

**BRECKENRIDGE SCHOOL BOARD MEETING
INDEPENDENT SCHOOL DISTRICT #846
WEDNESDAY, JUNE 21, 2023
REGULAR MEETING - 7:00 AM
ELEMENTARY CONFERENCE ROOM #233
810 BEEDE AVENUE
BRECKENRIDGE, MN 56520**

AGENDA

- 1. Call the Meeting to Order**
 - A. Pledge of Allegiance
 - B. School Happenings
- 2. Approval of Agenda**
- 3. Public Input**
- 4. Communications**
 - A. Elementary Principal 3
 - B. High School Principal 5
 - C. Facilities Manager
 - D. Business Manager
 - E. Superintendent
 - F. Committee Reports
- 5. Approval of Consent Agenda**
 - A. Minutes 7
 - B. Financials
 1. Financial Report & Bills 10
 2. Contingent Account 28
 - C. Hires
 1. Breann Ophoven, Elementary Teacher
 2. Craig Peterson, Middle School Social Studies Teacher
 3. Noah Brenden, 9-12 High School Counselor
 4. Jordan Christensen, K-12 Dean of Students
 - D. Resignations
 - E. Extra Curricular Contracts
- 6. Old Business**
- 7. New Business**
 - A. Resolution Accepting Donations
 - B. 2023-2024 Preliminary Budget 31
 - C. Lakes Country Service Co-Op Membership 43
 - D. MDE Identified Official with Authority 44

E. MSHSL Membership Renewal	45
F. Read Well Literacy Plan	47
G. Adopt Policies: 101; 103; 104; 203.5; 204; 205; 206; 207; 211	58
H. First Reading Policies 208; 209; 210	93
I. Schedule Negotiations Strategy Session	
8. Adjournment	
9. Closed Session	
A. Superintendent Evaluation	
10. Work Session	
A. Work Session Objectives and Team Development	
B. 2023-2024 Goals	
C. Strategic Planning	

Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel



Elementary Board Report June 2023

#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.

Breckenridge Pride:

- A great finish to the school year with so many fun activities:
 - 4th grade Water Bottle Rocket Launch & Kites and Kids
 - 5th and 6th took part in a scavenger hunt sponsored by Wilkin County Social Services Mental staff
 - Kindergarten program
 - Fun Run & Play Day w/PE
 - Mrs. Fedderson's Glow Day
 - 6th grade transition - went to HS for lunch & to meet teachers
 - 4th and 5th took part in Marketplace for Kids at NDSCS
 - 1st and 2nd grade Chahinkapa Zoo Day

Spring Assessments

- Post Test Editing completed for MCAs
- Early Data Collection
 - FAST Data (for June Board mtg) 2022-2023
- All data embargoed until late August

End of Year Reports:

- DIRS - Disciplinary reports submitted to MDE
- Read Well by Third Grade (on agenda later)
- Literacy Plan/Data partially submitted - need to upload Read Well Plan
- ADSIS Year End Reports - Due in Sept.
 - NEW 2 Year Cycle has been approved by MDE
 - Elem School Counselor - Rikki Fischer

Other:

- **NEW In-person** school psychologist Sarah H.
 - Will be here 4 days a week next year; 1 day in Campbell
- Reading Corps
 - Violet Hooper is returning
 - Kailee McDonald will start full-time in the fall.

Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel

- K-12 transition in the works
 - Met with several staff members that shared background information

- Summer Trainings that I am currently participating include:
 - Collaborative Problem Solving Tier 2
 - U of M Literacy Learning for Leaders
 - The Science of Reading
 - Multi-tiered Systems of Support
 - LETRS reading pedagogy
 - Every Voice Counts - Equity for All
 - Northern Cass Personalized Learning Institute - June 14, 2023

- PBIS - Positive Behavior Intervention System
 - Workshop for all staff Friday, May 26th
 - Setting the foundation for
 - Roles and Responsibilities
 - Major/Minor Incidents
 - Core Values
 - Incorporating
 - Multi-Tiered Systems of Support
 - Collaborative Problem Solving
 - Restorative Justice
 - Restitution
 - Potentially revising Synergy Incident reporting using their MTSS platform

- Title Grants
 - Grant submission platform changing
 - SERVS changing over to MEGS
 - Training later this month
 - Lindsay Eggiman will be doing Title I and II Coordination

- Staff Open Positions
 - 5-12 Music teacher
 - English
 - Science
 - 7-8 Math

**Breckenridge High School
School Board Report
Wed. June 21, 2023
Principal: Craig J. Peterson
7:00am**

High School Goal #1: Data
High School Goal #2: Literacy: Written Communication
High School Goal #3: Equity and opportunities

Celebrations:

-

2022-2023 Board Values and Objectives:

#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

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Breckenridge CORE Values:

Empathy, Integrity, Respect, Responsibility

New Business:


1. Graduation

-

2.

3.

4. 2023-2024 Master Schedule

 [2023-2024 Master BHS Schedule](#)

5. Summer School Dates

Session 1: June

-Monday-Thursday; 8am-12pm

*** June 5, June 6-8.... June 12-15... June 19-22... June 26-27

Session 2: August

-Monday-Thursday; 8am-12pm

*** July 31, Aug. 1-3... Aug. 7-10... Aug. 14-17... Aug. 21-22

Curriculum:

1.College in the HS courses: Southwest State (Math) and MN-State (Social Studies and English) and NDSCS

Activities and Facilities:

-

JUNE UPDATES:

1.Enrollment #'s:

Gr. 7: 52

Gr.8: 51

Gr. 9: 65

Gr. 10: 50

Gr. 11: 51

Gr. 12: 65

Total: 334

Valley Lake: 9

July items

1.Approve 2023-24 Student Handbook

2.August “Back to School” Nights

Announcements/Calendar of Events

-Tues. June 6: JUNE SUMMER SCHOOL session starts

The Board of Education, Independent School District No. 846, Breckenridge, Minnesota met for a Regular Meeting on Wednesday, May 17, 2023, at 4:00PM in the Elementary School Gymnasium

Members Present: Arnhalt, Ernst, Hasbargen, Johnson, Mikkelson, Neppl, and Roberts

Chairperson Johnson called the regular meeting to order at 4:00PM with the Pledge of Allegiance recited.

School Happenings Shared:

- Breckenridge Bands and Choirs were well represented Saturday, May 13th at the MSHSL Section Solo and Ensemble Contest. We had five entries and received four Superiors and one Excellent rating.
- The youth-led Entrepreneurship Opportunities class was recognized at the third annual event this month. Participating business education students pitched projects and business plans, took questions from the audience, and demonstrated their abilities to sell their ideas and themselves as entrepreneurs. Breckenridge Public Schools had five student representatives: Alex Sanchez, Kate Haire, Ava Johanson, Dylan Bernotas, and Ella Marts
- The total amount of contributions for this year's elementary school Book Blast was \$24,612.00. With the money collected, every student pre-6th grade will get 4 books and some will get up to 10 books. Additionally, our school library will use funds to add resources to its collections.

Motion by Mikkelson, seconded by Hasbargen to approve the amended agenda: *Adding- Resignation: Kim Quast, High School Counselor. Christina Aigner, High School Science Teacher. Maragaret Wilson, Middle School Math Teacher. Maragaret Wilson, High School Student Council Co-Advisor. Elizabeth Sundquist, High School Student Council Co-Advisor. Editing- New Business: 7.K Bus Sale to read Bus/Vehicle Sale*

Public comment was presented on the following agenda items: *Resignations and Dean of Students*. Responses were given by Mikkelson and Superintendent Sullivan

COMMUNICATIONS:

Elementary Principal – Corinna Erickson

- ◊Lakes Region Art Council Grant, thank you to Chelsey Davids, Native American Liaison, for your work on this opportunity
- ◊Pre-School Graduation and Programs
- ◊Thank you to those who helped with MCA testing
- ◊Kindergarten Registration

Ex-Officio Student Representatives – Josie Johnson & Spencer Boesen

- ◊Band is getting ready for graduation
- ◊Band Awards Night
- ◊Baseball and Softball heading into playoffs
- ◊Seniors are ready to graduate!
- ◊Juniors did well on MCA tests
- ◊Boesen sent out a survey to juniors and reported that loitering in the bathrooms has been an issue again

High School Principal – Craig Peterson

- ◊Thanked our students and staff for a great year
- ◊ Graduation Sunday, May 21st at 2:00PM
- ◊ Students are turning in course schedules
- ◊ 7th & 8th Grade Twins Trip May 24th
- ◊ Grades need to be submitted before Summer School starts
- ◊Thank you to all the civil agencies in Breckenridge and Wilkin Country for assisting with the Mock Car Crash and to Jerry Ness for speaking with students and staff

Facilities Manager – Jerry Rosenthal

- ◊ Getting ready for the summer deep clean
- ◊ Chad Affield is serving as groundskeeper
- ◊ Welcomed new custodian, Austin Robert

Business Manager – Dessica Komestakes

- ◊Next year's preliminary budget continues with the efforts we are making to be fiscally prudent in making district wide challenging decisions/budget reductions and subsequently allowing attrition. Approximately \$160K in budget reductions to date
- ◊ Preliminary budget will be presented to the board in June
- ◊ Closely watching legislature on items that may impact the budget, including labor laws for unemployment
- ◊ District needs to consider the loss of COVID funds
- ◊ Interest on our Bremer Money Market account increased from 1% to 4%

Superintendent – Kristie Sullivan

- ◊ Thanked Ex-Officio Student Representatives, Josie Johnson and Spencer Boesen for being our student School Board Representatives – both were presented certificates
- ◊ Two teacher grants were approved through

the Ed Foundation ◊ Applied for COPS Grant to update and improve safety in our schools ◊ Working on Long Term Maintenance Plan for both schools ◊ Superintendent's office will be moving to the High School ◊ Has enjoyed meeting with students and parents and getting to hear their experiences and perspectives

Collaborative Problem Solving Presentation – Kelly Leiseth

◊ Presentation highlighted the implementation of Collaborative Problem Solving in our schools ◊ The goal is to reduce challenging behavior, help kids develop the skills they lack, and build relationships ◊ Data was shared to show how the implementation of CPS in our schools has positively impacted our student body

CONSENT AGENDA:

Motion by Arnhalt, seconded by Roberts to approve the consent agenda. 7-0

Previous month's minutes – April 19, 2023

Special Meeting minutes – April 28, 2023

Financial reports as presented including:

General Ledger Debits: April 2023

General Fund: \$904,762.21—Food Service: \$14,883.10—Community Service: \$26,826.50—Capital Expense: \$1000.00—Debt Redemption: \$0.00—Trust Fund: \$0.00—Student Activities: \$0.00

Accounts Payable/Wires & Checks: 04/15/2023-05/12/2023

Total: 143,650.80

Hires: Austin Robert, Custodian.

Resignations: Gustav Anderson, English Language Arts Teacher. Lucinda Oss, SpEd Paraeducator. Belinda Slettedahl, Administrative Assistant. Raymond Pearson, Custodian. Evonne Vaughn, Custodian. Aziza Freeman, K-3 Literacy Tutor (MN Reading Corps). Kayla Mohs, JH Girls Basketball Coach. Kayla Mohs, Assistant Varsity Track Coach. Kayla Mohs, JH Volleyball Coach. Kim Quast, High School Counselor. Christina Aigner, High School Science Teacher. Maragaret Wilson, Middle School Math Teacher. Maragaret Wilson, High School Student Council Co-Advisor. Elizabeth Sundquist, High School Student Council Co-Advisor.

Reviewed enrollment numbers – 684 / K-12: 612; Preschool: 63

OLD BUSINESS:

None

NEW BUSINESS:

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

April donations received: \$3,548.00

West Central Initiative \$3,548.00 (2 Art Ceramics Throwing Wheels)

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

Chairperson Johnson read the Resolution Placing a Continuing Contract Teacher, Craig Peterson, on Unrequested Leave of Absence Upon Acquiescence of Such Placement.

Motion by Nepl, seconded by Arnhalt to adopt the resolution. Roll call vote: Ayes - Arnhalt, Ernst, Hasbargen, Johnson, Mikkelson, Nepl, Roberts. Motion carried. (copy on file)

Motion by Hasbargen, seconded by Ernst to approve creating a Dean of Students position beginning Summer 2023 for a teacher on special assignment.

Motion by Mikkelson, seconded by Nepl to open negotiations with the Education Minnesota Breckenridge Local 1299 Teacher Union for a contract for 2023/2024 and 2024/2025 after the legislative session is done. 7-0

Motion by Arnhalt, seconded by Nepl to open negotiations with The Principals Association for a contract for 2023/2024 and 2024/2025. 7-0

Motion by Mikkelson, seconded by Arnhalt to approve the review of the Flexible Learning Day Plan for inclement

weather days. 7-0. (copy on file)

Business Manager, Dessica Komestakes reviewed bids submitted per HITA. After reviewing the 2 bids that were received the committee decided unanimously to renew with BCBS. The new plans reflect increases in premiums ranging from 7.35% to 16.3% over the plans now in place. The new plans will go into effect July 1st, 2023. This process is done every 2 years.

Motion by Roberts, seconded by Ernst to approve the contract with Wilkin County Public Health to provide services in regard to hearing, vision and scoliosis screening along with assisting early childhood screening for 2023/2024 at a cost of \$39 per hour. 7-0

Motion by Arnhalt, seconded by Roberts to direct the Business Manager to seek additional proposals from auditors for the 2022-2023 audit. The audit is completed annually in the fall. 7-0

Motion by Roberts, seconded by Mikkelson to approve participation in the Tri Valley Migrant Head Start Program for Summer 2023. 7-0

Motion by Hasbargen, seconded by Ernst to approve the public sale of Bus 8 which is out of commission and the 2008 Toyota Camry. 7-0

Motion by Roberts, seconded by Hasbargen to schedule 2 work sessions: Tuesday, June 20th at 8:00 AM and Wednesday, June 21st after adjournment of the regular school board meeting.

Motion by Mikkelson, seconded by Ernst to adjourn at 5:16 PM. 7-0

Next Regular Meeting date Wednesday, June 21st at 7:00AM in the Elementary School, Conference Room #233.

