.00	Repair/Equipment	General
124912	1569	WAHPETON AUTO VALUE	6/10/2021	54.00	Repair/Equipment	General
		WAHPETON AUTO VALUE Total		763.73		
124913	509	WAHPETON GLASS & PAINT	6/10/2021	28.72	General Supply	General
124913	509	WAHPETON GLASS & PAINT	6/10/2021	28.72	General Supply	General
		WAHPETON GLASS & PAINT Total		57.44		
124914	2615	WEST CENTRAL AG SERVICES	6/10/2021	1,226.76	General Supply	General
		WEST CENTRAL AG SERVICES Total		1,226.76		
		Grand Total		234,355.48		
		Wire Disbursements		149,305.05		
		Check Disbursements		85,050.43		
				26		

Payment Register

Fund Summary					
	General Fund		207,653.19		
	Food Service Fund		18,830.32		
	Community Service Fund		1,325.50		
	Capital Fund		76.36		
	Debt Service Fund		0.00		
	Trust Fund		3,830.00		
	Student Activities Fund		2,640.11		

Breckenridge Public Schools

Student Activities Account

31-May-21

UFARS Crs #		05/01/2021 Balance	Deposits	Expenses	05/31/2021 Balance
921	Class of 2021	3,252.00		500.00	2,752.00
922	Class of 2022	3,711.22		795.00	2,916.22
978	National Honor Society	2,355.85		815.40	1,540.45
979	HS Student Council	5,780.77		100.00	5,680.77
980	Letterclub	3,836.09		10.68	3,825.41
981	Mathletes	237.36			237.36
982	HS Band	13,664.61		254.00	13,410.61
983	Boys Golf	62.53		49.30	13.23
984	HS Choir	5,757.36			5,757.36
986	FFA	0.00			0.00
987	Close Up	1,620.79			1,620.79
988	Speech	4,761.13		28.86	4,732.27
989	Drama Club	3,099.55			3,099.55
990	DECA	5,154.44	53.87	2.19	5,206.12
991	Robotics	3,553.38			3,553.38
	Totals	56,847.08	53.87	2,555.43	54,345.52

Breckenridge Public School-Contingent Account
Account Summary
 May 2021

	May 21
Ordinary Income/Expense	
Expense	
01201294000319210 Boy Trck Ofcl	20.00
01201296000319210 Grl Trck Ofcl	20.00
01300294000319210 Boy Trck Ofcl	20.00
01300294000369205 Boy Gif Entry	75.00
01300294000369210 Boy Trck Etry	87.50
01300296000319210 Grl Trck Ofcl	20.00
01300296000367211 Vlllybal Insvc	130.00
01300296000369205 Grl Gif Entry	175.00
01300296000369210 Grl Trck Etry	87.50
01300640306366000 Staf Dvl Trvl	425.00
R04005591000050201 Baseball Ref	225.00
	1,285.00
Total Expense	1,285.00
Net Ordinary Income	-1,285.00
Net Income	-1,285.00

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

Date	Num	Name	Memo	Amount
May 21				
05/10/2021	26527	Pelican Rapids School #548	VOID: Girls Golf 5/11/21	0.00
05/10/2021	26528	Christy Haire	Track Meet 5/6/21	-40.00
05/10/2021	26529	Kathy Deal	Track Meet 5/6/21	-40.00
05/10/2021	26530	Kiwanis Track Meet	Track Meet 4/27/21	-75.00
05/10/2021	26531	Wildflower Golf Course	Golf Meet 5/20/21	-150.00
05/11/2021	26532	Birchwood Golf Course	Golf Meet 5/11/21	-50.00
05/14/2021	26533	Moorhead Country Club	Girls Golf 5/17/21	-50.00
05/18/2021			Deposit	2,095.32
05/20/2021	26534	Perham Public School	Track meet 5/20/2021	-100.00
05/20/2021	26535	Christopher Monday	Babe Ruth Refund	-125.00
05/20/2021	26536	Wendy Albertson	Babe Ruth Refund	-100.00
05/20/2021	26537	Jamestown Volleyball Club	VB Camp June 24-26	-555.00
May 21				

Breckenridge Public Schools Enrollment Numbers 2020 - 2021

STU601	August	September	October	November	December	January	February	March	April	May	June '21	Virtual
K		40	42	47	47	46	46	46	47	48	48	1
1		36	36	37	37	38	38	37	38	38	38	
2		28	28	28	29	30	30	30	30	30	30	2
3		44	44	45	45	45	46	46	46	47	46	2
4		32	34	36	37	37	38	39	39	39	38	1
5		42	43	49	49	49	50	50	50	50	50	1
6		47	47	48	48	49	50	50	50	49	49	3
7		46	46	46	46	46	45	44	45	44	45	2
8		34	34	35	35.5	33.5	35.5	37.5	36.5	37	37	2
9		48	47	50	51	52	51	51	51	51	51	
10		59	59	60	59	59	61	63	63	63	63	
11		47	47	48	47	46	46	46	46	46	46	
12		48	50	49	49	49	48	48	48	48	48	1
PSEO		0	0	0	0	0	0	0	0	0	0	
ALP only		0	0	0	0	0	0	0	0	0	0	
Total		551	557	578	579.5	579.5	584.5	587.5	589.5	590	589	
Pre-School		57	57	57	59	58	58	60	62	62	62	
Elementary Virtual		34	32	18	18	18	10	10	10	10	10	
Middle Virtual		7	8	7	5.5	4.5	3.5	3.5	3.5	4	4	
High Virtual		8	11	11	9	9	1	1	1	1	1	
VL		7	9	6	6	7	9	7	7	12	10	
Grand Total		664	674	677	677	676	666	669	673	679	676	
MS St. Mary's		32	32	32	32	32	32	32	32	32	32	
ALP Concurrent											13	
NDSCS Concurrent		5	5	5	5	5	5	5	5	5	5	
Homeschool Part-time		0	0	0	0	0	0	0	0	0	0	

Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel



Elementary Board Report:
June 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.

Celebrations and Thank yous:

- Classes had a great wrap up to the year with some field trips, Play Day and the Fun Run!! **Thank you** to the PE teachers and 5th grade teachers and students that put together Play Day and ran the stations!

Summer School

- Camp S'more is up and going. **Thank you** to teachers, Nancy, and Henry's crew for all the work they did to get it off to a great start!

Openings for next year

- SPED/Substitute & Elementary position interviewed for on Tuesday, June 15. **Thank you** to the teachers on the interview committee for your help!
- Para positions will advertise for these in August.
- 2 Reading Corps positions - awaiting to hear back from 1 interviewee.

Title Grant Funds released - Grant plans due Sept. 1

Grant	Purpose	2021 Award	2022 Award
Title I, Part A	Title I Para Support - RtI Services	\$102,700	\$98,160
Title I, Part D	Valley Lake Support	\$15,200	\$18,189
Title II, Part A	Staff Development - Reading/Math Specialists	\$21,200	\$16,539
Title IV, Part A	Student Support and Academic Enrichment - Mental Health Support	\$10,000	\$10,000

Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel

Other end of year reports completed or nearly complete:

- DIRS
- Read Well by Third Grade

DAC (District Assessment Coordinator) - Spring State Testing

- Post-test editing in progress

**Breckenridge High School
School Board Report
Wed. June 16, 2021**

**Principal: Craig J. Peterson
7:00am**

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:

-Thank you to our entire school staff, our school community and our whole community of Breckenridge in the support of our public schools. This year has been a challenge. We adapted, we were flexible and we used resilience/grit to “separate” this year.

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., Gus J., Tony B. Derek G., Brad L., Kim Q., Chad F. (8 teachers)

Goal #1: How do we make PBL, Prbl, Inquiry based learning a reality for the 2021-2022 school year?

Goal #2: What does successful participation look like for the adults? For the students?

Goal #3: Written Communication

2. Summer Staff Development

-Proud of our HS staff.. A lot of staff members are working in July and August on curriculum and PBL classrooms.

