

**BRECKENRIDGE SCHOOL BOARD MEETING
INDEPENDENT SCHOOL DISTRICT #846
THURSDAY, NOVEMBER 16, 2023
REGULAR MEETING - 4:00 PM
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. Approval of Consent Agenda**
 - A. Minutes

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The Board of Education, Independent School District No. 846, Breckenridge, Minnesota met for a Regular Meeting on Wednesday, September 20, 2023, at 4:00 PM in the Elementary School Conference Room #233

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

Members Present: Arnhalt, Ernst, Hasbargen, Johnson, Neppi(4:06), and Roberts(4:01)

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

Motion by Hasbargen, seconded by Arnhalt to approve the amended agenda *ADDING: Jordan Christensen, Student Council Co-Advisor and Stephanie Pausch, Student Council Co-Advisor. New Business: Item M-Workers Comp Insurance. REMOVING: Resolution Accepting Donations and MOU-Adjusted Contract 5-0*

CONSENT AGENDA:

Motion by Arnhalt, seconded by Ernst to approve the consent agenda 5-0

Previous month's minutes – 8.16.23 Regular Board Meeting Minutes

Financial reports as presented including:

General Ledger Debits: August 2023

General Fund: \$1,328,715.94—Food Service: \$1,680.20—Community Service: \$35,256.60—Debt Redemption: \$99,432.58—Trust Fund: \$0.00—Student Activities: \$0.00

Accounts Payable/Wires & Checks: 08/15//2023-09/15/2023

Total: \$1,465,085.32

Hires: Alyssa Martin, Elementary Teacher; Tyler Voight, Special Education Teacher; Kristin Evans, SpEd Para-Educator; Lesley Salinas, SpEd Para-Educator; Barbara Odens, Preschool Para-Educator; Aziza Freeman, SpEd Para-Educator (Preschool); Falon Phelps, SpEd Para-Educator; Sandra Morgan, SpEd Para-Educator; Alyssa Lynaugh, SpEd Para-Educator; Sarah Huhnstock, School Psychologist; Jannika Harles, Food Service; Heather Gebhardt, Food Service; Josh Nordick, Football Coach; Noah Brenden, Football Coach; Jordan Christensen, Student Council Co-Advisor; Stephanie Pausch, Student Council Co-Advisor.

Resignations: Marissa Burhans, SpEd Para-Educator; Heidi Burhans, SpEd Para-Educator; Stephanie Anderson, SpEd Para-Educator; Cheryll Ferrel, SpEd Para-Educator; Becky Carow, SpEd Para-Educator

COMMUNICATIONS:

Ex-Officio Student Representatives - Spencer Boesen & AdaLia Spear

◊Homecoming Week has been good, lots of activities◊Boesen has been enjoying work internship with the Sheriff's department◊M-State classes have been going well◊Smooth transition into the new school year with the new admin model.

Dean of Students – Jordan Christensen

◊Hall Passes have been working well, thank you to the teachers for following these new procedures◊Working on discipline reports to keep everything consistent◊Kinship Lunch Buddies will start around MEA break, Kelly Larsen and Rikki Fischer will be selecting students to participate◊2 homecoming pep fests planned, one at each building◊Thank you to staff at both schools for helping admin navigate the start of the school year◊Rotary Student of the Month will be selected by teachers, students will select a teacher that has had a positive impact on them, Eli Butts and Caleb Albertson were selected and brought Mr.McCall and Mr.Heideman with them as their impactful teacher◊Thank you to our Homecoming King, Queen and Court for being a positive impact on our students◊Thank you to Total Personality for donating our Queen Crown◊Thank you to Scott Albertson for DJing the dance, the Wilkin and Amanda Fredericks for donating food, and Lovin' Nutrition for supplying teas for the dance.