Chair

Clerk

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

Date of Report: June 19, 2023

For the Month of May 2023

General Ledger Balances

FUNDS	Balance Beg. of Month	Debits	Credits	Balance End of Month
General Fund	\$485,855.72	3,711,268.03	1,214,154.05	\$2,982,969.70
Food Service	(6,769.27)	196,729.85	53,950.99	\$136,009.59
Comm. Serv.	132,073.21	98,146.29	22,636.83	\$207,582.67
Cap. Exp.	(154,675.98)	191,901.86	55,720.88	(\$18,495.00)
Debt. Redemption	107,654.33	220,022.89	0.00	\$327,677.22
Trust Fund	3,356.73	0.00	0.00	\$3,356.73
Student Activities	37,701.11	8,777.84	1,900.27	\$44,578.68
TOTALS:	\$605,195.85	\$4,426,846.76	\$1,348,363.02	\$3,683,679.59

Bank Balances

Description	Balance Per Bank	Outstanding Checks and Wires	Deposits in Transit	Balance
Bremer	\$1,052,857.58	12,398.59	0.00	\$1,040,458.99
The 'Barn" Cash Box				50.00
Bank of the West (Contingent)				8,000.00
Petty Cash				400.00
TOTALS:				\$1,048,908.99

Investments

Minn. School District Liquid Asset Fund	4.8800%	\$ 45,597.56	
Minn. School District "MAX" Fund	5.0000%	\$2,512,978.72	
Bremer Money Market	4.0000%	\$104,777.13	
TOTALS:		\$	2,663,353.41

TOTAL CASH AND INVESTMENTS:			\$3,712,262.40
			=====

Breckenridge Public School Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
FAB		43302		AE	1 02274	REMIT	APPLE COMPUTER, INC.		No	Yes	No	05/24/2023	11.75
FAB		43303		AE	1 03359		WALMART STORE		No	Yes	No	05/24/2023	52.35
FAB		43304		AE	1 2535		EDMENTUM, INC.		No	Yes	No	05/24/2023	106.80
FAB		43305		AE	1 2727		AMERICAN EXPRESS		No	Yes	No	05/24/2023	652.87
FAB		43306		AE	1 3581		SUPPLY HOUSE		No	Yes	No	05/24/2023	382.32
FAB		43325		Wire	1 00039		MN DEPT OF REVENUE (EFT)		No	Yes	No	05/31/2023	13,465.92
FAB		43326		Wire	1 00599		P.E.R.A.		No	Yes	No	05/31/2023	27,654.82
FAB		43327		Wire	1 00600		TEACHERS RETIREMENT ASSN.		No	Yes	No	05/31/2023	47,630.05
FAB		43328		Wire	1 01052		AMERICAN FAM. LIFE ASSURANCE		No	Yes	No	05/31/2023	165.71
FAB		43329		Wire	1 01233		EFTPS		No	Yes	No	05/31/2023	107,333.17
FAB		43330		Wire	1 2251		FURTHER (FSA/ HSA)		No	Yes	No	05/31/2023	11,696.81
FAB		43331		Wire	1 2277		EDUCATORS BENEFIT ACH		No	Yes	No	05/31/2023	16,645.07
FAB		43332		Wire	1 3702		REVTRAK		No	Yes	No	05/31/2023	1,081.59
FAB		43337		Wire	1 3459		AMERITAS LIFE INSURANCE		Yes	Yes	Yes	05/31/2023	0.00
FAB		43338		Wire	1 03359		WALMART STORE		No	No	No	06/14/2023	839.12
FAB		43339		Wire	1 00193		GREAT PLAINS NATURAL GAS		No	No	No	06/14/2023	7,170.69
FAB		43340		Wire	1 00055		BRECKENRIDGE PUBLIC UTILITIES		No	No	No	06/14/2023	11,667.29
FAB		43341		EL	1 2901		DOLLAR TREE STORES INC.		No	No	No	06/14/2023	160.70
FAB		43342		EL	1 3732		ELAN CREDIT CARD		No	No	No	06/14/2023	2,259.04
FAB		43343		AE	1 01719		ECONO FOODS		No	No	No	06/14/2023	50.27
FAB		43344		AE	1 02274	REMIT	APPLE COMPUTER, INC.		No	No	No	06/14/2023	11.75
FAB		43345		AE	1 2727		AMERICAN EXPRESS		No	No	No	06/14/2023	3,499.15
FAB		43227	127396	Check	1 00138	1099	ALBERTSON, SCOTT		Yes	Yes	No	05/15/2023	895.00
FAB		43256	127397	Check	1 1981		ALBERTSON'S PARTS CITY AUTO PA		Yes	Yes	No	05/15/2023	101.25
FAB		43248	127398	Check	1 1129	Remit2	AMAZON CAPITAL SERVICES		Yes	Yes	No	05/15/2023	206.72
FAB		43290	127399	Check	1 3697		A-OX WELDING SUPPLY COMPANY INC		Yes	Yes	No	05/15/2023	86.55
FAB		43273	127400	Check	1 3011		ARNHALT, NICOLE MARIE		Yes	No	No	05/15/2023	50.00
FAB		43261	127401	Check	1 2269		ASCD		Yes	Yes	No	05/15/2023	122.84
FAB		43285	127402	Check	1 3593		BLUE CROSS BLUE SHIELD OF MN		Yes	Yes	No	05/15/2023	51,429.71
FAB		43292	127403	Check	1 3761		BOOKS ARE FUN,LTD		Yes	No	No	05/15/2023	90.00
FAB		43242	127404	Check	1 02443		BRYAN ROCK PRODUCTS, INC		Yes	Yes	No	05/15/2023	556.76
FAB		43231	127405	Check	1 00545		CONTINGENT FUND		Yes	Yes	No	05/15/2023	1,875.17
FAB		43225	127406	Check	1 00111		CULINEX		Yes	Yes	No	05/15/2023	139.00
FAB		43264	127407	Check	1 2714		CUMMINS SALES AND SERVICES		Yes	Yes	No	05/15/2023	2,521.92
FAB		43229	127408	Check	1 00482		DAILY NEWS		Yes	Yes	No	05/15/2023	173.20
FAB		43288	127409	Check	1 3674		DAVIDS, CHELSEY		Yes	Yes	No	05/15/2023	550.99
FAB		43251	127410	Check	1 1433		EARTHGRAINS COMPANY		Yes	Yes	No	05/15/2023	433.78
FAB		43291	127411	Check	1 3704		EAST SIDE JERSEY DAIRY ESJD		Yes	Yes	No	05/15/2023	1,877.19
FAB		43279	127412	Check	1 3303		ECOLAB		Yes	Yes	No	05/15/2023	97.83

Breckenridge Public School Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
FAB		43260	127413	Check	1	2265	EDUCATORS BENEFIT CONSULTANTS		Yes	Yes	No	05/15/2023	133.46
FAB		43262	127414	Check	1	2457	EHLERT EXCAVATING, LLC		Yes	Yes	No	05/15/2023	2,750.00
FAB		43265	127415	Check	1	2730	ERICKSON, CORINNA		Yes	Yes	No	05/15/2023	60.56
FAB		43272	127416	Check	1	2998	ERLANDSON, DANIEL		Yes	Yes	No	05/15/2023	160.00
FAB		43239	127417	Check	1	02148	FARGO PUBLIC SCHOOLS		Yes	No	No	05/15/2023	729.00
FAB		43238	127418	Check	1	01994	FARM CITY SUPPLY		Yes	Yes	No	05/15/2023	421.53
FAB		43228	127419	Check	1	00153	FARMERS UNION OIL CO		Yes	Yes	No	05/15/2023	6,711.66
FAB		43267	127420	Check	1	2774	FIRST ADVANTAGE BACKGROUND SEI		Yes	Yes	No	05/15/2023	37.31
FAB		43275	127421	Check	1	3175	FREDERICKSEN, CHAD		Yes	Yes	No	05/15/2023	47.97
FAB		43259	127422	Check	1	2238	FURTHER		Yes	Yes	No	05/15/2023	63.00
FAB		43235	127423	Check	1	01666	GERRELLS SPORTS CENTER, INC.		Yes	Yes	No	05/15/2023	100.00
FAB		43282	127424	Check	1	3476	GOLDADE, STANLEY		Yes	Yes	No	05/15/2023	979.39
FAB		43266	127425	Check	1	2765	GOOD YEAR		Yes	Yes	No	05/15/2023	1,563.51
FAB		43252	127426	Check	1	1499	GOPHER STATE ONE-CALL		Yes	No	No	05/15/2023	1.35
FAB		43293	127427	Check	1	3764	Graybar Electric Company, Inc		Yes	Yes	No	05/15/2023	1,095.57
FAB		43250	127428	Check	1	1432	GRIPPERS SPORTS TROPHYS		Yes	No	No	05/15/2023	138.00
FAB		43270	127429	Check	1	2891	GROCHOW, ARTHUR		Yes	Yes	No	05/15/2023	1250.00
FAB		43283	127430	Check	1	3534	HILLS 210 CAFE & SUBS		Yes	Yes	No	05/15/2023	900.00
FAB		43233	127431	Check	1	01529	HILLYARD /HUTCHINSON		Yes	Yes	No	05/15/2023	1,827.06
FAB		43253	127432	Check	1	1557	JIRAK TRUCKING, INC		Yes	Yes	No	05/15/2023	661.50
FAB		43244	127433	Check	1	03092	JK SPORTS		Yes	Yes	No	05/15/2023	1,314.00
FAB		43241	127434	Check	1	02325	JOHN DEERE FINANCIAL		Yes	Yes	No	05/15/2023	126.18
FAB		43263	127435	Check	1	2556	JW PEPPER		Yes	Yes	No	05/15/2023	160.99
FAB		43247	127436	Check	1	1086	KBMW 1450		Yes	Yes	No	05/15/2023	120.00
FAB		43294	127437	Check	1	3765	Kempenich, Jacob		Yes	Yes	No	05/15/2023	196.37
FAB		43268	127438	Check	1	2824	KING, ROY M.		Yes	Yes	No	05/15/2023	180.00
FAB		43230	127439	Check	1	00518	LAKES COUNTRY SERVICE COOP		Yes	Yes	No	05/15/2023	285.00
FAB		43280	127440	Check	1	3328	MARCO TECHNOLOGIES, LLC		Yes	Yes	No	05/15/2023	2,050.47
FAB		43274	127441	Check	1	3018	MARTINSON, RICK S		Yes	Yes	No	05/15/2023	210.00
FAB		43271	127442	Check	1	2903	MASTEL, WAYNE		Yes	Yes	No	05/15/2023	225.00
FAB		43281	127443	Check	1	3350	MINNKOTA ENVIRO SERVICES		Yes	Yes	No	05/15/2023	47.20
FAB		43226	127444	Check	1	00133	MN DEPT OF HEALTH		Yes	Yes	No	05/15/2023	80.00
FAB		43286	127445	Check	1	3600	NELSON AUTO CENTER		Yes	Yes	No	05/15/2023	1,174.34
FAB		43269	127446	Check	1	2855	NEW DOMINION SCHOOL		Yes	Yes	No	05/15/2023	5,013.15
FAB		43245	127447	Check	1	03307	NORTH CENTRAL BUS SALES		Yes	Yes	No	05/15/2023	265.48
FAB		43246	127448	Check	1	03404	REMIT PARK SUPPLY, INC.		Yes	Yes	No	05/15/2023	40.99
FAB		43258	127449	Check	1	2193	PEMBERTON, SORLIE, RUFER &		Yes	Yes	No	05/15/2023	3,698.82
FAB		43278	127450	Check	1	3289	PIANO FORTE LLC		Yes	No	No	05/15/2023	335.00
FAB		43284	127451	Check	1	3572	RED RIVER TELEPHONE ASSN		Yes	Yes	No	05/15/2023	773.21

Breckenridge Public School Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
FAB		43276	127452	Check	1 3224		SANFORD HEALTH OCCUPATION MED		Yes	Yes	No	05/15/2023	115.00
FAB		43237	127453	Check	1 01941		SCHMITT MUSIC CENTERS		Yes	Yes	No	05/15/2023	43.02
FAB		43232	127454	Check	1 00919		SCHOOL NURSE SUPPLY INC.		Yes	Yes	No	05/15/2023	312.38
FAB		43277	127455	Check	1 3269		SOUTHERN VALLEY MECHANICAL		Yes	No	No	05/15/2023	154.68
FAB		43234	127456	Check	1 01553		SUMMERVILLE ELECTRIC, INC.		Yes	Yes	No	05/15/2023	1,641.26
FAB		43257	127457	Check	1 2131		SUMMIT FIRE PROTECTION		Yes	Yes	No	05/15/2023	660.00
FAB		43243	127458	Check	1 02502		TERRACE LANES		Yes	Yes	No	05/15/2023	364.00
FAB		43236	127459	Check	1 01713		TODD'S WELDING SHOP		Yes	Yes	No	05/15/2023	38.50
FAB		43287	127460	Check	1 3656		TRIPLE S SERVICES LLC		Yes	Yes	No	05/15/2023	1,320.00
FAB		43249	127461	Check	1 1409		US FOODS, INC		Yes	Yes	No	05/15/2023	16,830.11
FAB		43255	127462	Check	1 1945		WAHPETON ACE HARDWARE		Yes	Yes	No	05/15/2023	64.11
FAB		43254	127463	Check	1 1569		WAHPETON AUTO VALUE		Yes	Yes	No	05/15/2023	514.43
FAB		43289	127464	Check	1 3682		WALLY'S PLUMBING SERVICES, LLC		Yes	Yes	No	05/15/2023	130.00
FAB		43240	127465	Check	1 02267	remit	WASTE MANAGEMENT		Yes	Yes	No	05/15/2023	1,140.53
FAB		43296	127466	Check	1 2805		BEECH, PAUL M		Yes	Yes	No	05/22/2023	242.00
FAB		43298	127467	Check	1 2825		CAMPBELL, TIM		Yes	Yes	No	05/22/2023	90.00
FAB		43299	127468	Check	1 2998		ERLANDSON, DANIEL		Yes	Yes	No	05/22/2023	320.00
FAB		43297	127469	Check	1 2824		KING, ROY M.		Yes	No	No	05/22/2023	180.00
FAB		43300	127470	Check	1 3065		MCNARY, KELLY		Yes	Yes	No	05/22/2023	90.00
FAB		43295	127471	Check	1 03491		NDSCS - ATHLETICS		Yes	Yes	No	05/22/2023	200.00
FAB		43301	127472	Check	1 3767		WEIS, MATT		Yes	Yes	No	05/22/2023	235.00
FAB		43319	127473	Check	1 3708		ADELMAN, KEITH		Yes	No	No	05/30/2023	200.00
FAB		43308	127474	Check	1 00604		AFSCME COUNCIL 65		Yes	No	No	05/30/2023	73.52
FAB		43320	127475	Check	1 3770		APPEL, JOHN		Yes	No	No	05/30/2023	200.00
FAB		43307	127476	Check	1 00603		BRECKENRIDGE ED LOCAL 1299		Yes	No	Yes	05/30/2023	2,209.77
FAB		43307	127476	Check	1 00603		BRECKENRIDGE ED LOCAL 1299		Yes	No	Yes	06/05/2023	(2,209.77)
FAB		43318	127477	Check	1 3685		FORMANECK, CASEY	Ind/Sole Proprietor	Yes	No	No	05/30/2023	160.00
FAB		43316	127478	Check	1 2891		GROCHOW, ARTHUR		Yes	No	No	05/30/2023	172.00
FAB		43317	127479	Check	1 3539		GUARDIAN		Yes	No	No	05/30/2023	3,536.04
FAB		43314	127480	Check	1 2824		KING, ROY M.		Yes	No	No	05/30/2023	160.00
FAB		43309	127481	Check	1 00730		MINN. HISTORICAL SOCIETY		Yes	No	No	05/30/2023	296.00
FAB		43313	127482	Check	1 1872		MN CHILD SUPPORT PAYMENT CTR		Yes	No	No	05/30/2023	481.50
FAB		43310	127483	Check	1 01184		MN SCHOOL EMPLOYEES ASSOC		Yes	No	No	05/30/2023	816.86
FAB		43311	127484	Check	1 01779		NCPERS GROUP LIFE INS		Yes	No	No	05/30/2023	32.00
FAB		43312	127485	Check	1 1292		ND CHILD SUPPORT DIVISION		Yes	No	No	05/30/2023	549.00
FAB		43315	127486	Check	1 2844		REGION 6A		Yes	No	No	05/30/2023	315.00
FAB		43321	127487	Check	1 2844		REGION 6A		Yes	No	No	06/01/2023	210.00
FAB		43322	127488	Check	1 2844		REGION 6A		Yes	No	No	06/01/2023	840.00
FAB		43324	127489	Check	1 3175		FREDERICKSEN, CHAD		Yes	No	No	06/06/2023	240.00