3. Planning for the 2021-2022 School Year:

-2021-2022 Master Learner Schedule

https://docs.google.com/spreadsheets/d/1saTOE0R1n_Tc6Zyb0JN1Sf0ZE0WC4UNBE-PCHVaiG04/edit?usp=sharing

New Business:

1.4.2021-2022 Goals:

1. How do we make PBL a reality for the next school year (2021-2022)?
2. What does successful participation look like for the adults? For the students?
3. Written Communication

2. New Tech Network Learner Outcomes

- Agency
- Communication (Oral and Written)
- **Knowledge and Thinking: Curriculum Mapping; Working on this**
- Collaboration

3. Discussion Topics:

-Reflection, Reconnect, Re-invent

4. Summer School Organization

- Sessions in June and August (16 days each session) in the HS Library
- Mon.-Thurs; 8am-12pm

July Reports and Updates:

1. 2021-2022 Handbook

New Projects the High School is working on:

1. Grade 9-10 Team is starting their New Tech journey this summer
2. Bush Foundation Grant (August)

Announcements/Calendar of Events:

-Wed. June 16: 2 Revolutions Grant meeting (1:30pm)

BRECKENRIDGE SCHOOL DISTRICT #846
ACTIVITIES COMMITTEE MEETING
TUESDAY, JUNE 8, 2021
7:00 AM
ELEMENTARY CONFERENCE ROOM #233

Committee members: Marc Hasbargen, Ty Mikkelson, Clayton Ernst

Others present: Superintendent Cordes, Chad Fredericksen, Neil Kusler, Brad Strand, Eric & Patty Erlandson, Cathy Affield

Budget priorities were discussed:

- Track surface as well as the pole vault pit and high jump are in need of repair
- Wireless system in the high school gym for the speaker system
- Football headsets should be updated and replaced
- Drop down curtain in the high school gym needs to be replaced
- Baseball boosters are looking to turf home plate and seeding of 1st and 3rd baselines
- Custodial staff is short for field maintenance

Wrestling Program was discussed:

- Tom Haire resigning as head coach
- Coop opportunity with Wahpeton
- Losing out of state competition in Minnesota
- Pros – practice partners, building friendships
- Keep the K-2 wrestling program
- Recruitment of coaches
- Consensus was to recommend approval of the wrestling coop with Wahpeton to the full Board for approval

Wahpeton Coop Activities Name

- Team name: Storm
- Team colors: Black/White/Gray
- Consensus was to send to full Board for approval

Girls Hockey

- Explore the opportunity of girls hockey in Minnesota (MSHSL)
- Transitional year – Exemption year
- Will fund themselves with no financial obligation to the District
- Consensus was to explore the interest for Girls Hockey and bring to the full Board for approval in July if there is sufficient interest

**BRECKENRIDGE SCHOOL DISTRICT #846
BUDGET/FACILITIES COMMITTEE MEETING
MONDAY, JUNE 14, 2021
7:00 A.M.
ELEMENTARY CONFERENCE ROOM #233**

Committee members: Steve Arnhalt, Clayton Ernst

Others present: Superintendent Cordes, Brad Strand, Neil Kusler, Renee Fedderson, Cathy Affield, Maxine Lammers (virtual)

Discussed:

- Projected budget deficit of (\$414,587) without applying federal relief dollars
- 2021/2022 budget and projected enrollment numbers
- General Fund including federal funding dollars-CARES and ESSER
- Special Ed funding/expenditures
- Cyber Security as part of the insurance package
- Single audit will be required due to receiving federal dollars at an additional audit cost of \$10,000
- Transportation bus and type 3 vehicle needs

Brainstormed how to use federal dollars to help relieve the budget deficit for:

- Transportation vehicle
- Elementary Teacher
- High School Teacher
- Para (not SPED or Title para position)
- High School Counselor

Consensus of the group was to build a preliminary budget for the June 16 board meeting with a targeted deficit of \$75,000 or less. The budget will be adjusted as more information is known from the state legislature session, federal funds and the Busch grant.

MSEA substitute pay was discussed. Tying the substitute pay for para-educators and cooks to the base pay rate respective to each position with a three hour minimum of work time was the consensus of the group to send to the full board for approval.

Teacher substitute pay was discussed. The rate was adjusted to \$150 per day on October 21, 2020 due to COVID. Consensus of the group was to leave the rate at \$150 per day and to bring to the full board for approval.

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 701

Orig. 1995

Revised: 06/16/2021

Rev. 2011

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final

audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Cross References: Policy 701.1 (Modification of School District Budget)
Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 702

Orig. 1995

Revised: 06/16/2021

Rev. 2006

702 ACCOUNTING

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. §123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minn. Stat. §123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn. Stat. § 123B.75 (Revenue)
Minn. Stat. § 123B.76 (Expenditures)

Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)

Minn. Stat. § 123B.79 (Permanent Fund Transfers)

Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References:

Policy 703 (Annual Audit)

MSBA Service Manual, Chapter 7, Education Funding

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 703

Orig. 1995

Revised: 06/16/2021

Rev. 2019

703 ANNUAL AUDIT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

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

Compliance Audit Guide issued by the Office of the State Auditor.

- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

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

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

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 710

Orig. 1995

Revised: 06/16/2021

Rev. 2012

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as

soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

Cross References: Policy 610 (Field Trips)
Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.

3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 506 (Student Discipline)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 709 (Student Transportation Safety Policy)
Policy 712 (Video Surveillance Other Than on Buses)
MSBA Service Manual, Chapter 2, Transportation

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.

3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 506 (Student Discipline)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 709 (Student Transportation Safety Policy)
Policy 711 (Video Recording on School Buses)
MSBA Service Manual, Chapter 2, Transportation

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

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

B. Extracurricular Activities

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

C. Non-Student Activities

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

III. DEFINITIONS

A. Cocurricular Activity

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

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

B. Curricular Activity

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

C. Extracurricular (Noncurricular/Supplementary) Activity

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

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

D. Public Purpose Expenditure

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

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

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

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

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

B. Fundraiser Report

The administration will prepare a fundraising report annually which will be reviewed by the school board no later than September. The report will list the activity and type of fundraisers.

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

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
Policy 510 (School Activities)
Policy 511 (Student Fundraising)
Policy 701 (Establishment and Adoption of School District Budget)
Policy 701.1 (Modification of School District Budget)
Policy 702 (Accounting)
Policy 703 (Annual Audit)
Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
Policy 706 (Acceptance of Gifts)

Adopted: 09/14/2004 _____

Breckenridge ISD 846 Policy 720

Orig. 1996

Revised: 06/16/2021 _____

Rev. 2019

720 VENDING MACHINES

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of

any machine.

- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.
- B. If the estimated aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52.
- C. If the estimated aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.
- D. The contracting process shall be conducted in compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.
- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.
- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- G. All contracts for vending machines must be approved by the school board. Any

contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.

- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.

Legal References: Minn. Stat. § 123B.20 (Dealing in Supplies)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Contracts)
Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: Policy 210 (Conflict of Interest – School Board Members)
Policy 702 (Accounting)

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Breckenridge ISD 846 Policy 802

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802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

IV. MANNER OF DISPOSITION

A. Authorization

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

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

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

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

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

D. Contracts \$25,000 or Less

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

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

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

F. Notice of Quotation

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

G. Sales to Employees

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

H. Exceptions for Surplus School Computers

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

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

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

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

805 WASTE REDUCTION AND RECYCLING

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)
- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a

battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)

- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. “Source-separated compostable materials” means materials that:
 - 1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 - 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 - 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 - 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA’s class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and
 - 5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner

determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32a)

- L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
 - 1. reusing the product in its original form;
 - 2. increasing the life span of a product;
 - 3. reducing material or the toxicity of material used in production or packaging; or
 - 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
 - 1. reduction of the consumption of consumable materials whenever practicable;
 - 2. full utilization of materials prior to disposal;
 - 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the

waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the PCA; or
3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c),

(d), or (e).

(Minn. Stat. § 115A.931)

- K. The school district may not place a telephone directory:
1. in solid waste;
 2. in a disposal facility; or
 3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

- L. The school district may not:
1. place major appliances in mixed municipal solid waste; or
 2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16C.073, Subd.3(a))
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16C.073, Subd. 3(b))
- C. Whenever practicable, the school district will:

1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
3. purchase paper which has not been dyed with colors, excluding pastel colors;
4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
5. use reusable binding materials or staples and bind documents by methods that do not use glue;
6. use soy-based inks;
7. purchase printer or duplication cartridges that:
 - a. have 10 percent post-consumer material; or
 - b. are purchased as remanufactured; or
 - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minn. Stat. § 115A.03, Subd. 25b;
8. produce reports, publications, and periodicals that are readily recyclable;
9. purchase paper which has been made on a paper machine located in Minnesota; and
10. print documents on both sides of the paper where commonly accepted publishing practices allow.