K-12 Principal – Corrina Erickson

◊Great start to the school year!◊Thank you to our Elementary Staff for being flexible and helping out while we navigate the admin model at the high school◊Grants and Reports are being submitted◊Enrollment adds and drops at the high school have been a wash. A majority of our drops from the elementary school are due to 16 families that have moved◊Using data from assessments to help with scope and sequence when it comes to planning PLCs

Facilities Manager – Jerry Rosenthal

Our walk in freezer went down on the first day of school at the high school thank you to all who helped◊Presented the board with the roof repair reports, repairs for both buildings will equal about \$24,000.◊He also presented spreadsheets of utilities payments from the last few years to show savings and increases◊New LED lights have cut down on

electrical costs about 21% ◊ \$295,000 for operational costs of the two buildings annually ◊ Plans to bring in contractors to bid repair and replacement projects

Business Manager – Dessica Komestakes

◊ Open Enrollment for dental and vision starts October 1st, there was a 15% increase ◊ Continuing to work on year end closing ◊ Ran another report with our SpEd Co-Op to make sure we have the right percentages for our 1 on 1 funding ◊ Purchasing audio equipment ◊ The preliminary is built off the current (FY23) cost model, this is standard practice. The first budget revision will reflect the decreases in costs with the new model that will come out in October.

Superintendent – Kristie Sullivan

◊ Back to School orientations and conferences with families went well ◊ A renewed commitment to quality instruction which is giving teachers, paras, and staff time to collaborate ◊ Enrollment: we had a large senior class go out and a smaller kindergarten class come in, this has slightly effect enrollment. ◊ Last year for ESSER funding, this money has gone to updating some desktop computers at the high school and it has paid from some staff salaries, these salaries will be dissolved into the general budget ◊ Still waiting to hear back about the COPS and BARR grants ◊ Working on more grants for to support literacy and non exclusionary discipline practices ◊ Back to School Inservice went great, thank you to Bremer Bank and Horace Mann for providing lunches ◊ Thank you to Amanda Frederick and State Farm for holding a clothing drive so all of our students will have something to wear for Spirit Day ◊ Several school districts have lost their SROs due to new legislation. We continue to partner with Breckenridge Police and have agreed to make efforts to hold law enforcement interviews off school grounds when possible ◊ Superintendent Sullivan plans to have a quarterly meeting with Student Council this school year.

OLD BUSINESS:

Motion by Hasbargen, seconded by Nepl to adopt Policy 533: Wellness Policy 6-0

NEW BUSINESS:

Motion by Arnhalt, seconded by Roberts to appoint Junior AdaLia Spear as Ex-officio Student Representative to the Board of Education. 6-0

Motion by Ernst, seconded by Roberts to approve Memorandums of Understanding (MOU) for 2023/2024 with Teachers Union #1299 and Stan Goldade, Brenda Dahlgren, and Jolynn Werner-Sasse for zero hour classes. 6-0 (copy on file)

Motion by Nepl, seconded by Arnhalt to approve boys hockey joining the West Central Conference based on the activities committee's recommendation. 6-0

Motion by Roberts, seconded by Nepl to approve list of requests for fundraisers for the 2023/2024 school year. 6-0 (copy on file)

Motion by Ernst, seconded by Hasbargen to approve online submission of the Assurance of Compliance Report to MDE. The report assures the Federal and State Departments of Education that ISD#846 is not knowingly participating in any discrimination acts. 6-0

Motion by Arnhalt, seconded by Ernst to approve the Lakes Country Service Health and Safety agreement for FY24 through FY26. 6-0

First reading of Policy 506: Student Discipline

Motion by Hasbargen, seconded by Roberts to name Nadine Julson, LLC as the audit firm for the school for the 2022/2023 audit in the amount of \$10,000 contingent upon presentation of credentials to support compliance with Minnesota Audit requirements. 6-0.

Motion by Arnhalt, seconded by Roberts to schedule Truth and Taxation meeting for Wednesday, December 20th, 2023 at 6:00PM along with regularly scheduled board meeting at 5:00PM. 6-0

Motion by Ernst, seconded by Arnhalt to approve the Preliminary Levy to levy the maximum amount for 2023, payable 2024. 6-0

Motion by Hasbargen, seconded by Roberts to renew the school district’s workers’ comp insurance coverage with RAM Mutual Insurance through Bremer Insurance at a premium of \$27,518 for 2023-2024 6-0

Motion by Hasbargen, seconded by Ernst to adjourn the Regular School Board meeting at 5:45PM 6-0

Next Regular Meeting date Wednesday, October 18th at 4:00PM in the Elementary School, Conference Room #233.