Breckenridge Public School Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
FAB		43323	127490	Check	1 00603		BRECKENRIDGE ED LOCAL 1299		Yes	No	No	06/05/2023	2,209.77
FAB		43335	127491	Check	1 3773		BOGENREIF, BRITTANY		Yes	No	No	06/12/2023	914.76
FAB		43333	127492	Check	1 2393		FEDDERSON, RENEE		Yes	No	No	06/12/2023	331.88
FAB		43334	127493	Check	1 2480		SIREK, TAMRA KAY		Yes	No	No	06/12/2023	450.00
FAB		43336	127494	Check	1 3775		UNIVERSITY OF NORTH DAKOTA		Yes	No	No	06/12/2023	3,600.00
FAB		43353	127495	Check	1 00604		AFSCME COUNCIL 65		Yes	No	No	06/15/2023	58.80
FAB		43391	127496	Check	1 1981		ALBERTSON'S PARTS CITY AUTO PA		Yes	No	No	06/15/2023	4.94
FAB		43378	127497	Check	1 1129	Remit2	AMAZON CAPITAL SERVICES		Yes	No	No	06/15/2023	1,030.00
FAB		43411	127498	Check	1 3587		AMBITIOUSLY LAZY APPAREL		Yes	No	No	06/15/2023	2,975.00
FAB		43415	127499	Check	1 3697		A-OX WELDING SUPPLY COMPANY INC		Yes	No	No	06/15/2023	164.21
FAB		43371	127500	Check	1 03246		AUTO CREATION & SIGNS		Yes	No	No	06/15/2023	49.45
FAB		43412	127501	Check	1 3593		BLUE CROSS BLUE SHIELD OF MN		Yes	No	No	06/15/2023	58,056.31
FAB		43352	127502	Check	1 00603		BRECKENRIDGE ED LOCAL 1299		Yes	No	No	06/15/2023	113.64
FAB		43365	127503	Check	1 02443		BRYAN ROCK PRODUCTS, INC		Yes	No	No	06/15/2023	1,147.11
FAB		43398	127504	Check	1 2492		BUDS BLOOMS & BLESSINGS		Yes	No	No	06/15/2023	191.90
FAB		43363	127505	Check	1 02237	REMIT	CALCULATORS, INC.		Yes	No	No	06/15/2023	592.03
FAB		43373	127506	Check	1 03360		CHILLER SYSTEMS, INC		Yes	No	No	06/15/2023	14,624.97
FAB		43423	127507	Check	1 3771		CIRCLE OF NATIONS		Yes	No	No	06/15/2023	715.00
FAB		43386	127508	Check	1 1552		COLONIAL DOOR		Yes	No	No	06/15/2023	2,080.00
FAB		43351	127509	Check	1 00545		CONTINGENT FUND		Yes	No	No	06/15/2023	2,605.82
FAB		43346	127510	Check	1 00111		CULINEX		Yes	No	No	06/15/2023	277.20
FAB		43348	127511	Check	1 00482		DAILY NEWS		Yes	No	No	06/15/2023	127.50
FAB		43396	127512	Check	1 2471		DISCOUNT MAGAZINE SUBSCRIPTION		Yes	No	No	06/15/2023	148.92
FAB		43368	127513	Check	1 03030	Remit	DISCOUNT SCHOOL SUPPLY		Yes	No	No	06/15/2023	81.11
FAB		43404	127514	Check	1 3211		DRUG TESTING SOLUTIONS		Yes	No	No	06/15/2023	70.00
FAB		43383	127515	Check	1 1433		EARTHGRAINS COMPANY		Yes	No	No	06/15/2023	677.57
FAB		43416	127516	Check	1 3704		EAST SIDE JERSEY DAIRY ESJD		Yes	No	No	06/15/2023	3,116.91
FAB		43405	127517	Check	1 3303		ECOLAB		Yes	No	No	06/15/2023	97.83
FAB		43394	127518	Check	1 2265		EDUCATORS BENEFIT CONSULTANTS		Yes	No	No	06/15/2023	133.46
FAB		43362	127519	Check	1 01994		FARM CITY SUPPLY		Yes	No	No	06/15/2023	353.59
FAB		43347	127520	Check	1 00153		FARMERS UNION OIL CO		Yes	No	No	06/15/2023	8,467.13
FAB		43400	127521	Check	1 2774		FIRST ADVANTAGE BACKGROUND SEI		Yes	No	No	06/15/2023	92.88
FAB		43393	127522	Check	1 2238		FURTHER		Yes	No	No	06/15/2023	63.00
FAB		43408	127523	Check	1 3476		GOLDADE, STANLEY		Yes	No	No	06/15/2023	52.42
FAB		43384	127524	Check	1 1499		GOPHER STATE ONE-CALL		Yes	No	No	06/15/2023	10.80
FAB		43420	127525	Check	1 3764		Graybar Electric Company, Inc		Yes	No	No	06/15/2023	2,135.20
FAB		43382	127526	Check	1 1432		GRIPPERS SPORTS TROPHYS		Yes	No	No	06/15/2023	1,130.31
FAB		43409	127527	Check	1 3534		HILLS 210 CAFE & SUBS		Yes	No	No	06/15/2023	650.00
FAB		43359	127528	Check	1 01529		HILLYARD /HUTCHINSON		Yes	No	No	06/15/2023	14,884.07

Breckenridge Public School Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
FAB		43385	127529	Check	1 1505	Remit	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	06/15/2023	93.10
FAB		43374	127530	Check	1 03428		JAWASKI GLASS & REPAIR, INC.		Yes	No	No	06/15/2023	495.00
FAB		43387	127531	Check	1 1557		JIRAK TRUCKING, INC		Yes	No	No	06/15/2023	1,362.90
FAB		43369	127532	Check	1 03092		JK SPORTS		Yes	No	No	06/15/2023	539.50
FAB		43364	127533	Check	1 02325		JOHN DEERE FINANCIAL		Yes	No	No	06/15/2023	1,379.88
FAB		43399	127534	Check	1 2556		JW PEPPER		Yes	No	No	06/15/2023	145.00
FAB		43377	127535	Check	1 1086		KBMW 1450		Yes	No	No	06/15/2023	270.00
FAB		43418	127536	Check	1 3755		KEMPENICH, MORGAN		Yes	No	No	06/15/2023	325.00
FAB		43350	127537	Check	1 00518		LAKES COUNTRY SERVICE COOP		Yes	No	No	06/15/2023	65.00
FAB		43358	127538	Check	1 01220		LAKESHORE		Yes	No	No	06/15/2023	142.45
FAB		43367	127539	Check	1 02873		LANDMARK LANDSCAPING		Yes	No	No	06/15/2023	76.00
FAB		43403	127540	Check	1 3149		MARCO TECHNOLOGIES LLC NW 7128		Yes	No	No	06/15/2023	6,370.41
FAB		43406	127541	Check	1 3328		MARCO TECHNOLOGIES, LLC		Yes	No	No	06/15/2023	2,288.70
FAB		43354	127542	Check	1 00635		MESPA		Yes	No	No	06/15/2023	603.00
FAB		43421	127543	Check	1 3768		METRO TIMING		Yes	No	No	06/15/2023	822.80
FAB		43407	127544	Check	1 3350		MINNKOTA ENVIRO SERVICES		Yes	No	No	06/15/2023	94.40
FAB		43389	127545	Check	1 1872		MN CHILD SUPPORT PAYMENT CTR		Yes	No	No	06/15/2023	481.50
FAB		43357	127546	Check	1 01184		MN SCHOOL EMPLOYEES ASSOC		Yes	No	No	06/15/2023	838.58
FAB		43360	127547	Check	1 01779		NCPERS GROUP LIFE INS		Yes	No	No	06/15/2023	32.00
FAB		43380	127548	Check	1 1292		ND CHILD SUPPORT DIVISION		Yes	No	No	06/15/2023	549.00
FAB		43375	127549	Check	1 03491		NDSCS - ATHLETICS		Yes	No	No	06/15/2023	750.00
FAB		43401	127550	Check	1 2855		NEW DOMINION SCHOOL		Yes	No	No	06/15/2023	7,018.41
FAB		43372	127551	Check	1 03307		NORTH CENTRAL BUS SALES		Yes	No	No	06/15/2023	1,141.82
FAB		43422	127552	Check	1 3769		ONTRACK OVERHEAD DOOR		Yes	No	No	06/15/2023	809.00
FAB		43370	127553	Check	1 03157		OTTERTAIL/ MINN-DAKOTA COACHES		Yes	No	No	06/15/2023	2,007.80
FAB		43392	127554	Check	1 2193		PEMBERTON, SORLIE, RUFER &		Yes	No	No	06/15/2023	11,136.82
FAB		43379	127555	Check	1 1209	Remit	REALLY GOOD STUFF		Yes	No	No	06/15/2023	26.74
FAB		43410	127556	Check	1 3572		RED RIVER TELEPHONE ASSN		Yes	No	No	06/15/2023	773.21
FAB		43417	127557	Check	1 3733		RODENBURG LAW FIRM		Yes	No	No	06/15/2023	1,681.39
FAB		43361	127558	Check	1 01941		SCHMITT MUSIC CENTERS		Yes	No	No	06/15/2023	805.67
FAB		43397	127559	Check	1 2480		SIREK, TAMRA KAY		Yes	No	No	06/15/2023	67.50
FAB		43355	127560	Check	1 00647		SMITH MOTORS INC		Yes	No	No	06/15/2023	25.81
FAB		43356	127561	Check	1 00833		ST. MARYS SCHOOL		Yes	No	No	06/15/2023	2,990.00
FAB		43402	127562	Check	1 2949		STORHAUG, CYNTHIA JEAN		Yes	No	No	06/15/2023	1,790.82
FAB		43419	127563	Check	1 3763		SUN MOUNTAIN		Yes	No	No	06/15/2023	1,716.00
FAB		43366	127564	Check	1 02502		TERRACE LANES		Yes	No	No	06/15/2023	255.50
FAB		43395	127565	Check	1 2397		THE FORUM		Yes	No	No	06/15/2023	294.20
FAB		43424	127566	Check	1 3772		TOTAL FILTRATION SERVICE		Yes	No	No	06/15/2023	1,362.68
FAB		43413	127567	Check	1 3656		TRIPLE S SERVICES LLC		Yes	No	No	06/15/2023	7,067.25

Breckenridge Public School Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
FAB		43381	127568	Check	1	1409	US FOODS, INC		Yes	No	No	06/15/2023	17,024.08
FAB		43390	127569	Check	1	1945	WAHPETON ACE HARDWARE		Yes	No	No	06/15/2023	35.07
FAB		43388	127570	Check	1	1569	WAHPETON AUTO VALUE		Yes	No	No	06/15/2023	171.76
FAB		43349	127571	Check	1	00509	WAHPETON GLASS & PAINT		Yes	No	No	06/15/2023	50.97
FAB		43376	127572	Check	1	1042	WAHPETON PUBLIC SCHOOL		Yes	No	No	06/15/2023	43,597.38
FAB		43414	127573	Check	1	3682	WALLY'S PLUMBING SERVICES, LLC		Yes	No	No	06/15/2023	1,150.00
Bank Total:												\$612,648.75	
Report Total:												\$612,648.75	

Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9147	0846	MAX														
Original Receipt # 15928			15936	Credit	V	05/15/23		Check-V.1	1012	MSDMAX						
			0846	B	01	104	002									
														(350,000.00)	0.00	
Receipt Total:														(\$350,000.00)	\$0.00	
Deposit Total:														(\$350,000.00)	\$0.00	
9152	0846	FAB														
			15941	Credit	A	05/03/23		Check	1	1019	ELEM HOT LUNCH					
			0846	R	02	005	770	701	601	000	Student Lunch Sales					
														1,053.00	0.00	
Receipt Total:														\$1,053.00	\$0.00	
			15942	Credit	A	05/03/23		Check	1	C1	Misc					
			0846	R	01	005	000	000	099	000	Misc. Revenue					
														90.00	0.00	
Receipt Total:														\$90.00	\$0.00	
Deposit Total:														\$1,143.00	\$0.00	
9153	0846	FAB														
			15943	Credit	A	05/11/23		Check	1	1009	COMMUNITY EDUCATION					
			0846	R	04	005	505	321	040	000	Comm Ed Tuition				270.00	0.00
			0846	R	04	005	570	321	040	000	School Age Care Tuition from				180.00	0.00
			0846	R	04	005	585	362	040	000	Youth Development Service Ti				81.00	0.00
			0846	R	04	005	591	000	050	200	Twin Town Baseball League F				165.00	0.00
			0846	R	04	005	591	000	050	202	Youth Basketball Fees				220.00	0.00
			0846	R	04	005	591	000	050	208	Summer Youth Enrichment Fe				318.00	0.00
			0846	R	04	005	591	000	050	210	Youth Track Fees				650.00	0.00
			0846	R	04	005	591	000	050	211	Youth Volleyball Fees				30.00	0.00
			0846	R	04	005	591	000	050	212	Youth Wrestling Fees				25.00	0.00
			0846	R	04	005	591	000	099	000	Misc. Revenue				30.00	0.00
			0846	R	04	005	591	000	050	201	Youth Baseball Fees				155.00	0.00
Receipt Total:														\$2,124.00	\$0.00	
Deposit Total:														\$2,124.00	\$0.00	
9154	0846	FAB														
			15944	Credit	A	05/12/23		Check	1	1003	HS GENERAL FUND RECI					
			0846	R	01	300	292	000	060	299	HS Tournaments/ Meets Reve				560.00	0.00
			0846	R	02	005	770	701	601	000	Student Lunch Sales				401.00	0.00
			0846	R	21	005	298	301	099	924	Class of 2024 Revenue				3,915.00	0.00
			0846	R	21	005	298	301	099	982	HS Band Revenue				98.00	0.00

Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9154	0846	FAB														
			15944	Credit	A	05/12/23		Check	1	1003	HS GENERAL FUND RECI					
						0846	R 01 005 000 000 099 000			Misc. Revenue					2,670.00	0.00
														Receipt Total:	\$7,644.00	\$0.00
														Deposit Total:	\$7,644.00	\$0.00
9155	0846	FAB														
			15945	Credit	A	05/19/23		Check	1	1004	ELEM GENERAL FUND DE					
						0846	R 01 100 791 000 052 000			Elem Yearbook Sales					66.00	0.00
						0846	R 01 299 249 000 040 000			Drivers Ed Tutition					35.00	0.00
														Receipt Total:	\$101.00	\$0.00
			15946	Credit	A	05/19/23		Check	1	1019	ELEM HOT LUNCH					
						0846	R 02 005 770 701 601 000			Student Lunch Sales					2,046.00	0.00
														Receipt Total:	\$2,046.00	10.00
														Deposit Total:	\$2,147.00	\$0.00
9156	0846	FAB														
Student Showcase Donation			15947	Credit	A	05/22/23		Cash	1	1003	HS GENERAL FUND RECI					
						0846	R 02 005 770 701 099 000			Free will Donation					98.60	0.00
														Receipt Total:	\$98.60	\$0.00
Pottery Wheels			15948	Credit	A	05/22/23		Check	1	1151	WEST CENTRAL INITIATI'					
						0846	R 01 300 212 000 050 000			Art Fees					3,548.00	0.00
														Receipt Total:	\$3,548.00	\$0.00
			15949	Credit	A	05/22/23		Check	1	C1	Misc					
						0846	R 01 005 000 000 099 000			Garnishment					15.00	0.00
						0846	R 01 005 000 000 099 000			Badge					10.00	0.00
						0846	R 01 005 000 000 099 000			Badge					5.00	0.00
						0846	R 01 005 000 000 099 000			Box Tops					19.80	0.00
						0846	R 01 005 000 000 099 000			Jury Duty					20.54	0.00
														Receipt Total:	\$70.34	\$0.00
Donation from Marc Hasbargen			15950	Credit	A	05/22/23		Check	1	C1	Misc					
						0846	E 01 300 294 000 430 205			HS Boys Golf Instr Supplies					1,716.00	0.00
														Receipt Total:	\$1,716.00	\$0.00
			15951	Credit	A	05/22/23		Check	1	1284	REINERTSON, PERRY					
						0846	B 01 215 027			Life & Disability Payable					6.00	0.00

Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
9156	0846	FAB															
			15951	Credit	A	05/22/23		Check	1	1284	REINERTSON, PERRY						
						0846	B 01 215 025				Group Health Payable				495.68	0.00	
														Receipt Total:	\$501.68	\$0.00	
Mileage for CNC Training			15952	Credit	A	05/22/23		Check	1	1014	LAKES COUNTRY SERVIC						
						0846	R 01 005 000	000	099	000	Misc. Revenue				78.60	0.00	
														Receipt Total:	\$78.60	\$0.00	
Open Gym Boys Basketball Boost			15953	Credit	A	05/22/23		Check	1	1009	COMMUNITY EDUCATION						
						0846	R 04 005 591	000	050	207	Open Gym Fees				240.00	0.00	
														Receipt Total:	\$240.00	\$0.00	
Doonation Easter/Scavenger			15954	Credit	A	05/22/23		Check	1	1009	COMMUNITY EDUCATION						
						0846	R 04 005 505	321	098	000	Comm Ed Easter Egg Hunt D				300.00	0.00	
														Receipt Total:	\$300.00	10.00	
Bobcat Donation to DECA			15955	Credit	A	05/22/23		Check	1	1003	HS GENERAL FUND RECI						
						0846	R 21 005 298	301	099	990	DECA Revenue				300.00	0.00	
														Receipt Total:	\$300.00	\$0.00	
Oss Life Insurance Cobra 18mo			15956	Credit	A	05/22/23		Check	1	C1	Misc						
						0846	B 01 215 027				Life & Disability Payable				36.00	0.00	
														Receipt Total:	\$36.00	\$0.00	
														Deposit Total:	\$6,889.22	\$0.00	
9157	0846	FAB															
ND Community Foundation			15957	Credit	A	05/31/23		Check	1	C1	Misc						
						0846	E 04 005 570	321	401	000	School Age Care General Sup				1,200.00	0.00	
														Receipt Total:	\$1,200.00	\$0.00	
			15958	Credit	A	05/31/23		Check	1	1017	WILKIN COUNTY						
						0846	B 01 115 000					1427	05/03/23	Invoice	353.03	353.03	0.00
														Receipt Total:	\$353.03	\$0.00	
Shutterfly Commission			15959	Credit	A	05/31/23		Check	1	C1	Misc						
						0846	R 01 005 000	000	099	000	Misc. Revenue				372.79	0.00	
														Receipt Total:	\$372.79	\$0.00	
Drill Presses and 1/2 Crew			15960	Credit	A	05/31/23		Check	1	1151	WEST CENTRAL INITIATI						
						0846	R 01 100 791	000	050	000	Elem Activities Fees				2,360.00	0.00	
						0846	R 01 300 255	000	621	110	HS Metals Sales				1,450.00	0.00	

Breckenridge Public School

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9157	0846	FAB														
Drill Presses and 1/2 Crew																
			15960	Credit	A	05/31/23		Check	1	1151						
						0846	R 01 300 255 000 621 111			WEST CENTRAL INITIATI						
										HS Woods Sales					1,450.00	0.00
														Receipt Total:	\$5,260.00	\$0.00
9158	0846	FAB														
50% May 15, 2023 and May 23 F																
			15962	Credit	A	05/31/23		Wire	1	1017						
						0846	R 01 005 005 000 010 000			WILKIN COUNTY						
										County Apportionment					9,900.55	0.00
						0846	R 01 005 005 000 001 000			Gen Fund Levy					547,419.19	0.00
						0846	R 04 005 580 325 001 000			ECFE Levy					40,851.65	200.00
						0846	R 07 005 000 000 001 000			Debt Service Levy					220,022.89	0.00
														Receipt Total:	\$818,194.28	\$0.00
														Deposit Total:	\$818,194.28	\$0.00
9159	0846	FAB														
OtterTail County Auditor \$																
			15963	Credit	A	05/31/23		Wire	1	1008						
						0846	R 01 005 005 000 010 000			OTTERTAIL COUNTY						
										County Apportionment					370.13	0.00
														Receipt Total:	\$370.13	\$0.00
														Deposit Total:	\$370.13	\$0.00
9162	0846	FAB														
MA IEP																
			15971	Credit	A	05/10/23		Wire	1	1003						
						0846	R 01 250 420 000 071 000			HS GENERAL FUND RECI						
										Spec Ed Medical Assistance					368.80	0.00
														Receipt Total:	\$368.80	\$0.00
														Deposit Total:	\$368.80	\$0.00
9163	0846	FAB														
IDEAS																
			15972	Credit	A	05/15/23		Wire	1	1002						
						0846	R 01 005 005 000 211 000			STATE OF MINNESOTA						
										Gen Ed Aid Rev					358,998.27	0.00
						0846	R 04 701 590 000 301 000			Nonpublic Aid					259.87	0.00
														Receipt Total:	\$359,258.14	\$0.00
														Deposit Total:	\$359,258.14	\$0.00

Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Receipt Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
9164	0846	FAB															
			15973	Credit	A	05/18/23		Wire	1	1002				STATE OF MINNESOTA			
			0846	R	02	005	770	703	300	000				Special Milk Program State Air	100.80	0.00	
															Receipt Total:	\$100.80	\$0.00
															Deposit Total:	\$100.80	\$0.00
9165	0846	FAB															
			15974	Credit	A	05/24/23		Wire	1	1002				STATE OF MINNESOTA			
			0846	R	01	250	420	000	071	000				Spec Ed Medical Assistance	5,695.82	0.00	
															Receipt Total:	\$5,695.82	\$0.00
															Deposit Total:	\$5,695.82	\$0.00
9166	0846	FAB															
			15975	Credit	A	05/30/23		Wire	1	1002				STATE OF MINNESOTA			
			0846	R	01	005	005	000	211	000				Gen Ed Aid Rev	332,018.81	210.00	
															Receipt Total:	\$332,018.81	\$0.00
															Deposit Total:	\$332,018.81	\$0.00
9168	0846	FAB															
			15979	Credit	A	05/31/23		Wire	1	C1				Misc			
			0846	R	01	005	000	000	099	000				Misc. Revenue	275.00	0.00	
															Receipt Total:	\$275.00	\$0.00
															Deposit Total:	\$275.00	\$0.00
9169	0846	FAB															
			15978	Credit	A	05/31/23		Wire	1	C1				Misc			
			0846	R	01	005	000	000	099	000				MAX Interest	9,141.08	0.00	
															Receipt Total:	\$9,141.08	\$0.00
															Deposit Total:	\$9,141.08	\$0.00
9170	0846	FAB															
			15977	Credit	A	05/31/23		Wire	1	C1				Misc			
			0846	R	01	005	000	000	099	000				Bremer Money Market Interest	354.75	0.00	
															Receipt Total:	\$354.75	\$0.00
															Deposit Total:	\$354.75	\$0.00

Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9171	0846	FAB														
			15980	Credit	A	05/31/23		Wire	1	1004				ELEM GENERAL FUND DE		
						0846	R 01 299 249	000 040	000	Drivers Ed Tutition					650.00	0.00
						0846	R 02 005 770 701	601 000		Student Lunch Sales					14,894.26	0.00
						0846	R 01 100 791	000 052	000	Elem Yearbook Sales					264.00	0.00
														Receipt Total:	\$15,808.26	\$0.00
														Deposit Total:	\$15,808.26	\$0.00
9172	0846	FAB														
			15981	Credit	A	05/31/23		Wire	1	1009				COMMUNITY EDUCATION		
						0846	R 04 005 570 321	040 000		School Age Care Tuition from					4,927.50	0.00
						0846	R 04 005 591 000	050 200		Twin Town Baseball League F					2,535.00	0.00
						0846	R 04 005 591 000	050 201		Youth Baseball Fees					1,055.00	0.00
						0846	R 04 005 591 000	050 202		Youth Basketball Fees					3,200.00	0.00
						0846	R 04 005 591 000	050 203		Youth Softball Fees					530.00	0.00
						0846	R 04 005 591 000	050 204		Youth Football Fees					315.00	0.00
						0846	R 04 005 591 000	050 208		Summer Youth Enrichment Fe					1,696.00	0.00
						0846	R 04 005 591 000	050 210		Youth Track Fees					300.00	0.00
						0846	R 04 005 591 000	050 211		Youth Volleyball Fees					2,895.00	0.00
						0846	R 04 005 591 000	050 212		Youth Wrestling Fees					75.00	0.00
						0846	R 04 005 591 000	050 217		Speed and Strength Fees					2,635.00	0.00
						0846	R 04 005 591 000	050 218		Youth Archery Fees					20.00	0.00
						0846	R 04 005 591 000	050 285		Youth Summer Theatre Fees					420.00	0.00
														Receipt Total:	\$20,603.50	\$0.00
			15982	Debit	A	05/31/23		Wire	1	1009				COMMUNITY EDUCATION		
						0846	R 04 005 505 321	040 000		Comm Ed Tuition					(630.00)	0.00
														Receipt Total:	(\$630.00)	\$0.00
														Deposit Total:	\$19,973.50	\$0.00
9175	0846	FAB														
			15986	Credit	A	05/31/23		Wire	1	C1				Misc		
						0846	B 01 212 001			Sales Taxes Payable					0.32	0.00
						0846	R 21 005 298 301	099 990		DECA Revenue					74.68	0.00
														Receipt Total:	\$75.00	\$0.00

Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9175	0846	FAB														
			15987	Debit	A	05/31/23		Wire	1	c1	Misc					
						0846	E 21 005 298	301 401 990		DECA Supplies					(2.78)	0.00
														Receipt Total:	(\$2.78)	\$0.00
														Deposit Total:	\$72.22	\$0.00
9176	0846	FAB														
			15988	Credit	A	05/08/23		Wire	1	C1	Misc					
						0846	B 01 212 001			Sales Taxes Payable					3.60	0.00
						0846	R 21 005 298	301 099 990		DECA Revenue					52.40	0.00
														Receipt Total:	\$56.00	\$0.00
			15989	Debit	A	05/08/23		Check	1	C1	Misc					
						0846	E 21 005 298	301 401 990		DECA Supplies					(2.11)	0.00
														Receipt Total:	(\$2.11)	230.00
														Deposit Total:	\$53.89	\$0.00
9177	0846	FAB														
			15990	Debit	A	05/23/23		Check	1	C1	Misc					
						0846	R 01 100 791	000 054 000		Elem Ski Trip Revenue					(30.00)	0.00
														Receipt Total:	(\$30.00)	\$0.00
														Deposit Total:	(\$30.00)	\$0.00
9178	0846	FAB														
			15991	Credit	A	05/04/23		Wire	1	1003	HS GENERAL FUND RECI					
						0846	R 01 299 249	000 040 000		Drivers Ed Tutition					2,925.00	0.00
						0846	R 01 005 000	000 050 000		General Fees					1,100.00	0.00
						0846	R 02 005 770	701 601 000		Student Lunch Sales					1,910.00	0.00
						0846	R 21 005 298	301 099 990		DECA Revenue					200.00	0.00
						0846	R 21 005 298	301 099 979		High School Student Council F					480.00	0.00
						0846	R 04 300 590	000 050 000		Gaming Club Revenue					20.00	0.00
														Receipt Total:	\$6,635.00	\$0.00
														Deposit Total:	\$6,635.00	\$0.00

Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9179	0846	FAB														
Amazon return			15992	Credit	A	05/30/23		Wire	1	C1	Misc					
			0846	E	01	100	203	000	402	116	Elem Therapy Dog Expense				11.79	0.00

Receipt Total:	\$11.79	\$0.00
Deposit Total:	\$11.79	\$0.00
Report Total:	\$1,248,635.31	\$0.00

Breckenridge Public School Student Activity Guideline Period Ending May 31, 2023

Sequence: Group-Sub, Crs

										B23								
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202311	Year To Date	% YTD	Encumbrances	+ Enc	% YTD	Remaining Balance	
00 Assets																		
B	21	101	000				100	00	Student Activities Cash	0.00	6,877.57	44,578.68	0%	0.00	0.00	0%	(44,578.68)	
00 Assets																		
922 Class of 2022																		
B	21	401	922				400	922	Class of 2022	0.00	0.00	(701.50)	0%	0.00	0.00	0%	701.50	
E	21	005	298	301	401	922	401	922	Class of 2022 Supplies	702.00	0.00	701.50	100%	0.00	0.00	100%	0.50	
922 Class of 2022																		
923 Class of 2023																		
B	21	401	923				400	923	Class of 2023	0.00	0.00	(2,560.21)	0%	0.00	0.00	0%	2,560.21	
R	21	005	298	301	099	923	401	923	Class of 2023 Revenue	(1,000.00)	0.00	0.00	0%	0.00	0.00	0%	(1,000.00)	
E	21	005	298	301	401	923	401	923	Class of 2023 Supplies	2,000.00	0.00	0.00	0%	0.00	0.00	0%	2,000.00	
923 Class of 2023																		
924 Class of 2024																		
E	21	005	298	301	401	924	401	924	Class of 2024 Supplies	10,000.00	895.00	9,824.65	98%	0.00	0.00	98%	175.35	
R	21	005	298	301	099	924	401	924	Class of 2024 Revenue	(15,000.00)	(3,915.00)	(14,418.00)	96%	0.00	0.00	96%	(582.00)	
924 Class of 2024																		
978 National Honor Society																		
B	21	401	978				400	978	National Honor Society	0.00	0.00	(674.37)	0%	0.00	0.00	0%	674.37	
R	21	005	298	301	099	978	401	978	National Honor Society Reven	(500.00)	0.00	0.00	0%	0.00	0.00	0%	(500.00)	
E	21	005	298	301	401	978	401	978	National Honor Society Suppli	1,300.00	900.00	1,460.19	112%	0.00	0.00	112%	(160.19)	
978 National Honor Society																		
979 High School Student Council																		
B	21	401	979				400	979	High School Student Council	0.00	0.00	(6,150.35)	0%	0.00	0.00	0%	6,150.35	
E	21	005	298	301	401	979	401	979	High School Student Council	3,600.00	70.00	2,598.36	72%	0.00	0.00	72%	1,001.64	
R	21	005	298	301	099	979	401	979	High School Student Council	(2,500.00)	(480.00)	(2,513.29)	101%	0.00	0.00	101%	13.29	
979 High School Student Council																		
980 Letterclub																		
B	21	401	980				400	980	Letterclub	0.00	0.00	(3,905.21)	0%	0.00	0.00	0%	3,905.21	
R	21	005	298	301	099	980	401	980	Letterclub Revenue	(1,000.00)	0.00	0.00	0%	0.00	0.00	0%	(1,000.00)	
E	21	005	298	301	401	980	401	980	Letterclub Supplies	1,000.00	11.75	113.22	11%	0.00	0.00	11%	886.78	
980 Letterclub																		
981 Mathletes																		
B	21	401	981				400	981	Mathletes	0.00	0.00	(24.15)	0%	0.00	0.00	0%	24.15	
E	21	005	298	301	401	981	401	981	Mathletes Supplies	500.00	0.00	17.94	4%	0.00	0.00	4%	482.06	