(Minn. Stat. § 16C.073, Subd. 2)

- D. The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16C.073, Subd. 3(b))

- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16C.073, Subd. 3(b))

VI. OTHER

The policy of the school district is to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References:

807 HEALTH AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard
 - 14. Electrical Safety
 - 15. First Aid/CPR/AED
 - 16. Food Safety Inspection
 - 17. Forklift Safety
 - 18. Hazardous Waste

19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
Policy 701 (Establishment and Adoption of School District Budget)
Policy 806 (Crisis Management Policy)

516 STUDENT MEDICATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent and doctor.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication

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

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student electronic file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21).
- J. **If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.**

KJ. Specific Exceptions:

- 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
- 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
- 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
- 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
- 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler

if:

- a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary (9th-12th grade) student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the

student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

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

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

~~LK.~~ "Parent" for students 18 years old or older is the student.

~~ML.~~ Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a dropoff box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

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

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

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

Adopted: 01/09/2007

Breckenridge ISD 846 Policy 601

Orig. 1995

Revised: 07/21/2021 ~~08/18/2020~~

Rev. ~~2019~~ 2020

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
 - 1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;

2. student performance on the Minnesota Comprehensive Assessments;
 3. high school graduation rates; and
 4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “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.
- G. “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, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
 2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
 3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students’ access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students

under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include the following:
 - a. reading, writing, speaking, listening, and viewing in the English language;
 - b. mathematical and scientific concepts;
 - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
 - d. creative and critical thinking, decision making, and study skills;
 - e. work readiness skills;
 - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
 - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;

- c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and interdependence;
 - b. address human problems through team effort;
 - c. resolve conflicts with and among others;
 - d. function constructively within a family unit;
 - e. promote a multicultural, gender-fair, disability-sensitive society.

C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.

1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.
4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students ~~with: who demonstrate characteristics of~~ dyslexia, using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. ~~With respect to students screened or identified under paragraph (1), the report must include:~~
 - a. a summary of the district's efforts to screen for dyslexia
 - b. the number of students screened for that reporting year: and
 - c. the number of students demonstrating characteristics of dyslexia for that year.~~b. —convergence insufficiency disorder.~~

5. A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
 - a. the student’s reading proficiency as measured by a locally adopted assessment;
 - b. reading-related services currently being provided to the student and the student’s progress; and
 - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student’s right to a special education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students’ cultural connections.

Legal References:

- Minn. Stat. § 120B.018 (Definitions)
- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
- Minn. Stat. § 120B.11 (School District Process)
- Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
- Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
- Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
- 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.147, Subd. 3 (Principals)

Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Policy 104 (School District Mission Statement)
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)

Adopted: 09/14/2004

Breckenridge ISD 846 Policy 705

Revised: 07/21/2021

Orig. 1995

Rev. 2009

705 INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The business manager of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating

transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

BRECKENRIDGE DOESN'T DO THE FOLLOWING

- ~~1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.~~
- ~~2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.~~
- 13. Investment maturities shall be scheduled to coincide with projected school

district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the

laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.

BRECKENRIDGE DOESN'T DO THE FOLLOWING

- ~~B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.~~
- ~~C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.~~
- ~~B.D.~~ If necessary, the investment officer shall establish systems and procedures to

comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The school district shall develop tailored building-specific crisis management plans for each school building.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL STATEMENT OF POLICY

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. The school district's administration shall present tailored building-specific crisis management plans to the superintendent for review and approval. This Policy and the plans will be maintained and updated on an annual basis.

III. GENERAL CRISIS MANAGEMENT PROCEDURES

The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, and sheltering. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, and the method to convey contact information to the appropriate staff persons. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable.

1. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee.

2. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee.
3. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency.
4. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions.
5. School Emergency Response Teams
 - a. Composition. Administration will select a school emergency response team that will be trained to respond to emergency situations.
 - b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials.

IV. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan.
2. Students. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area away from the building to enable students and staff to evacuate.
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

D. Emergency Telephone Numbers

The school district will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation.

School district plans will set forth a process to internally communicate an emergency, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans.

V. CRISIS MANAGEMENT ELEMENTS

The school's emergency procedures will be kept on file in the District Office and the Superintendent and will be readily available to address the following emergencies:

- A. Assault/Fight
- B. Bomb Threat
- C. Evacuation
- D. Fire
- E. Hazardous Materials
- F. Intruder/Hostage
- G. Lock-down
- H. Serious Injury/Death
- I. Shelter-In-Place
- J. Suicide
- K. Tornado/Weather Warning
- L. Weapons

- M. School Emergency Response Team
- N. Emergency Phone Numbers

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

- Legal References:**
- Minn. Stat. Ch. 12 (Emergency Management)
 - Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 - Minn. Stat. § 121A.035 (Crisis Management Policy)
 - Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 - Minn. Stat. § 299F.30 (Fire Drill in School)
 - Minn. Stat. § 326B.02, Subd. 6 (Powers)
 - Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
 - Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
 - Minn. Rules Ch. 7511 (Fire Safety)
 - 20 U.S.C. § 1681, *et seq.* (Title IX)
 - 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
 - 20 U.S.C. § 7912 (Unsafe School Choice Option)
 - 42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

- Cross References:**
- Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
 - Policy 413 (Harassment and Violence)
 - Policy 501 (School Weapons Policy)
 - Policy 506 (Student Discipline)
 - Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
 - Policy 903 (Visitors to School District Buildings and Sites)

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)
Caseys	4.20	
Box Tops for Education	41.30	
West Central Initiative Fund (Breck Education Foundation)	3,543.00	Interactive Flat Panels
West Central Initiative Fund (Breck Education Foundation)	800.00	T-Shirts

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

Whereupon, said Resolution was declared duly adopted on June 16, 2021

By: _____
Chair

By: _____
Clerk

Revenue						
FUND	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Revised Budget	FY 2022 Preliminary Budget	
General Fund (01)	7,899,286	8,169,422	7,879,968	8,135,815	8,147,346	
Food Service (02)	472,056	454,556	421,841	476,030	462,030	
Community Service (04)	429,948	441,368	375,894	381,711	416,966	
Comm Service Subsidy	39,976	35,000	67,294	20,870	20,870	
Capital (05)	162,453	168,527	74,340	-46,939	66,558	
Construction (06)	119	0			0	
Debt Service (07)	798,149	776,492	764,333	766,161	744,150	
Trust (08)	25,098	15,255	22,226	18,230	18,680	
Student Activities (21)	0	0	45,110	37,600	37,600	
Total Revenue	9,827,085	10,060,620	9,651,006	9,789,478	9,914,200	
Expenditures						
FUND	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Revised Budget	FY 2022 Preliminary Budget	
General Fund (01)	7,741,241	8,262,389	7,955,511	8,227,072	8,227,155	
Food Service (02)	448,156	471,184	427,080	440,808	431,177	
Community Service (04)	461,004	492,637	459,031	395,741	435,452	
Capital (05)	216,706	134,914	88,132	89,815	104,853	
Construction (06)	158	0	0	0	0	
Debt Service (07)	774,570	764,720	766,673	765,325	761,825	
Trust (08)	26,800	15,475	24,000	19,930	18,680	
Student Activities (21)	0	0	43,853	30,100	30,100	
Total Expenditures	9,668,635	10,141,319	9,764,280	9,968,791	10,009,242	
Net revenue over (under) Expenditures						
FUND	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Revised Budget	FY 2022 Preliminary Budget	
General Fund (01)	158,045	(92,967)	(75,543)	(91,257)	(79,809)	
Food Service (02)	23,900	(16,628)	(5,239)	35,222	30,853	
Community Service (04)	8,920	(16,269)	(15,843)	6,840	2,384	
Capital (05)	(54,253)	33,613	(13,792)	(136,754)	(38,295)	
Construction (06)	(39)	0	0	0	0	
Debt Service (07)	23,579	11,772	(2,340)	836	(17,675)	
Trust (08)	(1,702)	(220)	(1,774)	(1,700)	0	
Student Activities (21)	0	0	1,257	7,500	7,500	
Total	158,450	(80,699)	(113,274)	(179,313)	(95,042)	
Fund Balances						
FUND	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Revised Budget	FY 2022 Preliminary Budget	
General Fund (01)	2,541,692	2,451,762	2,376,219	2,284,962	2,205,153	
Food Service (02)	61,328	44,700	39,461	74,683	105,536	
Community Service (04)	101,433	85,164	69,321	76,161	78,545	
Capital (05)	141,848	172,424	158,632	21,878	-16,417	
Debt Service (07)	159,819	171,591	169,251	170,087	152,412	
Trust (08)	5,082	4,862	3,088	1,388	1,388	
Student Activities (21)	0	44,367	45,624	53,124	60,624	
Total	3,011,202	2,974,870	2,861,596	2,682,283	2,587,241	