Chair

Clerk

B. Financials

1. Financial Report & Bills

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

Date of Report: November 14, 2023

For the Month of October 2023

General Ledger Balances

FUNDS	Balance Beg. of Month	Debits	Credits	Balance End of Month
General Fund	\$3,007,588.15	990,540.06	1,088,071.76	\$2,910,056.45
Food Service	153,875.13	9,470.11	78,175.56	\$85,169.68
Comm. Serv.	149,440.20	33,199.34	22,622.66	\$160,016.88
Debt. Redemption	456,139.38	145,556.35	0.00	\$601,695.73
Trust Fund	3,356.73	0.00	0.00	\$3,356.73
Student Activities	52,201.46	1,125.86	7,395.86	\$45,931.46
TOTALS:	\$3,822,601.05	\$1,179,891.72	\$1,196,265.84	\$3,806,226.93

Bank Balances

Description	Balance Per Bank	Outstanding Checks and Wires	Deposits in Transit	Balance
Bremer	\$450,912.81	35,125.82	0.00	\$415,786.99
The 'Barn" Cash Box				50.00
Bank of the West (Contingent)				8,000.00
Petty Cash				400.00
TOTALS:				\$424,236.99

Investments

Minn. School District Liquid Asset Fund	5.3000%	\$ 193,816.99
Minn. School District "MAX" Fund	5.4000%	\$3,089,797.19
Bremer Money Market	4.0000%	\$106,545.76
TOTALS:		\$ 3,390,159.94

TOTAL CASH AND INVESTMENTS:	\$ 3,814,396.93
	\$3,814,396.93

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
9227	0846	FAB														
	Football Helmets MHD		16079	Credit A	10/05/23	0846 B 01 115 000		Check 1	C1	Misc	1435	08/30/23	Invoice	3,122.00	3,122.00	0.00
														Receipt Total:	\$3,122.00	\$0.00
			16080	Credit A	10/05/23	0846 B 01 115 000		Check 1	1063	WAHPETON PUBLIC SCH	1431	08/07/23	Invoice	15,093.04	15,093.04	0.00
														Receipt Total:	\$15,093.04	\$0.00
			16081	Credit A	10/05/23	0846 B 01 115 000		Check 1	1038	BRECKENRIDGE LUTHEF	1438	09/13/23	Invoice	610.45	610.45	0.00
														Receipt Total:	\$610.45	\$0.00
	MARCO REFUND		16082	Credit A	10/05/23	0846 R 01 005 000		Check 1	C1	Misc					63.61	0.00
										Misc. Revenue				Receipt Total:	\$63.61	\$0.00
			16083	Credit A	10/05/23	0846 R 04 005 570		Check 1	1017	WILKIN COUNTY					3,000.00	0.00
										LCTS				Receipt Total:	\$3,000.00	\$0.00
	FUN CLUB 2023 Collaborative		16084	Credit A	10/05/23	0846 R 02 005 770		Check 1	1151	WEST CENTRAL INITIATI ¹					89.00	0.00
										After School Snack Program F				Receipt Total:	\$89.00	\$0.00
	Homecoming Ed Foundation Chips		16085	Credit A	10/05/23	0846 E 01 300 260		Check 1	000	HS Science Instr Supplies					2,000.00	0.00
														Receipt Total:	\$2,000.00	\$0.00
	Nordick Robotics		16086	Credit A	10/05/23	0846 B 01 215 025		Check 1	1291	Lindberg Brad					1,238.62	0.00
										Group Health Payable				12.00	0.00	
										Life & Disability Payable				Receipt Total:	\$1,250.62	\$0.00
	Nov/Dec		16087	Credit A	10/05/23	0846 B 01 215 025		Check 1	1293	Robin Werner					1,653.58	0.00
										Group Health Payable				Receipt Total:	\$1,653.58	\$0.00
	Oct		9230	Credit A	10/02/23	0846 R 04 005 582		Check 1	1004	ELEM GENERAL FUND DE					\$26,882.30	\$0.00
										School Readines Tuition from				1,655.00	0.00	
														Deposit Total:	\$26,882.30	\$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
9265	0846	FAB														
			16137	Credit	A	10/31/23		Wire	1	1003	HS GENERAL FUND RECI					
						0846	R 01 300 292	000 050	000	000	General Athletics Fees				325.00	0.00
						0846	R 01 300 296	000 060	214	000	HS Girls Activity Tickets Reve				270.00	0.00
						0846	R 01 100 791	000 052	000	000	Elem Yearbook Sales				22.00	0.00
						0846	B 02 209	000		000	ANGEL FUND				200.00	0.00
						0846	R 21 005 298	301 099	990	000	DECA Revenue				200.00	0.00
						0846	R 02 005 770	701 601	000	000	Student Lunch Sales				6,123.00	0.00
														Receipt Total:	\$7,735.00	\$0.00
														Deposit Total:	\$7,735.00	\$0.00
9266	0846	FAB														
			16150	Credit	A	10/12/23		Check	1	1003	HS GENERAL FUND RECI					
						0846	R 01 300 294	000 060	204	000	HS Boys Football Revenue				1,976.00	0.00
						0846	R 01 300 792	000 621	000	000	HS Concessions Sale of Mate				780.00	0.00
						0846	R 01 300 258	000 050	000	000	HS Music Fees				225.00	0.00
						0846	R 02 005 770	701 601	000	000	Student Lunch Sales				299.00	0.00
						0846	R 21 005 298	301 099	990	000	DECA Revenue				157.00	0.00
						0846	R 01 300 296	000 060	214	000	HS Girls Activity Tickets Reve				25.00	0.00
						0846	R 01 005 000	000 099	000	000	Misc. Revenue				210.00	0.00
						0846	R 01 300 291	000 052	232	000	HS Yearbook Sales				767.21	0.00
														Receipt Total:	\$4,439.21	\$0.00
														Deposit Total:	\$4,439.21	\$0.00
9267	0846	FAB														
			16149	Credit	A	10/12/23		Check	1	1009	COMMUNITY EDUCATION					
						0846	R 04 005 505	321 040	000	000	Comm Ed Tuition				3,600.00	0.00
						0846	R 04 005 570	321 040	000	000	School Age Care Tuition from				453.25	0.00
						0846	R 04 005 591	000 050	202	000	Youth Basketball Fees				180.00	0.00
						0846	R 04 005 591	000 050	204	000	Youth Football Fees				350.00	0.00
														Receipt Total:	\$4,583.25	\$0.00
														Deposit Total:	\$4,583.25	\$0.00
9268	0846	FAB														
			16148	Credit	A	10/18/23		Check	1	1003	HS GENERAL FUND RECI					
						0846	R 21 005 298	301 099	990	000	DECA Revenue				477.00	0.00
						0846	R 01 300 792	000 621	000	000	HS Concessions Sale of Mate				977.00	0.00