**Breckenridge Public School
Student Activity Guideline
Period Ending May 31, 2023**

Sequence: Group-Sub, Crs

		B23											
L	Fd Org	Pro	Fin	O/S	Crs	Class Sub	Description	Annual Budget	Period 202311	Year To Date	% YTD Encumbrances	% YTD + Enc	Remaining Balance
	989		Drama Club										
R	21	005	298	301	099	989	Drama Club Revenue	(500.00)	0.00	(115.00)	23%	0.00	(985.00)
	989		Drama Club					250.00	0.00	(1,299.32)	(520%)	0.00	1,549.32
	990		DECA										
B	21	401	990			990	DECA	0.00	0.00	(2,296.49)	0%	0.00	2,296.49
R	21	005	298	301	099	990	DECA Revenue	(5,000.00)	(627.08)	(4,046.07)	81%	0.00	(953.93)
E	21	005	298	301	401	990	DECA Supplies	8,000.00	(630.61)	3,488.04	44%	0.00	4,511.96
	990		DECA					3,000.00	(1,257.69)	(2,854.52)	(95%)	0.00	5,854.52
	991		Robotics										
B	21	401	991			991	Robotics	0.00	0.00	(3,553.38)	0%	0.00	3,553.38
R	21	005	298	301	099	991	Robotics Revenue	0.00	0.00	(141.00)	0%	0.00	141.00
	991		Robotics					0.00	0.00	(3,694.38)	0%	0.00	3,694.38
Report Totals:								14,352.00	(0.00)	0.00	0%	0.00	14,352.00

**Breckenridge Public School-Contingent Account
Account Summary
May 2023**

	May 23
Ordinary Income/Expense	
Expense	
00 Need to code	5.00
01005010000899000 Sch Bd Misc	45.00
01005110000367000 Busnss Office	47.97
01005640308366000 St Dev Travel	184.01
01005760720353000 Bus Rpr/Equip	7.14
01100791000369000 Elem Act-Enty	100.00
01201294000369210 Boy Trck Etry	115.00
01201296000369210 Grl Trck Etry	205.00
01300258000430103 Vocl Msc Sply	58.00
01300291000369255 Choir Ety Fee	150.00
01300291000369256 Band Ety Fee	75.00
01300294000319210 Boy Trck Ofcl	55.00
01300294000369201 Baseball Entr	150.00
01300294000369205 Boy Gif Entry	237.00
01300294000369210 Boy Trck Etry	205.00
01300296000319210 Grl Trck Ofcl	55.00
01300296000369205 Grl Gif Entry	121.00
01300296000369210 Grl Trck Etry	245.00
02005770701899000 Food Service	35.00
04005591000899200 TTBL Miscella	310.70
R02005770701601000 Lunch Refund	200.00
R04005505321040000 Com Ed Refnd	75.00
	2,680.82
Total Expense	2,680.82
Net Ordinary Income	-2,680.82
Net Income	-2,680.82

**Breckenridge Public School-Contingent Account
Transaction List by Date
May 2023**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
May 23				
05/04/2023	26947	Michael McCall	True Team Track Reimbursement	-130.00
05/04/2023	26948	DGF Public School	Breckenridge Boys JV/V Golf Meet	-75.00
05/04/2023	26949	Rex Meyer	Offsite Choral Accompaniment	-100.00
05/09/2023	26950	Miranda Miranowski	Refund for Elm. Track--Paityn	-25.00
05/09/2023	26951	Minnesota BCA	Erickson, Robert	-30.00
05/09/2023	26952	Region 6A	Band Solo Ensemble 5/13/23	-75.00
05/09/2023	26953	Lake Park-Audubon Public Scho...	Breckenridge JH Baseball	-150.00
05/09/2023	26954	Tracy Bommersbach	Kindergarten Spring Conf. Reimbur...	-184.01
05/09/2023	26955	Nancy Heitkamp	Serv. Safe Recertification	-35.00
05/12/2023	26956	Region 6A	Solo/Ensamble Choir	-50.00
05/12/2023	26957	Jacob Kempenich	Reimbursement--Bucket Music Book	-58.00
05/12/2023	26958	Kim Willemsen	Region 1 Training Remibursement	-47.97
05/12/2023	26959	Henry Peck	Clamp--Reimbursement	-7.14
05/12/2023	26960	Ally Cory	Twin Town Refund	-50.00
05/15/2023	26961	Moorhead Country Club	Entry Fee--Girls Golf	-40.00
05/18/2023	26962	Wildflower Golf Course	HOL Golf	-243.00
05/18/2023	26963	DGF Public School	DGF Track Meet	-180.00
05/18/2023	26964	Hawley Public School	Track Meet Fees	-460.00
05/26/2023	26965	Melissa Mammenga	Twin Town Concession Supplies	-310.70
05/26/2023	26966	Cindy Klatt	Lunch Refund for Sarah Crusan & ...	-200.00
05/26/2023	26967	Minnesota BCA	Turrell	-15.00
05/26/2023	26968	City of Breckenridge	Data Request	-5.00
05/26/2023	26969	Robin Werner	Pool Reimbursement	-100.00
05/26/2023	26970	Cuyler Materi	Track Official	-50.00
05/26/2023	26971	Dennis Sumption	Track Official	-60.00
05/26/2023			Deposit	1,875.17
May 23				

**Breckenridge Public School-Contingent Account
Transaction List by Date-Contingent Book
May 2023**

Type	Date	Num	Name	Memo	Split	Amount
May 23						
Check	05/04/2023	26947	Michael McCall	True Team Track Rei...	01300296000369210 Grl Trck Etry	-130.00
Check	05/04/2023	26948	DGF Public School	Breckenridge Boys JV...	01300294000369205 Boy Gif Entry	-75.00
Check	05/04/2023	26949	Rex Meyer	Offsite Choral Accomp...	01300291000369255 Choir Ety Fee	-100.00
Check	05/09/2023	26950	Miranda Miranowski	Refund for Elm. Track...	R04005505321040000 Com Ed R...	-25.00
Check	05/09/2023	26951	Minnesota BCA	Erickson, Robert	01005010000899000 Sch Bd Misc	-30.00
Check	05/09/2023	26952	Region 6A	Band Solo Ensemble ...	01300291000369256 Band Enty Fee	-75.00
Check	05/09/2023	26953	Lake Park-Audubon P...	Breckenridge JH Base...	01300294000369201 Baseball Entr	-150.00
Check	05/09/2023	26954	Tracy Bommersbach	Kindergarten Spring C...	01005640308366000 St Dev Travel	-184.01
Check	05/09/2023	26955	Nancy Heitkamp	Serv. Safe Recertificat...	02005770701899000 Food Service	-35.00
Check	05/12/2023	26956	Region 6A	Solo/Ensamble Choir	01300291000369255 Choir Ety Fee	-50.00
Check	05/12/2023	26957	Jacob Kempenich	Reimbursement-Buck...	01300258000430103 VocI Msc Sply	-58.00
Check	05/12/2023	26958	Kim Willemssen	Region 1 Training Re...	01005110000367000 Busnss Office	-47.97
Check	05/12/2023	26959	Henry Peck	Clamp--Reimbursement	01005760720353000 Bus Rpr/Equip	-7.14
Check	05/12/2023	26960	Ally Cory	Twin Town Refund	R04005505321040000 Com Ed R...	-50.00
Check	05/15/2023	26961	Moorhead Country Club	Entry Fee--Girls Golf	01300296000369205 Grl Gif Entry	-40.00
Check	05/18/2023	26962	Wildflower Golf Course	HOL Golf	-SPLIT-	-243.00
Check	05/18/2023	26963	DGF Public School	DGF Track Meet	-SPLIT-	-180.00
Check	05/18/2023	26964	Hawley Public School	Track Meet Fees	-SPLIT-	-460.00
Check	05/26/2023	26965	Melissa Mammenga	Twin Town Concessio...	04005591000899200 TTBL Miscella	-310.70
Check	05/26/2023	26966	Cindy Klatt	Lunch Refund for Sara...	R02005770701601000 Lunch Refu...	-200.00
Check	05/26/2023	26967	Minnesota BCA	Turrell	01005010000899000 Sch Bd Misc	-15.00
Check	05/26/2023	26968	City of Breckenridge	Data Request	00 Need to code	-5.00
Check	05/26/2023	26969	Robin Werner	Pool Reimbursement	01100791000369000 Elem Act-Enty	-100.00
Check	05/26/2023	26970	Cuyler Materi	Track Official	-SPLIT-	-50.00
Check	05/26/2023	26971	Dennis Sumption	Track Official	-SPLIT-	-60.00
Deposit	05/26/2023			Deposit	Breckenridge School District #8	1,875.17
May 23						

BRECKENRIDGE PUBLIC SCHOOL

INDEPENDENT SCHOOL DISTRICT #846



Breckenridge Pride...Inspiring to Excel!!

June Board Meeting

Dessica Komestakes

Business Manager

General Assumptions

- Budget trends adjusted based on final audited 2021-22 data, year-to-date 2022-23 revenue & expenditures, and 2023-24 legislative projections
- Employee salaries & benefits to be adjusted to reflect contract settlements and staffing levels
- Continued monitoring of remaining COVID-relief funding
- Enrollment projections to be updated based on opening day fall enrollment

GENERAL FUND - Expenditures by Program and Object											
	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	Budget 2022-23	Projected 2023-24
District Administration											
Employee Salaries & Benefits	577,241.44	529,638.40	537,781.42	553,113.94	575,551.25	593,252.02	614,194.69	464,110.65	618,219.66	625,915.00	640,137.20
Purchased Services	56,264.35	41,387.98	39,075.56	38,246.35	33,236.28	34,950.22	36,929.96	193,078.85	84,285.24	73,400.00	75,602.00
Supplies & Materials	13,276.84	12,101.60	13,181.45	12,406.24	12,151.34	12,667.60	11,413.01	10,854.00	13,394.63	14,750.00	14,750.00
COVID Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,821.51	0.00	0.00	0.00
Fiscal Costs	115,961.68	60,810.33	22,187.87	37,636.66	39,975.94	35,000.00	67,293.80	10,504.94	0.00	20,451.00	20,451.00
Administrative Support											
Employee Salaries & Benefits	116,299.02	133,389.80	139,555.79	142,349.74	148,859.51	152,992.43	159,463.32	170,801.23	226,552.59	183,088.00	190,411.52
Purchased Services	68,647.65	57,364.74	54,178.33	55,893.30	51,070.95	49,052.01	51,322.53	47,963.79	70,972.18	63,600.00	65,508.00
Supplies & Materials	6,109.69	732.43	722.33	797.22	961.23	1,438.29	1,304.10	1,148.21	9,476.65	1,000.00	1,000.00
Other	8,035.31	10,371.27	6,419.64	9,454.71	13,177.79	12,341.35	13,817.03	15,650.84	13,148.35	14,793.00	14,793.00
Regular Instruction											
Employee Salaries & Benefits	3,046,368.09	2,989,086.67	3,231,953.96	3,225,891.35	3,353,900.01	3,356,363.74	3,459,103.44	3,363,158.71	3,150,390.36	3,207,135.00	3,236,379.32
Purchased Services	249,579.45	236,722.55	269,040.96	269,047.60	290,756.15	326,262.00	307,774.38	253,412.68	351,886.92	346,599.00	366,708.55
Supplies & Materials	119,369.83	132,350.56	175,249.68	144,920.24	147,268.76	181,554.90	127,492.05	85,017.09	119,400.79	188,944.00	194,612.32
Capital Purchases	41,993.39	45,003.23	41,352.56	64,275.66	31,495.09	57,468.66	65,597.67	38,992.69	12,856.84	52,300.00	52,300.00
COVID Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142,032.60	257,388.07	331,109.82	358,143.22
TRAP/PERA Funding	0.00	0.00	0.00	227,208.00	23,630.00	260,896.00	28,695.00	37,783.00	88.00	0.00	0.00
Other	4,285.41	2,249.78	9,249.05	5,675.15	4,455.26	5,201.34	4,248.73	7,643.34	4,790.53	5,500.00	5,500.00
Career & Technical Instruction											
Employee Salaries & Benefits	104,377.48	112,396.74	136,039.27	103,432.35	116,655.69	120,418.06	127,230.32	74,317.34	138,802.54	128,763.00	133,913.52
Purchased Services	59.50	302.20	502.00	502.00	502.00	1,747.75	298.89	0.00	1,078.48	1,500.00	1,500.00
Supplies & Materials	2,445.59	2,903.04	2,705.68	2,453.87	3,099.85	917.81	3,861.16	388.32	13,175.29	4,400.00	4,400.00
Special Instruction											
Employee Salaries & Benefits	779,070.47	812,217.93	895,248.24	825,748.64	831,752.95	884,824.47	906,438.68	964,938.13	1,056,717.22	1,116,460.00	1,168,735.70
Purchased Services	244,360.61	266,133.44	241,875.74	218,011.40	216,787.61	246,906.82	235,998.52	254,467.27	278,018.34	219,379.00	228,154.16
Supplies & Materials	2,974.03	3,341.13	5,511.10	1,218.61	3,663.38	7,666.87	3,353.65	2,223.92	1,511.05	9,872.00	9,872.00
Capital Purchases	2,901.98	285.55	357.00	0.00	0.00	20,873.98	1,443.99	0.00	0.00	0.00	0.00
Instructional Support Services											
Employee Salaries & Benefits	81,042.33	161,656.60	190,025.71	181,600.12	206,059.68	223,050.88	214,209.60	218,439.94	244,235.44	221,631.00	231,909.10
Purchased Services	19,248.14	27,455.01	32,169.94	35,999.55	28,187.68	39,919.54	21,589.43	7,386.86	18,789.34	22,870.00	23,784.80
Supplies & Materials	24,410.75	25,413.41	26,433.82	24,465.52	18,376.69	19,022.18	20,535.53	30,553.04	53,758.42	107,178.00	111,465.12
COVID Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112,471.85	35,136.12	19,536.00	0.00
Capital Purchases	0.00	79,432.85	0.00	93,573.86	39,518.51	35,435.84	32,028.71	20,069.64	29,416.58	0.00	30,000.00
Pupil Support Services											
Employee Salaries & Benefits	427,557.71	439,540.22	496,736.47	468,568.11	471,909.37	485,582.53	500,442.14	529,136.51	532,339.28	559,658.00	578,775.95
Purchased Services	(58,811.04)	(61,208.45)	(46,319.53)	(53,295.85)	(36,892.73)	(54,144.87)	(43,500.98)	30,784.12	48,199.49	(11,864.00)	(11,864.00)
Supplies & Materials	120,522.79	93,745.49	77,333.34	82,336.38	88,758.28	112,918.68	68,423.60	71,178.77	116,165.15	120,199.00	125,006.96
COVID Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,021.38	47,750.00	60,000.00	0.00
Capital Purchases	84,206.70	76,045.56	3,669.40	93,320.47	121,719.86	105,196.79	90,274.69	0.00	115,411.28	0.00	100,000.00
Operations & Maintenance											
Employee Salaries & Benefits	309,241.91	321,594.29	323,156.67	339,860.93	343,086.97	319,778.44	343,827.95	335,179.02	341,874.90	362,994.00	368,835.15
Purchased Services	296,630.75	321,537.76	277,397.11	222,597.07	308,168.22	345,832.36	273,730.53	316,357.16	337,274.81	306,200.00	318,448.00
Supplies & Materials	197,364.52	122,285.79	102,314.87	108,007.17	131,148.74	140,959.87	110,846.65	93,696.08	165,368.50	162,000.00	168,480.00
COVID Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,740.20	0.00	0.00	0.00
Capital Purchases	478,970.16	255,427.21	371,627.55	454,432.35	338,955.37	260,954.61	183,960.17	118,650.97	111,488.61	261,050.00	200,000.00
TOTAL EXPENDITURES	7,540,006.53	7,311,715.11	7,676,732.98	7,989,748.71	7,957,947.68	8,397,303.17	8,043,642.94	8,083,974.65	8,619,361.65	8,800,410.82	9,027,712.59