<u>Category</u>	<u>FY 19 Actual</u>	<u>FY 20 Actual</u>	<u>FY 21 Revised Budget</u>	<u>FY 21 Revised Budget w/o Cares Funding</u>	<u>FY 22 Budget</u>
Revenues					
<i>Adjusted ADM</i>	634	625	617	617	619
<i>Weighted ADM</i>	699	687	677	677	680
General levies	649,436	724,496	746,458	746,458	745,356
OPEB Levy	14,648	12,886	10,426	10,426	10,426
Gen Ed Aid	5,606,499	5,601,338	5,601,361	5,601,361	5,624,824
Endowment, Literacy Incentive, Property Tax Credits, Shared Time	85,209	84,048	116,204	116,204	114,883
Special Ed / ADSIS Aid	764,137	756,788	767,267	767,267	787,791
Native American, Transportation, & Other Misc State Aids	67,936	123,901	76,191	76,191	87,866
School Safety Aid (one time funding)		22,010	0	0	
TRA/PERA Spec Funding (Auditor's Adjustment)	260,896	28,695	0	0	
Federal Aid	161,911	150,690	176,471	176,471	175,449
CARES/ESSER Funding			366,828	0	322,400
Equipment Grant	21,400				
Migrant Summer School	50,708	21,919	0	0	0
FFASEC - Year End Adjustment	97,227	80,235	0	0	
Tuition	81,189	60,280	61,400	61,400	62,400
Bush Foundation Grant			50,500	50,500	
Group Cares	19,660				
Other revenue: (Tech Fees, Interest, County Apportionment, Driver Ed Fees, Medical Assistance, Admission fees, Activity User Fees, Concession Sales)	288,566	212,682	163,277	163,277	215,951
Total Revenue	8,169,422	7,879,968	8,136,383	7,769,555	8,147,346
Expenditures					
Administrative	530,791	548,855	431,193	424,575	579,176
Teacher Contract	2,724,202	2,750,230	2,804,416	2,768,380	2,880,657
Coaches	179,036	186,682	176,498	176,498	181,606
Paraprofessionals	489,830	500,931	505,714	505,714	500,849
Other: (Event Supervision, Employee Officials, Director of Innovation & Learning, Summer School Teachers)	134,694	222,584	230,329	205,784	186,269
Substitutes	154,661	124,490	151,272	98,772	142,178
Clerical Staff	175,972	173,733	161,764	161,764	181,651
Custodians	243,150	261,139	265,708	253,842	268,734
Bus Drivers & Supervisor	239,466	236,732	220,391	220,391	233,116

<u>Category</u>	<u>FY 19 Actual</u>	<u>FY 20 Actual</u>	<u>FY 21 Revised Budget</u>	<u>FY 21 Revised Budget w/o Cares Funding</u>	<u>FY 22 Budget</u>
Early retirement / Severance	6,291	3,400			0
Benefits					
FICA	357,570	368,456	360,435	350,454	378,245
PERA	96,587	100,552	99,592	97,051	102,581
TRA	261,838	277,079	274,797	267,091	296,088
Health, Life Dental,& LTD	407,789	472,164	446,653	439,236	471,759
Health Care Saving Plan (Unused Leave)		6,620	23,761	23,761	0
403b match	58,775	61,693	63,449	62,660	70,010
Workers Comp & Re-employment	28,524	29,570	29,370	29,370	28,500
Utilities (Elect, Water, Sewer, Tele)	166,387	159,452	189,402	189,402	189,402
Insurance	32,722	38,084	55,032	55,032	63,700
Repairs	224,435	158,776	168,450	168,450	168,450
Special Ed Coop	215,508	222,636	226,100	226,100	185,568
Tution to NDSCS, SMSU, & MState	89,218	67,584	70,000	70,000	70,000
Other Purchased Services	214,054	171,919	372,339	357,873	273,273
Fuel - Heating & Transportation	139,663	94,635	139,000	139,000	139,000
Supplies, Other	249,015	202,245	357,779	205,724	215,914
Transportation Vehicle(s)	82,788	90,275	0	0	110,000
Capital	139,643	43,542	66,548	30,557	29,054
Referendum Facilities \$\$ at \$333 per APU	232,694	228,548	225,374	225,374	226,573
Bush Foundation Grant		29,492	54,755	54,755	0
TRA/PERA Spec Funding (Auditor's Adjustment)	260,896	14,347			
Preschool Subsidy	35,000	67,294	20,870	20,870	20,870
Migrant Summer School	50,708		0	0	0
All other	40,482	41,772	36,649	32,332	33,932
Total Expenditures	8,262,389	7,955,511	8,227,640	7,860,812	8,227,155
Excess or (Deficit)	(92,967)	(75,543)	(91,257)	(91,257)	(79,809)
<u>Restricted fund balances: (Local decision and State mandated)</u>					
Staff Development	-	26,325			
Reserved for Medical Assistance	46,006	67,707			
Reserved for VPK	108,291				
Tech Referendum					
Elementary Activities	13,275	7,007			
Gifted/ Talented	-	-			
Safe Schools/ Crime Levy	-	-			
Sub Total	167,572	101,039			

<u>Category</u>	<u>FY 19 Actual</u>	<u>FY 20 Actual</u>	<u>FY 21 Revised Budget</u>	<u>FY 21 Revised Budget w/o Cares Funding</u>	<u>FY 22 Budget</u>
<u>Unrestricted fund balance</u>	2,284,190	2,275,180			
Total General fund Balance	2,451,762	2,376,219	2,284,962	2,284,962	2,205,153
Factors affecting FY 2022 budget:					
1. Assumed 1% increase in General Education Formula					
2. Addition of 1 FTE Ag Teacher					
3. Reduction of .5 FTE Teacher					
4. Reduction of \$31,000 in Compensatory Aid					
5. Increased audit cost due to receiving more than \$750,000 federal money					
6. Budget reflects the use of \$322,400 of CRRSA/ ARP(CARES/ ESSER) federal dollars					
7. Budgeting for the purchase of a used bus and a type 3 vehicle (\$110,000)					

<u>Category</u>	<u>FY 18</u> <u>Actual</u>	<u>FY 19</u> <u>Actual</u>	<u>FY 20</u> <u>Actual</u>	<u>FY 21</u> <u>Revised</u> <u>Budget</u>	<u>FY 22</u> <u>Revised</u> <u>Budget</u>
<i>Community Education Revenue</i>					
Levy & Aids	27,520	27,832	27,600	27,316	27,360
Class Fees	28,997	33,330	10,027	1,500	30,000
Other	3,446	4,177	2,727	450	1,108
Total Community Education Revenue	59,963	65,339	40,354	29,266	58,468
<i>Fun Club/ School Age Child Care Revenue</i>					
Fees Collected	51,246	38,823	31,545	30,000	40,000
Cares Funds				17,500	0
Other	10,350	11,000	11,000	11,000	11,000
Total Fun Club/ School Age Child Care Rev	61,596	49,823	42,545	58,500	51,000
<i>ECFE Revenue</i>					
Levy & Aids	47,856	51,415	49,846	50,014	49,104
Class Fees	1,376	1,996	1,124	100	1,500
United Way	7,500	0	0	0	0
Total ECFE Revenue	56,732	53,411	50,970	50,114	50,604
<i>Home Visiting Revenue</i>					
Levy & Aids	878	1,128	1,044	973	1,062
United Way	5,000	10,000	7,500	0	0
Total Home Visiting Revenue	5,878	11,128	8,544	973	1,062
<i>Pre-School Revenue</i>					
Learning Readiness Aid	31,498	30,698	30,216	30,327	30,327
Tuition	10,158	10,859	12,723	4,000	6,182
Pathways 1 & 2	37,500	37,500	37,496	37,500	37,500
Other	0	0	0	2,500	
Total Pre-School Revenue	79,156	79,057	80,435	74,327	74,009
<i>Youth Development/ Service Revenue</i>					
Levy & Aids	14,350	14,350	14,350	14,350	14,350
Participation Fees	193	190	88	0	0
Total Youth Development/ Service Rev	14,543	14,540	14,438	14,350	14,350
<i>Youth Programs Revenue</i>					
United Way/ Richland-Wilkin Fund	5,000	5,000	2,500	2,500	2,500
City of Breckenridge	67,525	86,587	90,417	67,635	78,427
Concessions	7,017	0	3,682	7,016	7,016
Participation Fees	48,918	50,647	22,174	48,917	51,417
Total Youth Programs Revenue	128,460	142,234	118,773	126,068	139,360
Pre-School Screening Revenue	1,283	3,702	3,254	2,735	2,735
Non Public Aid Revenue	22,337	22,134	16,581	25,378	25,378
Total Fund 4 Revenue	429,948	441,368	375,894	381,711	416,966
<i>Community Education Expenditures</i>					
Wages and Benefits	22,202	19,152	20,000	18,787	22,055
Class Instructors/ Contracted Services	23,680	30,744	7,910	6,000	30,000
Other	6,791	7,429	5,987	8,100	8,000
Total Community Education Expenditures	52,673	57,325	33,897	32,887	60,055
<i>Fun Club/ School Age Child Care Expenditures</i>					
Wages and Benefits	35,998	35,546	33,448	40,235	38,083
Other	7,131	4,997	5,096	6,619	5,750
Total Fun Club/ School Age Child Care Expend	43,129	40,543	38,544	46,854	43,833
<i>ECFE Expenditures</i>					
Wages and Benefits	5,139	3,325	11,562		
Contract with LCSC	45,562	43,744	46,884	46,000	46,000