Breckenridge Public School

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
9268	0846	FAB	16148	Credit	A	10/18/23		Check	1	1003							
							0846	R 01	300	296	000	060	211		706.00	0.00	
							0846	R 02	005	770	701	601	000		120.00	0.00	
							0846	R 01	300	291	000	052	232		250.00	0.00	
															\$2,530.00	\$0.00	
															\$2,530.00	\$0.00	
9269	0846	FAB	16138	Credit	A	10/31/23		Wire	1	1008							
							0846	R 01	005	005	000	010	000		0.31	0.00	
							0846	R 01	005	005	000	010	000		225.69	0.00	
															\$226.00	\$0.00	
															\$226.00	\$0.00	
9270	0846	FAB	16139	Credit	A	10/31/23		Wire	1	C1							
							0846	R 21	005	298	301	099	990		21.00	0.00	
															\$21.00	\$0.00	
															(0.89)	0.00	
															(\$0.89)	\$0.00	
															\$20.11	\$0.00	
9271	0846	FAB	16141	Credit	A	10/31/23		Wire	1	1022							
							0846	R 01	005	000	000	092	000		842.94	0.00	
							0846	R 01	005	000	000	092	000		13,522.73	0.00	
							0846	R 01	005	000	000	092	000		360.74	0.00	
															\$14,726.41	\$0.00	
															\$14,726.41	\$0.00	
9272	0846	FAB	16142	Credit	A	10/12/23		Wire	1	1012							
							0846	R 01	100	216	401	400	011		15,000.00	0.00	
							0846	R 01	200	000	414	400	011		17,353.86	0.00	