FUNDING SOURCE	INFORMATION SOURCE	INPUT	ACCOUNT CODE
STATE AID			
General Education Aid	Revenue Projection Model: "Revenue Summary" Tab: Cell G48	\$5,986,379.23	575 Enrollment
Less Aid Restrictions:			
Staff Development	Revenue Projection Model: "Revenue Summary" Tab: Cell G42	\$90,995.22	R 01-005-640-316-211-000
Basic Skills	Revenue Projection Model: "Revenue Summary" Tab: Cell G43	\$583,121.28	R 01-005-005-317-211-000
Learning and Development	Revenue Projection Model: "Revenue Summary" Tab: Cell G44	\$112,822.00	R 01-005-005-330-211-000
Gifted & Talented	Revenue Projection Model: "Revenue Summary" Tab: Cell G45	\$8,286.20	R 01-005-005-388-211-000
Medical Assistance		\$30,000.00	
Operating Capital	Revenue Projection Model: "Revenue Summary" Tab: Cell G47	\$43,606.31	R 01-005-000-302-211-000
Less Aid Replacements:			
County Apportionment	County Auditor Report of School District Apportionment	\$16,554.34	R 01-005-005-000-010-000
Unrestricted General Education Aid		\$5,147,548.22	R 01-005-005-000-211-000
Other Aids:			
Endowment Fund	Revenue Projection Model: "Revenue Summary" Tab: Cell G38	\$28,364.46	R 01-005-005-000-201-000
Shared Time	Revenue Projection Model: "Revenue Summary" Tab: Cell G51	\$32,967.20	R 01-799-000-000-213-000
Abatements	Revenue Projection Model: "Revenue Summary" Tab: Cell G52	\$1.17	R 01-005-005-000-227-000
Special Education	Revenue Projection Model: "Revenue Summary" Tab: Cell G60	\$1,171,899.77	R 01-250-420-000-360-000
Indian Education	Revenue Projection Model: "Revenue Summary" Tab: Cell G55	\$22,556.00	R 01-005-000-320-300-000
Non-Public Transportation	Revenue Projection Model: "Revenue Summary" Tab: Cell G78	\$65,884.69	R 01-005-760-726-300-000
Literacy Incentive	Revenue Projection Model: "Revenue Summary" Tab: Cell G50	\$27,808.56	R 01-005-005-000-212-000
Student Support Personnel Aid		\$40,000.00	R 01-000-000-000-000-000
Library Aid		\$40,000.00	R 01-000-000-000-000-000
English Learner Cross Subsidy	Revenue Projection Model: "Revenue Summary" Tab: Cell G54	\$12,086.78	R 01-005-005-317-300-000

2023-24 Preliminary Budget

	2020-21 Final Actual	2021-22 Final Actual	2022-23 Final Budget	2023-24 Preliminary Budget
REVENUE				
General Fund	\$ 8,160,979.37	\$ 8,376,534.05	\$ 8,660,170.00	\$ 9,073,810.62
Food Service Fund	531,990.65	635,587.00	499,783.00	499,783.00
Community Service Fund	363,125.14	380,291.83	396,668.00	396,668.00
TOTAL REVENUE - Operating Funds	\$ 9,056,095.16	\$ 9,392,412.88	\$ 9,556,621.00	\$ 9,970,261.62
Capital Outlay Fund	\$ (48,441.39)	\$ 57,134.68	\$ 77,909.00	\$ -
Construction Fund	-	-	-	-
Debt Service Fund	765,856.21	745,780.46	758,130.00	814,976.87
Trust Fund	14,862.14	19,506.06	29,550.00	30,000.00
Student Activity Fund	26,866.86	56,632.00	47,500.00	61,852.00
TOTAL REVENUE - All Funds	\$ 9,815,238.98	\$ 10,271,466.08	\$ 10,469,710.00	\$ 10,877,090.49
EXPENDITURES				
General Fund	\$ 8,002,685.98	\$ 8,552,055.72	\$ 8,596,837.00	\$ 9,027,712.59
Food Service Fund	453,984.95	590,678.07	549,405.00	549,405.00
Community Service Fund	344,273.94	404,605.79	403,969.00	403,969.00
TOTAL EXPENDITURES - Operating Funds	\$ 8,800,944.87	\$ 9,547,339.58	\$ 9,550,211.00	\$ 9,981,086.59
Capital Outlay Fund	\$ 81,288.67	\$ 67,305.93	\$ 162,150.00	\$ -
Construction Fund	-	-	-	-
Debt Service Fund	765,325.00	761,825.00	763,125.00	763,125.00
Trust Fund	15,850.00	17,900.00	30,000.00	30,000.00
Student Activity Fund	20,569.14	50,137.01	61,852.00	61,852.00
TOTAL EXPENDITURES - All Funds	\$ 9,683,977.68	\$ 10,444,507.52	\$ 10,567,338.00	\$ 10,836,063.59

BRECKENRIDGE PUBLIC SCHOOL

INDEPENDENT SCHOOL DISTRICT #846



Breckenridge Pride...Inspiring to Excel!!

Covid Relief Funds all expired 9/30/2024

FIN 160 22/23	FIN 161 22/23	FIN 160/161 23/24
Used \$244,788 for teaching salaries/benefits	Used \$23,995 for teaching salaries/benefits	\$225,970.48 left to use on salaries/benefits
Used \$157,000 to buy a bus and a suburban	Using \$40,453.00 for summer school	\$53,510.49 left to use unallocated

BRECKENRIDGE PUBLIC SCHOOL

INDEPENDENT SCHOOL DISTRICT #846



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June Board Meeting

Dessica Komestakes

Business Manager

General Assumptions

- Budget trends adjusted based on final audited 2021-22 data, year-to-date 2022-23 revenue & expenditures, and 2023-24 legislative projections
- Employee salaries & benefits to be adjusted to reflect contract settlements and staffing levels
- Continued monitoring of remaining COVID-relief funding
- Enrollment projections to be updated based on opening day fall enrollment

GENERAL FUND - Expenditures by Program and Object											
	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	Budget 2022-23	Projected 2023-24
District Administration											
Employee Salaries & Benefits	577,241.44	529,638.40	537,781.42	553,113.94	575,551.25	593,252.02	614,194.69	464,110.65	618,219.66	625,915.00	640,137.20
Purchased Services	56,264.35	41,387.98	39,075.56	38,246.35	33,236.28	34,950.22	36,929.96	193,078.85	84,285.24	73,400.00	75,602.00
Supplies & Materials	13,276.84	12,101.60	13,181.45	12,406.24	12,151.34	12,667.60	11,413.01	10,854.00	13,394.63	14,750.00	14,750.00
COVID Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,821.51	0.00	0.00	0.00
Fiscal Costs	115,961.68	60,810.33	22,187.87	37,636.66	39,975.94	35,000.00	67,293.80	10,504.94	0.00	20,451.00	20,451.00
Administrative Support											
Employee Salaries & Benefits	116,299.02	133,389.80	139,555.79	142,349.74	148,859.51	152,992.43	159,463.32	170,801.23	226,552.59	183,088.00	190,411.52
Purchased Services	68,647.65	57,364.74	54,178.33	55,893.30	51,070.95	49,052.01	51,322.53	47,963.79	70,972.18	63,600.00	65,508.00
Supplies & Materials	6,109.69	732.43	722.33	797.22	961.23	1,438.29	1,304.10	1,148.21	9,476.65	1,000.00	1,000.00
Other	8,035.31	10,371.27	6,419.64	9,454.71	13,177.79	12,341.35	13,817.03	15,650.84	13,148.35	14,793.00	14,793.00
Regular Instruction											
Employee Salaries & Benefits	3,046,368.09	2,989,086.67	3,231,953.96	3,225,891.35	3,353,900.01	3,356,363.74	3,459,103.44	3,363,158.71	3,150,390.36	3,207,135.00	3,236,379.32
Purchased Services	249,579.45	236,722.55	269,040.96	269,047.60	290,756.15	326,262.00	307,774.38	253,412.68	351,886.92	346,599.00	366,708.55
Supplies & Materials	119,369.83	132,350.56	175,249.68	144,920.24	147,268.76	181,554.90	127,492.05	85,017.09	119,400.79	188,944.00	194,612.32
Capital Purchases	41,993.39	45,003.23	41,352.56	64,275.66	31,495.09	57,468.66	65,597.67	38,992.69	12,856.84	52,300.00	52,300.00
COVID Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142,032.60	257,388.07	331,109.82	358,143.22
TRA/PERA Funding	0.00	0.00	0.00	227,208.00	23,630.00	260,896.00	28,695.00	37,783.00	88.00	0.00	0.00
Other	4,285.41	2,249.78	9,249.05	5,675.15	4,455.26	5,201.34	4,248.73	7,643.34	4,790.53	5,500.00	5,500.00
Career & Technical Instruction											
Employee Salaries & Benefits	104,377.48	112,396.74	136,039.27	103,432.35	116,655.69	120,418.06	127,230.32	74,317.34	138,802.54	128,763.00	133,913.52
Purchased Services	59.50	302.20	502.00	502.00	502.00	1,747.75	298.89	0.00	1,078.48	1,500.00	1,500.00
Supplies & Materials	2,445.59	2,903.04	2,705.68	2,453.87	3,099.85	917.81	3,861.16	388.32	13,175.29	4,400.00	4,400.00
Special Instruction											
Employee Salaries & Benefits	779,070.47	812,217.93	895,248.24	825,748.64	831,752.95	884,824.47	906,438.68	964,938.13	1,056,717.22	1,116,460.00	3,168,735.70
Purchased Services	244,360.61	266,133.44	241,875.74	218,011.40	216,787.61	246,906.82	235,998.52	254,467.27	278,018.34	219,379.00	228,154.16
Supplies & Materials	2,974.03	3,341.13	5,511.10	1,218.61	3,663.38	7,666.87	3,353.65	2,223.92	1,511.05	9,872.00	9,872.00
Capital Purchases	2,901.98	285.55	357.00	0.00	0.00	20,873.98	1,443.99	0.00	0.00	0.00	0.00
Instructional Support Services											
Employee Salaries & Benefits	81,042.33	161,656.60	190,025.71	181,600.12	206,059.68	223,050.88	214,209.60	218,439.94	244,235.44	221,631.00	231,909.10
Purchased Services	19,248.14	27,455.01	32,169.94	35,999.55	28,187.68	39,919.54	21,589.43	7,386.86	18,789.34	22,870.00	23,784.80
Supplies & Materials	24,410.75	25,413.41	26,433.82	24,465.52	18,376.69	19,022.18	20,535.53	30,553.04	53,758.42	107,178.00	111,465.12
COVID Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112,471.85	35,136.12	19,536.00	0.00
Capital Purchases	0.00	79,432.85	0.00	93,573.86	39,518.51	35,435.84	32,028.71	20,069.64	29,416.58	0.00	30,000.00
Pupil Support Services											
Employee Salaries & Benefits	427,557.71	439,540.22	496,736.47	468,568.11	471,909.37	485,582.53	500,442.14	529,136.51	532,339.28	559,658.00	578,775.95
Purchased Services	(58,811.04)	(61,208.45)	(46,319.53)	(53,295.85)	(36,892.73)	(54,144.87)	(43,500.98)	30,784.12	48,199.49	(11,864.00)	(11,864.00)
Supplies & Materials	120,522.79	93,745.49	77,333.34	82,336.38	88,758.28	112,918.68	68,423.60	71,178.77	116,165.15	120,199.00	125,006.96
COVID Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,021.38	47,750.00	60,000.00	0.00
Capital Purchases	84,206.70	76,045.56	3,669.40	93,320.47	121,719.86	105,196.79	90,274.69	0.00	115,411.28	0.00	100,000.00
Operations & Maintenance											
Employee Salaries & Benefits	309,241.91	321,594.29	323,156.67	339,860.93	343,086.97	319,778.44	343,827.95	335,179.02	341,874.90	362,994.00	368,835.15
Purchased Services	296,630.75	321,537.76	277,397.11	222,597.07	308,168.22	345,832.36	273,730.53	316,357.16	337,274.81	306,200.00	318,448.00
Supplies & Materials	197,364.52	122,285.79	102,314.87	108,007.17	131,148.74	140,959.87	110,846.65	93,696.08	165,368.50	162,000.00	168,480.00
COVID Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,740.20	0.00	0.00	0.00
Capital Purchases	478,970.16	255,427.21	371,627.55	454,432.35	338,955.37	260,954.61	183,960.17	118,650.97	111,488.61	261,050.00	200,000.00
TOTAL EXPENDITURES	7,540,006.53	7,311,715.11	7,676,732.98	7,989,748.71	7,957,947.68	8,397,303.17	8,043,642.94	8,083,974.65	8,619,361.65	8,800,410.82	9,027,712.59

FUNDING SOURCE	INFORMATION SOURCE	INPUT	ACCOUNT CODE
STATE AID			
General Education Aid	Revenue Projection Model: "Revenue Summary" Tab: Cell G48	\$5,986,379.23	575 Enrollment
Less Aid Restrictions:			
Staff Development	Revenue Projection Model: "Revenue Summary" Tab: Cell G42	\$90,995.22	R 01-005-640-316-211-000
Basic Skills	Revenue Projection Model: "Revenue Summary" Tab: Cell G43	\$583,121.28	R 01-005-005-317-211-000
Learning and Development	Revenue Projection Model: "Revenue Summary" Tab: Cell G44	\$112,822.00	R 01-005-005-330-211-000
Gifted & Talented	Revenue Projection Model: "Revenue Summary" Tab: Cell G45	\$8,286.20	R 01-005-005-388-211-000
Medical Assistance		\$30,000.00	
Operating Capital	Revenue Projection Model: "Revenue Summary" Tab: Cell G47	\$43,606.31	R 01-005-000-302-211-000
Less Aid Replacements:			
County Apportionment	County Auditor Report of School District Apportionment	\$16,554.34	R 01-005-005-000-010-000
Unrestricted General Education Aid		\$5,147,548.22	R 01-005-005-000-211-000
Other Aids:			
Endowment Fund	Revenue Projection Model: "Revenue Summary" Tab: Cell G38	\$28,364.46	R 01-005-005-000-201-000
Shared Time	Revenue Projection Model: "Revenue Summary" Tab: Cell G51	\$32,967.20	R 01-799-000-000-213-000
Abatements	Revenue Projection Model: "Revenue Summary" Tab: Cell G52	\$1.17	R 01-005-005-000-227-000
Special Education	Revenue Projection Model: "Revenue Summary" Tab: Cell G60	\$1,171,899.77	R 01-250-420-000-360-000
Indian Education	Revenue Projection Model: "Revenue Summary" Tab: Cell G55	\$22,556.00	R 01-005-000-320-300-000
Non-Public Transportation	Revenue Projection Model: "Revenue Summary" Tab: Cell G78	\$65,884.69	R 01-005-760-726-300-000
Literacy Incentive	Revenue Projection Model: "Revenue Summary" Tab: Cell G50	\$27,808.56	R 01-005-005-000-212-000
Student Support Personnel Aid		\$40,000.00	R 01-000-000-000-000-000
Library Aid		\$40,000.00	R 01-000-000-000-000-000
English Learner Cross Subsidy	Revenue Projection Model: "Revenue Summary" Tab: Cell G54	\$12,086.78	R 01-005-005-317-300-000