<u>Category</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Revised Budget</u>
Other	2,242	1,155	1,185	1,100	3,100
Total ECFE Expenditures	52,943	48,224	59,631	47,100	49,100
<i>Home Visiting Expenditures</i>					
Contract with LCSC	23,249	24,288	22,279		
Other				973	1,062
Total Home Visiting Expenditures	23,249	24,288	22,279	973	1,062
<i>Pre-School Expenditures</i>					
Wages and Benefits	53,145	59,169	56,383	37,797	37,479
Contract with LCSC	62,998	72,219	88,761	54,000	54,000
Other	2,989	4,948	2,584	3,400	3,400
Total Pre-School Expenditures	119,132	136,336	147,728	95,197	94,879
Pre-School Screening Expenditures	1,283	3,702	3,254	2,735	2,735
Non Public Aid Expenditures	22,337	22,134	16,581	25,378	25,378
Youth Development/ Service Expenditures	17,800	17,851	18,343	18,549	19,050
Youth Programs Expenditures	128,460	142,234	118,773	126,068	139,360
Total Fund 4 Expenditures	461,006	492,637	459,030	395,741	435,452
Revenue over (under) Expenditures					
Community Education	7,290	8,014	6,457	(3,621)	(1,587)
Fun Club/ School Age Child Care	18,467	9,280	4,001	11,646	7,167
ECFE	3,789	5,187	(8,661)	3,014	1,504
Home Visiting	(17,371)	(13,160)	(13,735)	0	0
Pre-School Screening	0	0	0	0	0
Youth Development' Service	(3,257)	(3,311)	(3,905)	(4,199)	(4,700)
Non Public Aid	0	0	0	0	0
Youth Programs	0	0	0	0	0
Pre-School	(39,976)	(57,279)	(67,293)	(20,870)	(20,870)
General Fund Subsidy (Pre-School)	39,976	35,000	67,294	20,870	20,870
	8,918	(16,269)	(15,842)	6,840	2,384
Fund Balances:					
Community Education	93,190	84,893	69,322	73,148	74,028
ECFE	8,245	271		3,014	4,518
Total Fund Balance	101,435	85,164	69,322	76,162	78,546

	Revised BUDGET	Revised BUDGET	BUDGET
CAPITAL EXPENDITURES			
Description	2019-20	2020-21	2021-22
Curriculum			
Textbooks/ Curriculum	57,000	57,000	57,000
New Tech Network	0	0	0
Library Books	5,000	5,000	5,000
Technology			
Technology	90,000	90,000	15,000
Computer Apps	5,000	5,000	5,000
Region 1 - Allocation of Membership Fee	15,500	15,500	15,500
Musical Instruments	6,000	6,000	6,000
Uniforms & Choir Robes	20,000	10,000	10,000
Facilities			
Health/ Safety projects - ongoing fees	30,200	30,200	30,200
2016 Projects Principal/ Interest	105,046	105,046	104,726
Equipment - High School	2,000	2,000	2,000
Equipment - Elem	2,000	2,000	2,000
Equipment - District Office	1,000	1,000	1,000
AV Equipment	3,000	3,000	3,000
Capital Needs list	80,000	14,000	0
Capital Referendum (\$333 per pupil unit)	-229,570	-225,374	-226,573
General Fund Chargeback			
Available funds from Tech Referendum	-32,101	-30,557	0
Special Ed Van			
Bus	90,000	0	0
	250,075	89,815	29,853
Source of Funds			
General Fund	90,000	0	0
Use of Capital Funds	\$160,075	\$89,815	\$29,853
Current Year Revenue	73,302	-46,939	-49,833
(After reduction for Capital Facilities bonds)			
Reserves needed to complete projects	86,773	136,754	79,686
Projected Fund Balance at close of Fiscal year	158,632	21,878	78,946

	Revised Budget 2019- 20 Year	Revised Budget 2020- 21 Year	Budget 2021- 22 Year
CAPITAL NEEDS			
Description			
Carpet / Title EMS Rooms			
HS Cafeteria Tables			
Elem/MS Food Service Refrigerator			
Replace flooring in two bathrooms in Elementary School			
Replace Elementary Chimney			
Repair Door #8 Frame at Elementary School			
Replace Water Fountains in Elementary School (approximately \$2,000 per bottle filler unit)			
Repairs to Elevator (needs new "electronic door edges"			
Lights for Elementary Multi-Purpose Room (where the fitness center is going)	5,500		
Additional Mats for fitness center (not provided by grant)	6,500		
Additional instrument storage at High School			
Storage for Athletic Equipment	7,200		
Upgrade Clock System at Elementary School			
Upgrade Clock System at High School to wireless			
Replace plow on suburban			
Brick Repair by Loading Dock: Elementary Building			
Storage Shed for Drama Materials			
Replaice High School riding Scrubber		14,000	
Replace Tool cat (old attachments will work with a new unit)	33,500		
Remodel Concessions Area			
Football Ticket Booth			
Football Practice Field			
Football Field Lights			
Track Repair	8,000		
Replace Wall Mats in EMS Gym, HS Wrestling room, & Sensory room to meet MN Building/ Fire Code (within 5 years of 1/2018)			
Create multipurpose Baseball/ Softball field at Elementary School			
"Go Go" Seats for "1-2" crew	100		
"Hokki Stools"	1,000		
Flexible Seating for "1-2" crew	6,200		
Elem Principal's desk			
Additional Key Card access to locker rooms at High School			
Staff Lounge tables and chairs			
Shot Clocks	0	0	0
EMS Replacement covers over window wells			
Flexible Seating (HS)	12,000		
Total	80,000	14,000	0



This is not a bill. Please do not send payment until receipt of invoice.

PROPERTY/CASUALTY
Effective July 1, 2021 to July 1, 2022

District: Breckenridge Public Schools ISD#846

Fixed Costs	2020-2021 Expiring Costs	2021-2022 Renewal Costs
Package (includes Property, General Liability, Auto Liability & Physical Damage, Crime, Excess Liability, EBL, Law, Abuse) [*]	[1.13%] \$8,599.70	[-15.00%] \$10,599.76
Excess Liability	\$1,147.87	Incl. In Package
Excess Property	\$22,339.00	\$26,551.00
Boiler & Machinery	\$1,376.00	\$1,504.00
Cyber Liability	\$1,833.08	\$3,606.40
Pollution Liability	\$1,127.26	\$1,194.23
Arthur J. Gallagher Risk Management Services Fee	\$4,429.00	\$4,562.00
Gallagher Bassett Services Claims Administration Fee	\$421.00	\$334.00
Gallagher Bassett Services Loss Control Fee	\$1,000.00	\$1,000.00
Operations Cost	\$717.00	\$1,120.00
Total Fixed Costs	\$42,989.91	\$50,471.39

Variable Costs	2020-2021 Expiring Costs	2021-2022 Renewal Costs
Loss Fund – Package [*]	[-3.01%] \$19,026.00	[-15.00%] \$13,192.00
Total Program Contribution on a Maximum Cost Basis	\$62,015.91	\$63,663.39

Total Program Costs 2021-2022	\$63,663.39
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Statistical Information	2020-2021 Expiring	2021-2022 Renewal
Total Insurable Values (includes Auto Physical Damage)	\$58,662,395	\$61,432,588.00
Students	706	638
All Vehicles	20	20

[*] Please note the actuarial debit/credit system for the 2021-2022 renewal is based upon your districts exposures as well as the previous 5 years of loss history (excluding the current year).

This agreement is between the Rothsay Public School District and the Breckenridge Public School District for Business Manager Services. The Rothsay Public School District agrees to pay 20% of the Business Manager's salary, benefits, and training costs for the first half of fiscal year of 2021-2022. This agreement will terminate as of December 31, 2021. The Breckenridge Business Manager shall render services to the Rothsay Public School District 1 day per week. Payment shall be made in January 2022 after the receipt of an invoice from the Breckenridge School District.