Breckenridge Public School

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9272	0846	FAB		Credit	A	10/12/23		Wire	1	MSDMAX						
			16142			0846	R 01 100 216 433 400 000		1012	Title IV Aid				3,000.00		0.00
															\$35,353.86	\$0.00
															\$35,353.86	\$0.00
9273	0846	FAB		Credit	A	10/05/23		Wire	1	MSDMAX						
			16143			0846	R 01 005 000 169 400 011		1012	Learning Recovery				10,000.00		0.00
						0846	R 02 005 770 705 476 000			Breakfast Program				496.66		0.00
															\$10,496.66	\$0.00
															\$10,496.66	\$0.00
9274	0846	FAB		Credit	A	10/31/23		Check	1	STATE OF MINNESOTA						
			16144			0846	R 01 250 420 000 071 000		1002	Spec Ed Medical Assistance				93.41		0.00
															\$93.41	\$0.00
															\$93.41	\$0.00
9275	0846	FAB		Credit	A	10/31/23		Wire	1	STATE OF MINNESOTA						
			16145			0846	R 01 005 005 000 211 000		1002	22-23 Final				179,143.95		0.00
						0846	R 01 005 005 000 211 000			23-24 Current				14,137.40		0.00
						0846	R 01 250 420 000 360 000			22-23 Final				6,145.24		0.00
						0846	R 07 005 000 000 317 000			LTFM State Aid 22-23				398.66		0.00
						0846	R 07 005 000 000 317 000			LTFM State Aid 23-24				9,080.84		0.00
						0846	R 01 005 005 000 227 000			Abatement Aid 22-23				0.06		0.00
						0846	R 07 005 000 000 234 000			Ag Credit State Aid				982.71		0.00
						0846	R 07 005 000 000 258 000			Debt Service Ag Credit				54,229.78		0.00
						0846	R 07 005 000 000 229 000			Disparity Reduc Aid				1,530.39		0.00
															\$265,649.03	\$0.00
															\$265,649.03	\$0.00
9276	0846	FAB		Credit	A	10/15/23		Wire	1	STATE OF MINNESOTA						
			16146			0846	R 01 005 005 000 211 000		1002	Gen Ed Aid Rev				75,187.07		0.00

Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9276	0846	FAB	16146	Credit	A	10/15/23	0846 R 01 799 000 000	Wire	1 1002	STATE OF MINNESOTA				18,804.62		0.00
										Shared Time Aid					\$93,991.69	\$0.00
														Receipt Total:		
														Deposit Total:	\$93,991.69	\$0.00
9277	0846	FAB	16147	Debit	A	10/30/23	0846 R 01 005 000 000	Wire	1 1012	MSDMAX				(40.69)		0.00
										Interest Income					(\$40.69)	\$0.00
														Receipt Total:		
														Deposit Total:	(\$40.69)	\$0.00
														Report Total:	\$909,465.91	\$0.00