2023-24 Preliminary Budget

	2020-21 Final Actual	2021-22 Final Actual	2022-23 Final Budget	2023-24 Preliminary Budget
REVENUE				
General Fund	\$ 8,160,979.37	\$ 8,376,534.05	\$ 8,660,170.00	\$ 9,073,810.62
Food Service Fund	531,990.65	635,587.00	499,783.00	499,783.00
Community Service Fund	363,125.14	380,291.83	396,668.00	396,668.00
TOTAL REVENUE - Operating Funds	\$ 9,056,095.16	\$ 9,392,412.88	\$ 9,556,621.00	\$ 9,970,261.62
Capital Outlay Fund	\$ (48,441.39)	\$ 57,134.68	\$ 77,909.00	\$ -
Construction Fund	-	-	-	-
Debt Service Fund	765,856.21	745,780.46	758,130.00	814,976.87
Trust Fund	14,862.14	19,506.06	29,550.00	30,000.00
Student Activity Fund	26,866.86	56,632.00	47,500.00	61,852.00
TOTAL REVENUE - All Funds	\$ 9,815,238.98	\$ 10,271,466.08	\$ 10,469,710.00	\$ 10,877,090.49
EXPENDITURES				
General Fund	\$ 8,002,685.98	\$ 8,552,055.72	\$ 8,596,837.00	\$ 9,027,712.59
Food Service Fund	453,984.95	590,678.07	549,405.00	549,405.00
Community Service Fund	344,273.94	404,605.79	403,969.00	403,969.00
TOTAL EXPENDITURES - Operating Funds	\$ 8,800,944.87	\$ 9,547,339.58	\$ 9,550,211.00	\$ 9,981,086.59
Capital Outlay Fund	\$ 81,288.67	\$ 67,305.93	\$ 162,150.00	\$ -
Construction Fund	-	-	-	-
Debt Service Fund	765,325.00	761,825.00	763,125.00	763,125.00
Trust Fund	15,850.00	17,900.00	30,000.00	30,000.00
Student Activity Fund	20,569.14	50,137.01	61,852.00	61,852.00
TOTAL EXPENDITURES - All Funds	\$ 9,683,977.68	\$ 10,444,507.52	\$ 10,567,338.00	\$ 10,836,063.59
				\$ 41,026.90

BRECKENRIDGE PUBLIC SCHOOL

INDEPENDENT SCHOOL DISTRICT #846



Breckenridge Pride...Inspiring to Excel!!

Covid Relief Funds all expired 9/30/2024

FIN 160 22/23	FIN 161 22/23	FIN 160/161 23/24
Used \$244,788 for teaching salaries/benefits	Used \$23,995 for teaching salaries/benefits	\$225,970.48 left to use on salaries/benefits
Used \$157,000 to buy a bus and a suburban	Using \$40,453.00 for summer school	\$53,510.49 left to use unallocated



Lakes Country Service Cooperative
 School District Membership Agreement
 FY 2024
 July 1, 2023 - June 30, 2024

<i>Membership</i>	Total
Base Fee per district	\$1,400.00
Plus \$1.75 per student <u>617</u> *student count	\$1,079.75
Subtotal	\$2,479.75
Adjusted Membership Fee <i>(Smaller of the Subtotal or \$5,500.00 Max)</i>	\$2,479.75
Capital Outlay <i>(Cooperative facility maintenance fee)</i> Facilities Maintenance Fee	<u>\$1,000.00</u>
<i>Total Membership</i>	\$3,479.75

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

Breckenridge Public School District

School District Name

Superintendent

Date

Lakes Country Service Cooperative



Jeremy Kovash, Executive Director

5/18/2023

Date

Please return completed agreement by August 1, 2023 to:
 Lakes Country Service Cooperative
 Attn: Siri Livdahl
 1001 E. Mount Faith
 Fergus Falls, MN 56537
 Questions? Contact Siri Livdahl at 218-737-6542 or slivahl@lcsc.org

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.isd846.org



Education Identity and 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 educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational 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 educational agency or organization (the superintendent or exec. 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 and Access Management

Organization Name: **Breckenridge Public Schools**

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): **0846-1**

Superintendent or Exec. Director Name: **Kristie Sullivan**

Will act as the IOwA? Yes No

If no, identify below the individual who will act as the IOwA for your organization.

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

Print Name: _____

Title: _____

Board Member Signature:

Name: _____

Date: _____

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

**"SERVING THE EDUCATIONAL NEEDS OF STUDENTS FROM BRECKENRIDGE,
BRUSHVALE, DORAN, EVERDELL, FOXHOME, McCAULEYVILLE, KENT AND
WOLVERTON"**

**Breckenridge Public School District #846 does not discriminate on the basis of race, color,
national origin, sex or disability.**



**2023-2024 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2023. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of Breckenridge High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and. Participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee
Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, ~~to~~ **advise** the designated school representatives on all matters relating to the school's membership in the MSHSL.

Breckenridge High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Clayton Ernst

(Designated School Board Member – please print)

Chad Fredericksen

(Designated School Representative – please print)

cernst@rdoequipment.com

Email Address

fredericksenc@isd846.org

Email Address

208.02 ACTIVITY REPRESENTATIVES

Chad Fredericksen

(Boys Sports – please print)

Chad Fredericksen

(Girls Sports – please print)

Grace Brandt

(Speech – please print)

Emily Christensen

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Clayton Ernst

(Board Member—please print)

Eli Butts

(Student—please print)

Jason Butts

(Parent—please print)

Jordan Christensen

(Faculty Member—please print)

Chad Fredericksen

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: Marc Hasbargen

(Clerk/Secretary - Local Governing Board)

DocuSigned by:

Signed: Marc Hasbargen

(Clerk/Secretary - Local Governing Board)

Date: 5/30/2023

Print Name: Kristie Sullivan

(Superintendent or Head of School)

DocuSigned by:

Signed: Kristie Sullivan

(Superintendent or Head of School)

Date: 5/30/2023



Breckenridge Public Schools

Local Literacy Plan • June 2023

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

Breckenridge Elementary has used a Balanced Literacy Approach to reading instruction. Over the past year and through reading and learning more about the shifts in reading taking place that include more phonemic awareness and phonics activities, we have selected a new reading curriculum called "Super Kids" for grades Kinder through 2nd. Third grade has begun using their new curriculum, SAVVAS, as well. The "Super Kids" curriculum includes many more phonemic awareness activities and lessons each day as well as phonics and writing throughout the week for students to build these important skills. Independent application of skills and strategies are assessed through both formative and summative assessments throughout the year and documented using Standards Based Report Cards. To enhance this curriculum, our kindergarten and Title I staff have been trained in Heggerty. Each teacher has a classroom library where students can enjoy books, magazines, and other reading materials selected by their teacher. Students have personalized book bins to read from throughout the school day. Students attend the school library weekly to select books for the book bins and to take home, depending on the grade level. Chromebooks are available in grades 1st through 3rd, also. This technology is integrated into the curriculum to meet the diverse needs of our students and allows access for students to listen and/or read from a variety of online book resources such as 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@isd846.org.

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 the work we have done most recently throughout the past year in regards to research into a more Science of Reading pedagogy when teaching reading to build key foundational skills for our students.

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. Summer school programs have also been made possible through the use of COVID funds to help students stay on track during the summer months.

Our Response to Intervention (Rtl) 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 2022	Percentage of Students at each Tier Winter 2022-23	Percentage of Students at each Tier Spring 2023
--	--	---	--

Kindergarten			
LNF	10/31 = 27%	26/38 = 68%	24/39 = 62%
	17/37 = 46%	4/38 = 11%	5/39 = 13%
	10/37 = 27%	8/38 = 21%	10/39 = 25%
LSF	09/37 = 24%	27/38 = 71%	25/38 = 66%
	28/37 = 76%	3/38 = 8%	5/38 = 13%
	0/37 = 0%	8/38 = 21%	8/38 = 21%
NWF		24/38 = 66%	26/38 = 68%
		0/38 = 0%	4/38 = 11%
		13/38 = 34%	8/38 = 21%
First Grade			
NWF	25/47 = 53%	29/46 = 63%	31/45 = 69%
	15/47 = 32%	8/46 = 17%	11/45 = 11%
	07/47 = 15%	9/46 = 20%	20/45 = 20%
RCBM		13/47 = 24%	30/45 = 66%
		12/47 = 27%	5/45 = 11%
		22/47 = 49%	10/45 = 22%
Second Grade			
RCBM	13/45 = 29%	10/45 = 22%	18/45 = 40%
	11/45 = 24%	16/45 = 36%	9/45 = 20%
	21/45 = 47%	19/45 = 42%	18/45 = 40%
Third Grade			
RCBM	17/36 = 46%	21/36 = 58%	21/34 = 62%
	09/36 = 25%	5/36 = 14%	3/34 = 9%
	10/36 = 28%	10/36 = 28%	10/34 = 29%

MCA Data

MCA data from the spring of 2022 shows that 36.4% of our 3rd grade students met or exceeded the MCAs. At the state level 48.1% of 3rd graders met or exceeded on the MCAs.

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	46	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
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	136	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 by teachers and Title staff 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.

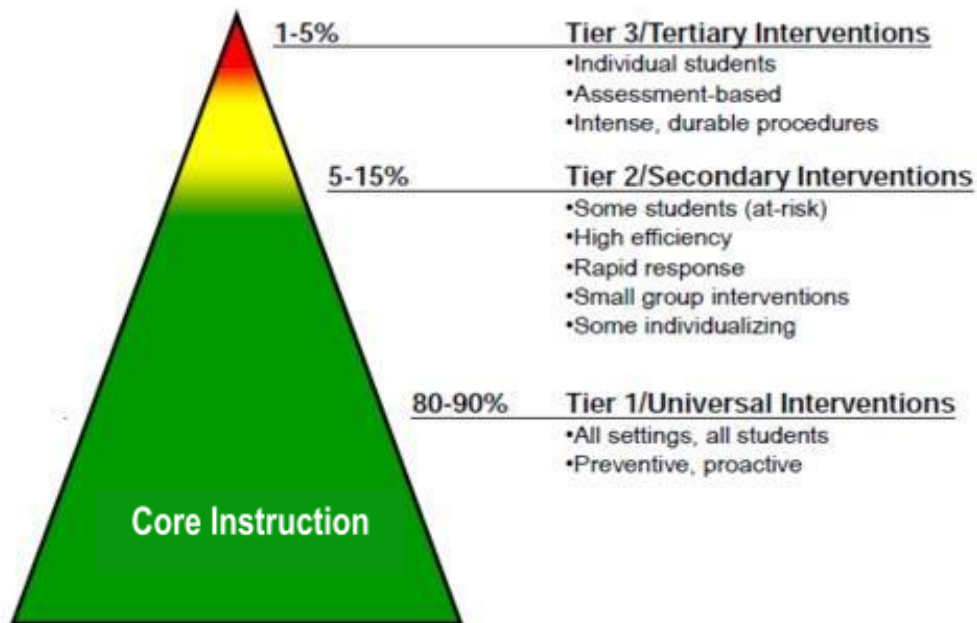
VOCABULARY: The knowledge of words and meanings. These are words students must know to communicate effectively.

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



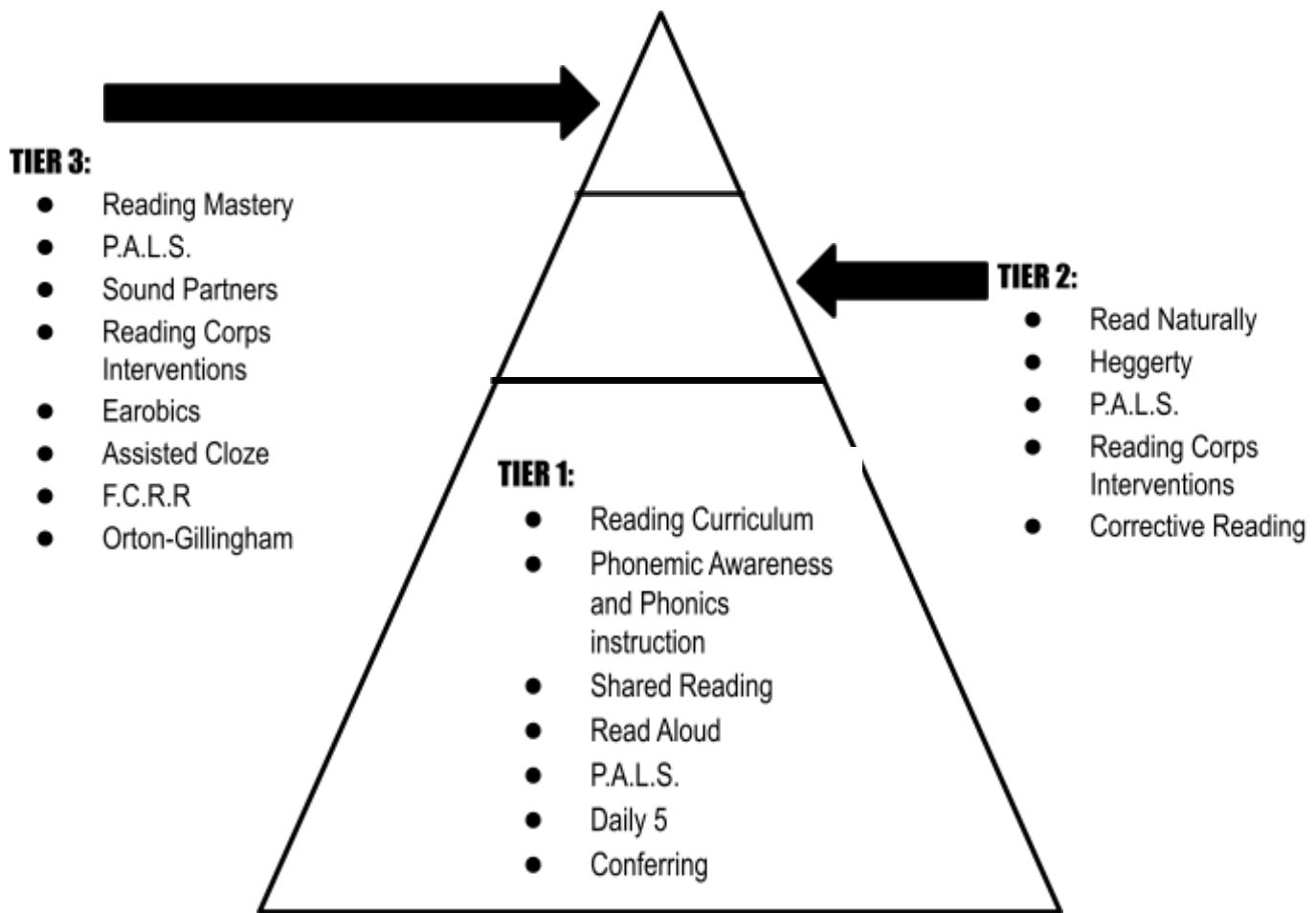
TIER 1: The first level of support occurs in the classroom with 90 minutes of core instruction delivered by the classroom teacher using the district’s reading curriculum that is aligned with the 2010 English Language Arts Standards. Research-based reading instruction will address the following strands 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



Professional Development

District 846 has 14 days scheduled for Professional Development (including early release days for PLC meetings) for the 2023-24 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 judgment
- 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

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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.isd846.org and via email at ericksonc@isd846.org. 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@isd846.org. Thank you!