Mileage will be paid for trips made to Rothsay as necessary on a per trip basis at the current IRS reimbursable rate.

Signature of Breckenridge Public School

Date

Signature of Rothsay Public School

Date

Breckenridge Public Schools

"Home of the Cowboys & Cowgirls"

INDEPENDENT SCHOOL DISTRICT #846 • DISTRICT OFFICE
810 Beede Avenue • Breckenridge, MN 56520
Phone: 218-643-6822 • Fax: 218-641-4035
www.breckenridge.k12.mn.us



Education Identity & Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local education agency or organization (the Superintendent or Director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

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

Organization Name: **Breckenridge Public School District**

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): **0846-01**

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: **Brad Strand**

Title: **Superintendent**

Board Member Signature:

Name: _____

Date: July 1, 2021

Once the EDIAM Board Resolution is completed, scan and send it to: useraccess.mde@state.mn.us



Breckenridge Public Schools

Local Literacy Plan • June 2021

Literacy Plan Goals

The goal of Breckenridge Public Schools is to ensure grade-level proficiency in the area of reading for *all* students Kindergarten through Third Grade. In addition, our goal is to ensure that all learners successfully achieve the Minnesota K-12 Academic Standards in English Language Arts for their grade level. The standards are aligned with the district's curriculum and a map is in place to ensure that the standards are taught within the school year.

Literacy Plan Summary

Currently, Breckenridge Elementary uses a Balanced Literacy Approach to reading instruction. The "Gradual Release of Responsibility" is monitored across the four instructional contexts of read aloud, shared reading, guided reading, and independent reading creating a balanced literacy approach to reading instruction. Independent application of skills and strategies are assessed through one on one reading conferences with the classroom teacher.

To enhance this curriculum, our district has an elementary library with a variety of fiction and nonfiction reading materials spanning a wide range of reading levels. In addition, each teacher has a classroom library where students can enjoy books, magazines, and other reading materials selected by their teacher. We recently added a leveled library with multiple copies of many new books for teachers to access for their classroom.

Chromebooks are available at each grade level, also. This technology is integrated into the curriculum to meet the diverse needs of our students. These devices provide our students access to eBooks and applications that advance their reading achievement.

All students, kindergarten through sixth grade, receive classroom reading instruction for a minimum of ninety minutes each day. Teachers provide individualized instruction during their thirty minute W.I.N. (What I Need) Time. Instructional decisions are based on data provided to teachers through a variety of assessments: FAST, STAR and MCA's. More information about these assessments can be found on page four.

FAST assessments are a universal screening administered three times throughout the course of the school year: fall, winter, and spring. This data, in conjunction with additional data and teacher recommendation, identifies struggling and at-risk students who are then referred for interventions. Specific interventions are based on further assessments and the interventions are implemented through the collaborative efforts of the classroom teacher and other specialists. Each student's progress is monitored regularly (weekly) and if the intervention selected is not working, another intervention is selected and implemented. Students not responding to these interventions are referred for special education services. Parents are informed of their child's progress at every step of the process.

Specific information is included in the K-3 Literacy Plan that follows this summary. For those who are interested in learning more about Breckenridge Elementary's literacy program, please contact: Corinna Erickson at (218)643-6681 or ericksonc@breckenridge.k12.mn.us.

K-3 Literacy Plan Objectives

Each year, educators will review and disaggregate reading data at the kindergarten, first, second, and third grade levels. Proficiency, growth, and trend data will be analyzed and used to set specific learning targets for each child and for each cohort of students. Pre-kindergarten data will be accessed and utilized, when available.

Kindergarten through third grade teachers review, annually, the effectiveness of current pedagogical practices including core instruction, differentiation, remediation and intervention.

Curriculum resources will be aligned to the most current standards. Standards will be prioritized and regular teacher reviews will be completed to determine appropriate pacing needs to assure the standards are covered before testing is administered.

Our Professional Learning Community will continue to be implemented to analyze the effectiveness of current literacy practices. Special attention will be paid to closing the achievement gaps. Best practices will be shared, including our most recent work in developing standards based report cards in the elementary.

Extended year programs will continue to be utilized to provide targeted assistance to help struggling and at-risk students with IEP's to achieve grade-level proficiency.

Our Response to Intervention (RtI) reading program provided research-based reading interventions to our first through third grade students. These interventions take the form of either small group or individual one-on-one reading assistance. The following table shows the percentages of students from fall to spring benchmarking in each of the tiers based on the FAST testing.

Grade Level and Assessment Type	Percentage of students at each tier Fall	Percentage of students at each tier Winter	Percentage of students at each tier Spring
Kinder			
LNF	16/44 – 36%	10/46 – 22%	7/47 – 15%
	17/44 – 39%	5/46 – 11%	16/47 – 34%
	11/44 – 25%	31/46 – 67%	24/47 – 51%
LSF	19/44 – 43%	10/46 – 22%	12/47 – 25%
	25/44 – 57%	19/46 – 41%	13/47 – 28%
	00/45 - ---	17/46 – 37%	22/47 – 47%
NWF	N/A	17/46 – 37%	18/47 – 38%
		14/46 – 30%	16/47 – 34%
		15/46 – 33%	13/47 – 28%
First			
NWF	16/37 – 43%	16/37 – 43%	21/37 – 57%
	13/37 – 35%	15/37 - 41%	10/37 – 27%
	8/37 – 22%	6/37 – 16%	6/37 – 16%
RCBM	N/A	21/37 – 57%	20/37 – 54%
		4/37 – 11%	7/37 – 19%
		12/37 – 32%	10/37 – 27%
Second			
RCBM	11/28 – 39%	13/30 – 43%	13/30 – 43%
	8/28 – 29%	9/30 – 30%	11/30 – 37%
	9/28 – 32%	8/30 – 27%	6/30 – 20%
Third			
RCBM	17/46 – 37%	15/44 – 35%	15/44 – 34%
	21/46 – 46%	20/44 – 45%	18/44 – 41%
	8/46 – 17%	9/44 – 20%	11/44 – 25%

MCA Data

Due to COVID-19 in the spring of 2020, MCAs were not completed. MCA data from the spring of 2021 will be released for the public in the fall of 2021. At this time, that data is embargoed.

Types of Assessment

Breckenridge Elementary uses multiple data points taken from screening, diagnostic, and progress monitoring reading assessments administered according to a prescribed schedule and using the appropriate norms for each instrument.

Glossary of Assessments:

LNF – Letter Naming Fluency (completed in FAST)

The student must identify as many upper and lower-case letter names as possible in 1 minute.

LSF – Letter Sound Fluency (completed in FAST)

The student must identify as many lower-case letter sounds as possible in 1 minute.

NWF – Nonsense Word Fluency (completed in FAST)

The student says each sound (or the whole word) in non-real words for 1 minute.

RCBM – Reading Curriculum Based Measurement (completed in FAST)

Measures a student’s ability to read grade-level text fluently and accurately for one minute.

FAST assessments are administered by a team of trained teachers. The target scores for each grade level are listed in the following charts:

Kindergarten						
	Fall		Winter		Spring	
Letter Naming Fluency	21 Correct	1 Errors	42 Correct	2 Errors	48 Correct	2 Errors
Letter Sound Fluency	9 Correct	0 Errors	29 Correct	1 Error	41 Correct	2 Errors
Nonsense Word Fluency			6 words correct	-	11 words correct	-

First Grade						
	Fall		Winter		Spring	
Letter Sound Fluency	31 Correct	1 Error				
Nonsense Word Fluency	9 words correct	-	14 words correct	-	20 words correct	-
Reading Curriculum Based Measurement			39 Correct	2 Error	70 Correct	3 Errors

Second – Sixth						
	Fall		Winter		Spring	
Second	64 Correct	3 Errors	87 Correct	4 Errors	105 Correct	5 Errors
Third	95 Correct	4 Errors	115 Correct	5 Errors	129 Correct	6 Errors
Fourth	122 Correct	5 Errors	135 Correct	6 Errors	148 Correct	7 Errors
Fifth	135 Correct	6 Errors	149 Correct	7 Errors	159 Correct	8 Errors
Sixth	144 Correct	7 Errors	155 Correct	8 Errors	166 Correct	9 Errors

MCA – Minnesota Comprehensive Assessment

Measures student growth related to standards established by the state of Minnesota for reading. These assessments are administered by trained proctors as well as by our dean of students and principal.