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 101

Orig. 1995

Revised: 06/21/2023

Rev. 202204

Per MSBA, policies updated due to Minnesota statutory provisions or non-substantive changes can be approved at one meeting. (Approval provision is included in Policy 208)

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
 - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage

and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of [Minnesota Statutes chapter 475](#) ~~Minn. Stat. Ch. 475~~, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to [Minnesota Statutes section 465.71](#) ~~Minn. Stat. § 465.71~~ or other applicable law.

3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts; Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Public Corporation, Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties; ~~Municipalities of Political Subdivisions~~)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: ~~MSBA/MASA Model~~ Policy 201 (Legal Status of School Board)
~~MSBA/MASA Model~~ Policy 603 (Curriculum Development)
~~MSBA/MASA Model~~ Policy 604 (Instructional Curriculum)
~~MSBA/MASA Model~~ Policy 606 (Textbooks and Instructional Materials)
~~MSBA/MASA Model~~ Policy 704 (Development and Maintenance of an

Inventory of Fixed Assets and a Fixed Asset Accounting System)

~~MSBA/MASA Model~~ Policy 705 (Investments)

~~MSBA/MASA Model~~ Policy 706 (Acceptance of Gifts)

~~MSBA/MASA Model~~ Policy 801 (Equal Access to School Facilities)

~~MSBA Service Manual, Chapter 3, Employee Negotiations~~

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

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 211

Orig. 1995

Revised: ~~12/18/2017~~ 06/21/2023

Rev. 202206

Per MSBA, policies updated due to Minnesota statutory provisions or non-substantive changes can be approved at one meeting. (Approval provision is included in Policy 208)

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance ~~about as to~~ the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to ~~Minn. Stat. §~~ Minnesota Statutes section 466.07, ~~Subd. subdivision~~ 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that ~~the school board member or employee he or she~~ was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to ~~Minn. Stat. §~~ Minnesota Statutes section 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district ~~shall~~ must provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of

damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 13; and to the Family Educational Rights and Privacy Act, 20 ~~U.S.C. § United States Code section~~ 1232g, and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, ~~he or she is to the employee will~~ inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official ~~who is~~ designated as the ~~responsible~~ authority ~~responsible~~ for the collection, use, and dissemination of data.

D. Service of Subpoenas

~~It is the policy of the~~ School district ~~that its~~ officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.

3. Pursuant to ~~Minn. Stat. § Minnesota Statutes section~~ 123B.02, ~~Subd. subdivision~~ 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision ~~as to~~ whether to reimburse shall be made in the ~~school board's~~ discretion. ~~of the school board.~~ A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. ~~In order to further To~~ ~~promote~~ that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. It is the policy of the school district to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless ~~there are~~ extenuating circumstances ~~exist, or~~ the matter being investigated is school-related, or as otherwise provided by law.
2. If ~~such~~ questioning at school is unavoidable, the school district will attempt to maintain confidentiality; to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (~~Minn. Stat. § Minnesota Statutes section 260E.22), 626.556, Subd. 10~~), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with ~~Minn. Stat. Ch.~~ ~~Minnesota Statutes chapter~~ 13 (Minnesota Government Data Practices Act) and

20 ~~U.S.C.~~ § United States Code section 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel; Reimbursement)
Minn. Stat. § 123B.25(b) (~~Legal~~ Actions Against ~~Districts and~~ Teachers)
~~Minn. Stat § 260E.22 (Interviews)~~
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of ~~ng~~ Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, ~~95 S.Ct. 992, 43 L.Ed.2d 214~~ (1975)

Cross References: ~~MSBA/MASA Model~~ Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
~~MSBA/MASA Model~~ Policy 406 (Public and Private Personnel Data)
~~MSBA/MASA Model~~ Policy 408 (Subpoena of a School District Employee)
~~MSBA/MASA Model~~ Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
~~MSBA/MASA Model~~ Policy 506 (Student Discipline)
~~MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 207

Orig. 1995

Revised: ~~12/20/2010~~ 06/21/2023

Rev. 2022~~09~~

Per MSBA, policies updated due to Minnesota statutory provisions or non-substantive changes can be approved at one meeting. (Approval provision is included in Policy 208)

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board **during a public hearing**. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

~~In order~~ For the school board to efficiently receive public input on matters properly before the school board, the **school board establishes the** procedures set forth in this policy are established. ~~by the school board.~~

III. PROCEDURES

A. Public Hearings

Public hearings are required by law ~~to be held~~ concerning certain issues, including but not limited to, school closings (~~Minn. Stat. § Minnesota Statutes section 123B.51~~), education district establishment (~~Minn. Stat. § Minnesota Statutes section 123A.15~~), and agreements for secondary education (~~Minn. Stat. § Minnesota Statutes section 123A.30~~). Additionally, other public hearings may be held by the school board on school district matters at the **school board's** discretion ~~of the school board.~~

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to ~~the~~

commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the ~~school board's~~ discretion ~~of the school board~~.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. ~~In the event that~~ If the school board requires ~~the~~ designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as ~~the school board~~ otherwise determines. ~~d by the school board~~.
4. Privilege to Speak: A school board member should direct ~~any~~ remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary ~~in order~~ to provide an orderly, efficient, and fair opportunity ~~for those present~~ to be heard.

Legal References: Minn. Stat. § 123A.15 (~~Establishing~~ Education Districts ~~Establishment~~)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (School Closings)

Cross References: ~~MSBA/MASA Model~~ Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 206

Orig. 1995

Revised: ~~05/21/2019~~ 06/21/2023

Rev. 20~~17~~22

Per MSBA, policies updated due to Minnesota statutory provisions or non-substantive changes can be approved at one meeting. (Approval provision is included in Policy 208)

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work

experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

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

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service

on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E ~~§ 626.556~~ (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to

the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, ~~address~~, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard,

the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

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

C. Open Forum

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

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

D. No Board Action at Same Meeting

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the

event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)

- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (~~Meetings Having Data Classified as Public~~) (~~Open Meeting Law~~)
Minn. Stat. § 121A.47, Subd. 5 (~~Exclusion and Expulsion Procedures; Closed or Open Meeting~~) (~~Student Dismissal Hearing~~)
Minn. Stat. § 122A.33, Subd. 3 (~~License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond~~) (~~Coaches; Opportunity to Respond~~)
Minn. Stat. § 122A.40, Subd. 14 (~~Employment; Contracts; Termination; Hearing Procedures~~) (~~Teacher Discharge Hearing~~)
Minn. Stat. § 122A.44 (Contracting with Teachers; ~~Substitute Teachers~~)
Minn. Stat. § 123B.02, Subd. 14 (~~General Powers of Independent School Districts; Employees; Contracts for Services~~)
Minn. Stat. § 123B.143, Subd. 2 (~~Superintendents; Disclose Past Buyouts or Contract is Void~~)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. ~~Ch. 260E § 626.556~~ (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

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

Adopted: 7/13/2004

Breckenridge ISD 846 Policy 103

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Revised: 06/21/2023 ~~11/14/2006~~

Rev. 2022~~05~~

Per MSBA, policies updated due to Minnesota statutory provisions or non-substantive changes can be approved at one meeting. (Approval provision is included in Policy 208)

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for ~~the~~ investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or followup, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of ~~Minn. Stat. Ch.~~ **Minnesota Statutes chapter** 13 (Minnesota Government Data Practices Act) or

other law.

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

Cross References: ~~MSBA/MASA Model~~ Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
~~MSBA/MASA Model~~ Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
~~MSBA/MASA Model~~ Policy 413 (Harassment and Violence)
~~MSBA/MASA Model~~ Policy 514 (Bullying Prohibition)
MSBA ~~Service Manual, Chapter 13~~, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 205

Orig. 1995

Revised: 06/21/2023 ~~05/21/2019~~

Rev. 2022~~17~~

Per MSBA, policies updated due to Minnesota statutory provisions or non-substantive changes can be approved at one meeting. (Approval provision is included in Policy 208)

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

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

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at ~~its primary~~ the school district offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. ~~This notice shall be posted and mailed or delivered at least three days before the date of the meeting.~~

c. ~~This notice shall be posted and mailed or delivered at least three days before the date of the meeting.~~ As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.

d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.

e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

a. An emergency meeting is a special meeting called because of

circumstances that, in the school board's judgment ~~of the school board~~, require immediate consideration.

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

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Health Meetings during Pandemic or ~~Declared Chapter 12~~ Emergency

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

8. Meetings ~~Conducted~~ by Interactive Technology

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

B. Votes

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

C. Written Materials

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

D. Open Meetings and Data

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

E. Closed Meetings

1. Labor Negotiations Strategy

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

2. Sessions Closed by Bureau of Mediation Services

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

3. Preliminary Consideration of **Allegations or Charges**

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting **for this purpose** must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

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

5. Attorney-Client **Privilege** Meeting

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

6. Dismissal Hearing

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

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within **fourteen (14)** days of that decision.

- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach ~~the its~~ reasons in writing within **ten (10)** days of receiving the request. **The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.**
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by ~~Minn. Stat. §~~ **Minnesota Statutes section** 13D.05, ~~Subd. 2,~~ to discuss educational or certain other nonpublic data.
- e. A ~~closed~~ meeting **closed for this purpose** must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:
 - (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
 - (2) active investigative data collected or created by a law enforcement agency;
 - (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or
 - (4) an individual's personal medical records.
- be. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:

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

10. Security Matters

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

school district and the recording must be preserved for at least four years.

11. Other Meetings

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

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (~~Exclusion and Expulsion Procedures~~)
~~(Student Dismissal Hearing)~~
Minn. Stat. § 122A.33, Subd. 3 (~~License and Degree Exemption for Head Coach~~)
~~(Coaches; Opportunity to Respond)~~
Minn. Stat. § 122A.40, Subd. 14 (~~Employment; Contracts; Termination~~)
~~(Teacher Discharge Hearing)~~
Minn. Stat. § 179A.14, Subd. 3 (~~Negotiation Procedures~~)
~~(Labor Negotiations)~~
Minn. Rules Part 5510.2810 (~~Petition for Mediation~~)
~~(Bureau of Mediation Services)~~
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
~~Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)~~

Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: ~~MSBA/MASA Model~~ Policy 204 (School Board Meeting Minutes)
~~MSBA/MASA Model~~ Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
~~MSBA/MASA Model~~ Policy 207 (Public Hearings)
~~MSBA/MASA Model~~ Policy 406 (Public and Private Personnel Data)
~~MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)
MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin “C” (Minnesota’s Open Meeting Law)

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 204

Orig. 1995

Revised: 06/21/2023 ~~12/09/2008~~

Rev. 2022~~08~~

Per MSBA, policies updated due to Minnesota statutory provisions or non-substantive changes can be approved at one meeting. (Approval provision is included in Policy 208)

204 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:

- a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:

- a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

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

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

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 203.5

Orig. 1997

Revised: 06/21/2023 ~~12/18/2017~~

Rev. 2022~~12~~

Per MSBA, policies updated due to Minnesota statutory provisions or non-substantive changes can be approved at one meeting. (Approval provision is included in Policy 208)

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members three (3) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available

in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (~~Boards of Independent School Districts~~)
~~School Board Powers~~)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
~~Dept. of Admin. Advisory Op. No 13-015 (December 23, 2013)~~

Cross References: ~~MSBA/MASA Model~~ Policy 203 (Operation of the School Board – Governing Rules)
~~MSBA/MASA Model~~ Policy 203.2 (Order of the Regular School Board Meeting)
~~MSBA/MASA Model~~ Policy 203.6 (Consent Agendas)
~~MSBA/MASA Model~~ Policy 204 (School Board Meeting Minutes)
~~MSBA/MASA Model~~ Policy 207 (Public Hearings)

Adopted: 02/11/2013

Breckenridge ISD 846 Policy 104

Orig. 1997

Revised: 06/21/2023 ~~10/20/2021~~

Rev. 2022~~04~~

Per MSBA, policies updated due to Minnesota statutory provisions or non-substantive changes can be approved at one meeting. (Approval provision is included in Policy 208)

104 SCHOOL DISTRICT MISSION STATEMENT/VISION STATEMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MISSION STATEMENT

We are devoted to providing personalized learning through challenging, relevant and dynamic experiences in a safe environment where mutual respect is fostered and innovative builders of the future are developed.

IV. VISION STATEMENT

Breckenridge Pride ... Inspiring to Excel!

V. REVIEW

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

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)

~~Minn. Rule Parts 3501.0010-3501.0180~~

~~Minn. Rule Parts 3501.0200-3501.0270~~

Cross References:

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 208

Orig. 1995

Revised: ~~12/18/2017~~ 08/16/2023

Rev. 20~~15~~22

Substantive: Updates list of annual review policies

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form ~~that~~ **which** is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy ~~for the school district~~ with the force and effect of law ~~for the school district~~. School district ~~board~~ policy provides the ~~school board's~~ general direction for the school district ~~as to what the school board wishes to accomplish~~ while delegating policy implementation ~~of policy~~ to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies ~~are shall be~~ the basis for the ~~formulation of~~ guidelines and directives by the administration. The school board shall determine the effectiveness of ~~the~~ policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings ~~prior to final school board action~~.

- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a ~~subsequent~~ meeting after the ~~two~~ meetings at which public input was received. The policy will be effective on the ~~latter~~ of the date of passage or the date stated in the motion.
- C. In ~~the case of~~ an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board ~~in a single meeting~~. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The ~~policy adopted in an~~ emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency. ~~situation~~.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF ~~AND ACCESS TO~~ POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to ~~school district policies. this policy manual, and a~~ A copy of the school district policies shall be placed in the ~~district office~~ and ~~Manual~~ shall be available ~~in the district office and made available~~ for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy ~~manuals~~ current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: ~~410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults;~~ 506 Student Discipline; ~~514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable~~

~~Use and Safety Policy; 616 School District System Accountability; 722 Public Data Requests; and 806 Crisis Management Policy.~~

- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: ~~MSBA/MASA Model~~ Policy 305 (Policy Implementation)

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 209

Orig. 1995

Revised: ~~12/20/2010~~ 08/16/2023

Rev. 2022~~09~~

Substantive: Add introductory note to consider

[NOTE: A code of ethics establishes standards of conduct that members of a school board create and agree to follow. The principles and values embodied in this code of ethics prioritize board members' obligations to students, the district, and the community. As a written set of expectations, a code of ethics guides board members' decision making and behavior. This model policy offers a starting point for school boards as they create a code that establishes parameters for board member conduct that best serve their district. Minnesota law and rules of parliamentary procedure establish sanctions that a school board may choose to pursue.]

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.

8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school

district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: ~~None MSBA Service Manual, Chapter 1, School Board Member Code of Ethics~~

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 210

Orig. 1995

Revised: ~~01/25/2016~~ 08/16/2023

Rev. 200822

Substantive: Increase from \$8K to \$20K for school board member contract or employment relationship with school board approval

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with ~~Minn. Stat. Ch.~~ Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes ~~of the school board~~. Disclosure ~~must~~ shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and ~~must need~~ only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board ~~must~~ shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member ~~must~~ shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting ~~where at which~~ all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee ~~where only if~~ there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed ~~\$8,000~~ \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting ~~where at which~~ all school board members are present, that employment ~~must be~~ is immediately terminated and that school board member ~~will have~~ has no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, ~~where when~~ the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. ~~In order for~~ For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting ~~where in which~~ the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

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

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter

into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

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

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

Cross References: ~~MSBA/MASA Model~~ Policy 101 (Legal Status of the School Board)
~~MSBA/MASA Model~~ Policy 209 (Code of Ethics)
~~MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties~~