STAR – STAR Reading from Renaissance Place

The STAR Reading test helps educators identify which students require some form of intervention to accelerate growth and move toward proficiency, and which students are already high performing. These assessments are administered by classroom teachers, Title 1 paras, and other school personnel that have access to the Renaissance Learning program. The table

below contains the benchmark goals for students to reach by certain points of the year in order to meet end-of-year performance goals. The end-of-year benchmark typically represents the minimum level of performance required by state or local standards. Benchmarks are always grade specific. The table below correlates to national standards.

Grade	Percentile	Fall September		Winter January		Spring May		Moderate Growth Rate
		Scaled Score	Est. ORF*	Scaled Score	Est. ORF*	Scaled Score	Est. ORF*	Scaled Score/ Week
1	10	64	9	71	15	78	19	1.3
	20	67	12	76	18	88	25	1.5
	25	69	13	79	20	95	28	2.1
	40	73	16	87	25	133	37	2.8
	50	76	18	95	28	164	44	3.8
	75	98	29	170	48	251	68	5.3
	90	205	56	269	73	339	89	4.6
2	10	87	26	107	32	164	43	2.2
	20	106	31	162	42	217	56	4.2
	25	126	35	183	47	239	61	4.5
	40	189	49	239	61	291	76	4.3
	50	224	58	274	71	327	86	4.1
	75	322	84	370	98	427	112	3.6
	90	410	108	465	122	525	142	3.5
Grade	Percentile	Scaled Score	Est. ORF*	Scaled Score	Est. ORF*	Scaled Score	Est. ORF*	Scaled Score/ Week
3	10	177	48	215	54	255	61	3.3
	20	235	57	272	65	311	73	3.4
	25	259	62	294	70	334	78	3.3
	40	319	75	357	84	393	95	3.2
	50	357	84	392	95	436	105	3.2
	75	461	111	500	120	547	132	2.9
	90	561	138	613	150	673	161	2.9

Based on FAST and STAR results, along with teacher recommendation, instruction and interventions will be matched to the student's needs in one or more of the following areas: phonemic awareness, phonics, fluency and comprehension.

Parents receive student scores at parent's teacher conferences in the fall and in the winter. During this time, teachers inform parents of the results, supports, interventions and further diagnostic assessments that will be used to help their child meet the reading goals for their grade level. Teachers also provide parents a list of potential supports they can use to assist the child in achieving grade-level proficiency. A complete outline of the parent communication and involvement section is below.

Progress monitoring data will be collected weekly and analyzed on a monthly basis. The following process will be used:

- A. Examine the student chart after **4-6 data points have been plotted** and a trend line has been generated.
- B. Examine the child's **accuracy**.
 - Is the child's accuracy less than 95%?
 - **YES** - Consider an accuracy intervention. Continue the accuracy intervention until the student is consistently 95% accurate for 4 consecutive weeks.
 - **NO** - If the child has 95% or higher accuracy, but has not yet met the grade level target, then start a fluency intervention.

- C. Examine the student's **Trend Line**
 - Is the line increasing? If so, continue the intervention.
 - Is the line flat? If so, consider changing the intervention.
 - Is the line decreasing? Change the student's intervention.
- D. Examine the **Trend Line** compared to the **Goal Line**
 - Is the trend line falling below the goal line?
 - **YES** – Consider increasing the intensity of the intervention or changing the intervention completely after 6+ weeks.
 - **NO** – Continue intervention.
- E. Examine the **data points**
 - Are they consistently **above** the goal line?
 - **YES** – Continue the intervention.
 - **NO** – Change the intervention.
 - Are they **hugging** the goal line?
 - **YES** – Continue the intervention.
 - **NO** – Change the intervention.
 - Are they consistently **below** the goal line?
 - **YES** – Change the intervention.
 - **NO** – Continue the intervention.
 - **Are at least two data points at the upcoming, seasonal, grade level, benchmark?**
 - **YES** – Then ask - Are the last four consecutive data points above the goal line? If yes, **exit** student.
 - **NO** – Continue intervention.
- F. Continue the intervention until the student meets the upcoming seasonal, grade-level, benchmark twice and the student has 4 data points on or above the goal line.
- G. Continue progress monitoring **at least three times** following the discontinuation of intervention to assure that progress has been maintained.
- H. Refer the student to the problem-solving team if the student has 4 data points below the goal line for the second intervention.

Entrance criteria are based on a triangulation of assessment data with classroom teacher input. When the student scores three to four data points above the aim/goal line with one data point at or above the next benchmark target, the student will be exited from the supplemental intervention services.

Parent Communication and Involvement

Parent Communication Plan

1. Beginning of the year, there will be an explanation of the core literacy instructional practices and the multi-level systems of support as implemented in the district. This will include an explanation of entrance and exit criteria for students needing interventions, assessments used, data collected, problem-solving practices used when indicated by diagnostic and progress monitoring data, and classroom supports used with all students.
2. Assessment results will be provided to parents at Parent-Teacher Conferences. An explanation of the literacy program and supports will occur in October during fall parent/teacher conferences.
3. Parents of students receiving interventions will receive quarterly progress reports.
4. Parents are encouraged to contact their classroom teacher or Mrs. Erickson if they have any additional questions. If they would like to be involved in the Title I planning meetings, contact Mrs. Erickson.

5. Title I holds an annual meeting to address parent concerns and questions regarding Title I programming. Watch for announcements regarding this annual meeting. Parents are encouraged to attend.

The following are resources and tools, based on the five pillars of reading, for parents, caregivers, and/or community members to use in support of literacy practices at home:

PHONEMIC AWARENESS: The ability to notice, think about, or work with individual sounds in the spoken word. This is an especially important pre-reading skill for pre-school, kindergarten and 1st grade.

Parent Tips: Read to/with your child, play games with sounds and rhyming words, sing songs and nursery rhymes, talk to your child from birth, use modeling, repetition, and make language fun!

PHONICS: The understanding that there is a relationship between the sounds of spoken language, and the letters that represent those sounds in written language.

Parent Tips: Read to/with your child, work with letters and sounds, have reading materials that contain letters and sounds that your child is learning, play spelling games.

FLUENCY: The ability to read with speed, accuracy, and proper expression.

Parent Tips: Read to/with your child. Help your child pick books that are interesting and at their level. Read parts of text together orally. Read the same material many times. Read plays and reader's theater scripts. Listen to your child read aloud and encourage them.

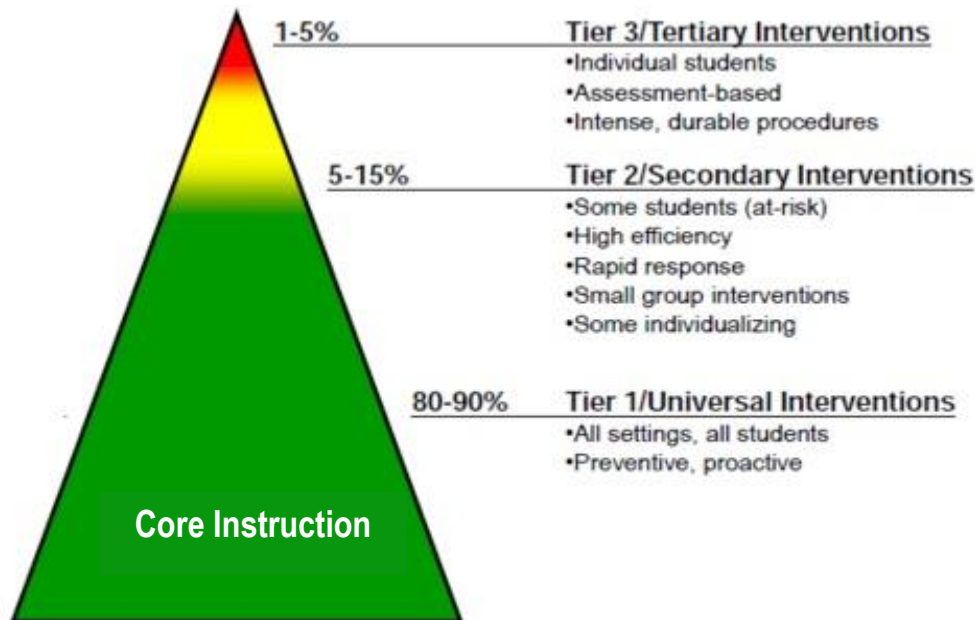
VOCABULARY: The knowledge of words and meanings. These are words students must know to communicate effectively.

Parent Tips: Read to/with your child. Talk with your child at dinnertime, while cooking, at the grocery store, about school, etc. Share interesting words.

COMPREHENSION: Understanding and interpreting what is read.

Parent Tips: Read to/with your child. Talk with your child about the text before, during and after the reading. Ask them to think about what they already know about the topic, to ask questions and to make predictions. Ask them to summarize what they've read and to share their thoughts.

Multi-Tiered Systems of Support



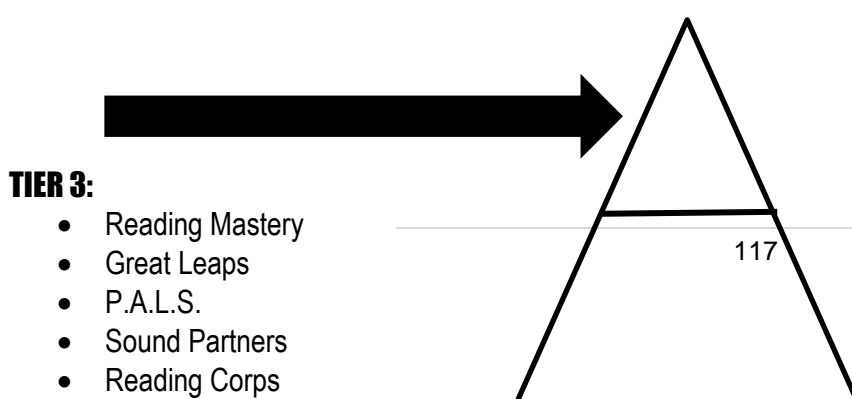
TIER 1: The first level of support occurs in the classroom with 90 minutes of core instruction delivered by the classroom teacher using the district’s reading curriculum that is aligned with the 2010 English Language Arts Standards. Research-based reading instruction will address the following strands of reading: phonemic awareness, phonics, fluency, vocabulary, and comprehension. Teachers differentiate instruction in small groups, according to the needs of their diverse learners.

TIER 2: Based on screening and diagnostic assessments, the second level of support identifies students not meeting grade-level targets who are, then, provided supplemental reading interventions according to their skill/deficit(s). This level of support will be provided by trained staff members using research based interventions.

TIER 3: Students not responding well to the interventions provided at the second level are referred to and receive the most intensive and individualized level of support outside of the 90 minutes of core instruction. Students receiving Special Education services are included at this level.

The Multi-tiered systems of support can be traced to the work on data-based decision making by Deno and Mirkin (1977) and the US Department of Education’s report *A Nation at Risk* (1983). The framework is a systematic use of assessment data to efficiently allocate resources to improve learning for all students (Burns and VanDerHeyden, 2006). A meta-analysis of research found that multi-tiered systems of support led to improved outcomes such as fewer children referred to and placed into special education programs. Additionally, results included higher achievement scores and reduced behavioral difficulties among all students (Burns, Appleton, and Stehouwer, 2005). Children at-risk for reading failure demonstrated improved reading skills (Marston, Muyskens, Lau, Canter, 2003; Tilly, 2003).

Scientifically-Based Reading Instruction, Interventions, and Supports



**TIER 2:**

- Read Naturally
- Great Leaps
- P.A.L.S.
- Reading Corps Interventions
- Corrective Reading

TIER 1:

- Reading Curriculum
- Basal Readers
- Gradual Release of Responsibility
- Shared Reading
- Read Aloud
- P.A.L.S.
- Daily 5
- Conferring

Professional Development

District 846 has 13 days scheduled for Professional Development (including early release days for PLC meetings) for the 2021-2022 school year.

Professional Development is provided through:

- Monthly Professional Learning Communities (PLCs)
- Regular Staff morning meetings
- Regional Professional Development
- Peer Coaching
- Outside Resources/Consultants

Annually, data will be disaggregated and analyzed. Results will be shared with the district staff development team who will then offer Professional Development opportunities designed to address the needs identified by the data.

Multi-Lingual Learners and Other Diverse Populations

Initial Identification as Multi-Lingual Learners

The program definition of Multi-Lingual Learner is the following:

A student of limited English proficiency means a pupil in kindergarten through grade 12 who meets the following requirements:

(1) The pupil as declared by a parent or guardian first learned a language other than English, comes from a home where the language usually spoken is other than English, or usually speaks a language other than English as determined by the Home Primary Language Questionnaire. (2) The pupil is determined by developmentally appropriate measures, which might include observations, teacher judgment, parent recommendations, or developmentally appropriate assessment instruments, to lack the necessary English skills to participate fully in classes taught in English.

The Home Language Questionnaire is completed at the time of enrollment in the school district to identify the primary language of the student.

The questionnaire determines if a student:

- first learned a language other than English;
- comes from a home where the language usually spoken is other than English;
- usually speaks a language other than English.

A student who can answer “Yes” to one or more of the questions above is considered to have a primary language other than English. These students are screened to determine if they qualify for multi-lingual services.

Screening and placement of Multi-Lingual students

The following tools are used to determine if a student is Multi-Lingual:

- WIDA-ACCESS Placement Test (W-APT)
- ACCESS for ELLs
- Teacher judgement
- Parent judgment

MDE W-APT Criteria for Multi-Lingual Learner Identification

Kindergarten students:

- For 1st semester students, a combined Listening and Speaking raw score of 29 or higher meets the minimum criteria for English proficiency.
- For 2nd semester students, a combined Listening and Speaking score of 29 or higher, AND Reading score of 11 or higher AND Writing score of 12 or higher, meets the minimum criteria for English proficiency.

Grades 1-12 students:

- If the grade-level adjusted composite score is 6.0 or higher, the student meets the minimum criteria for English proficiency.

The W-APT has three main purposes:

1. To identify students who may be candidates for multi-lingual services
2. To determine the academic English proficiency level of multi-lingual students for appropriate amounts of instructional services
3. To accurately assign students identified as multi-lingual learners to one of the 3 tiers of the ACCESS for ELLs test.

Once a student is determined to be multi-lingual, he/she is scheduled for services from the multi-lingual teacher and a parent notification of multi-lingual services is sent home within 10 days.

Students identified as multi-lingual in MARSS will be scheduled to take ACCESS for ELLs which is used to satisfy legal requirements of annual assessment and accountability.

Multi-Lingual Services

The district operates the multi-lingual program to serve the needs of Breckenridge Public Schools' multi-lingual students. The major purpose of Breckenridge Public Schools Multi-Lingual Program is to increase the English language proficiency of the identified multi-lingual students as quickly as possible.

Based on assessment results, multi-lingual students will be provided an individual or a small group instruction in Speaking, Listening, Reading, and Writing to help students develop the Basic Interpersonal Cognitive Skills (BICS) and Cognitive Academic Language Proficiency (CALP) levels.

Multi-lingual instruction will focus on phonics, vocabulary, reading comprehension, grammar, writing and conversational language to help students develop the Basic Interpersonal Cognitive Skills (BICS) and Cognitive Academic Language Proficiency (CALP) levels. Specialized multi-lingual materials are incorporated to provide pull-out services for multi-lingual students. Multi-lingual students can learn English from peers and feel more successful if they are part of the whole group.

Classroom accommodations

- Slow down and repeat
- Preferential seating
- Provide copies of class notes
- Printing accepted instead of cursive
- Simplified test directions
- Word banks on tests
- Use simplified language
- Extended time on tests

English Learner Proficiency Criteria and Exiting Multi-Lingual Program

Minnesota Department of Education has established proficiency criteria for English Learners (ELs) based on ACCESS for ELLs. Stakeholders chose a conjunctive model for proficiency criteria with the requirement that a student obtain an overall composite score of 5.0 with no score less than 4.0 in the speaking, listening, reading, and writing domains. Students who reach the above level of English proficiency on ACCESS for ELLs are exited from the multi-lingual program. Once a student is reclassified as not an LEP student in MARSS, he/she will no longer be administered the ACCESS for ELLs.

Communication Systems for Annual Reporting

Breckenridge Public Schools invited feedback from all stakeholders as to the efficacy of its K-3 Literacy Plan. Input will be sought through our World's Best Workforce Committee, the district website at www.breckenridge.k12.mn.us and via email at ericksonc@breckenridge.k12.mn.us. The district's annual report will provide information about the plan and feedback process. The feedback from all stakeholders will be used to enhance the usefulness of this document and refine the effectiveness of the process.

Stakeholder Feedback

1. Was this information easy to find?

2. Is this document useful?
3. Did you feel supported by the school district to help your child read well by 3rd grade?

If you wish to provide feedback by answering these questions, please contact Corinna Erickson, Principal, at 218-643-6681 or ericksonc@breckenridge.k12.mn.us. Thank you!