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	Void	Pay/Void Date	Amount
FAB		44035		Wire	1	00172	CASH-WA DISTRIBUTING		No	Yes	No	10/25/2023	33,521.84
FAB		44154		Wire	1	00039	MN DEPT OF REVENUE (EFT)		No	Yes	No	10/30/2023	5,735.41
FAB		44155		Wire	1	00599	P.E.R.A.		No	Yes	No	10/30/2023	12,147.11
FAB		44156		Wire	1	00600	TEACHERS RETIREMENT ASSN.		No	Yes	No	10/30/2023	22,286.68
FAB		44157		Wire	1	01052	AMERICAN FAM. LIFE ASSURANCE		No	Yes	No	10/30/2023	148.90
FAB		44158		Wire	1	01233	EFTPS		No	Yes	No	10/30/2023	46,633.57
FAB		44160		Wire	1	2277	EDUCATORS BENEFIT ACH		No	Yes	No	10/30/2023	7,953.64
FAB		44161		Wire	1	3459	AMERITAS LIFE INSURANCE		No	No	No	10/30/2023	9.20
FAB		44162		Wire	1	3702	REVTRAK		No	Yes	No	10/30/2023	228.58
FAB		44163		Wire	1	3703	SCHOOL PAY		No	Yes	No	10/30/2023	542.33
FAB		44164		Wire	1	00039	MN DEPT OF REVENUE (EFT)		No	No	No	10/30/2023	5,869.93
FAB		44165		Wire	1	00599	P.E.R.A.		No	Yes	No	10/30/2023	12,992.78
FAB		44166		Wire	1	00600	TEACHERS RETIREMENT ASSN.		No	Yes	No	10/30/2023	22,647.33
FAB		44167		Wire	1	01233	EFTPS		No	Yes	No	10/30/2023	48,297.34
FAB		44168		Wire	1	2251	FURTHER (FSA/ HSA)		No	Yes	No	10/30/2023	4,523.33
FAB		44169		Wire	1	2277	EDUCATORS BENEFIT ACH		No	No	No	10/30/2023	7,984.89
FAB		44170		Wire	1	3459	AMERITAS LIFE INSURANCE		No	Yes	No	10/30/2023	236.52
FAB		44171		Wire	1	2251	FURTHER (FSA/ HSA)		No	Yes	No	10/30/2023	808.49
FAB		44037	128000	Check	1	00604	AFSCME COUNCIL 65		Yes	No	No	10/25/2023	24.99
FAB		44036	128001	Check	1	00603	BRECKENRIDGE ED LOCAL 1299		Yes	Yes	No	10/25/2023	2,213.35
FAB		44051	128002	Check	1	3793	BRECKENRIDGE PUBLIC SCHOOLS		Yes	Yes	No	10/25/2023	1,500.00
FAB		44047	128003	Check	1	3382	EVERT, CHARLES		Yes	No	No	10/25/2023	135.00
FAB		44042	128004	Check	1	2891	GROCHOW, ARTHUR		Yes	Yes	No	10/25/2023	296.00
FAB		44048	128005	Check	1	3539	GUARDIAN		Yes	No	No	10/25/2023	2,091.38
FAB		44045	128006	Check	1	2968	HERDING, MARIAH		Yes	No	No	10/25/2023	136.50
FAB		44046	128007	Check	1	3105	HOLZBAUER, MEGAN		Yes	Yes	No	10/25/2023	60.00
FAB		44043	128008	Check	1	2966	KOLLAR, VIRGIL		Yes	No	No	10/25/2023	135.00
FAB		44050	128009	Check	1	3659	LUTTIO, SCOTT	Ind/Sole Proprietor	Yes	No	No	10/25/2023	135.00
FAB		44044	128010	Check	1	2967	MATERI, PEGGY		Yes	Yes	No	10/25/2023	60.00
FAB		44038	128011	Check	1	01184	MN SCHOOL EMPLOYEES ASSOC		Yes	Yes	No	10/25/2023	1,008.61
FAB		44039	128012	Check	1	01779	NCPERS GROUP LIFE INS		Yes	Yes	No	10/25/2023	16.00
FAB		44040	128013	Check	1	1292	ND CHILD SUPPORT DIVISION		Yes	No	No	10/25/2023	457.50
FAB		44041	128014	Check	1	2845	SAMUELSON, CRAIG J.		Yes	No	No	10/25/2023	135.00
FAB		44052	128015	Check	1	3803	SAMUELSON, MATTHEW		Yes	No	No	10/25/2023	135.00
FAB		44049	128016	Check	1	3609	WULFEKUHLE, CASSIE	Ind/Sole Proprietor	Yes	Yes	No	10/25/2023	136.50
FAB		44054	128017	Check	1	3236	CHILDREN'S THEATER--BOX 123		Yes	No	No	10/25/2023	1,500.00
FAB		44053	128018	Check	1	1954	INTERSTATE POWER SYSTEMS, INC		Yes	Yes	No	10/25/2023	3,521.96
FAB		44055	128019	Check	1	3723	LEXIA LEARNING SYSTEMS LLC		Yes	No	No	10/25/2023	5,280.00
FAB		44057	128020	Check	1	2635	BRECKENRIDGE SCHOOL FOOD SERV		Yes	No	No	10/27/2023	1,000.00

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	Void	Pay/Void Date	Amount
FAB		44059	128021	Check	1 2732		IXL LEARNING		Yes	Yes	No	10/27/2023	2,188.00
FAB		44056	128022	Check	1 1569		WAHPETON AUTO VALUE		Yes	Yes	No	10/27/2023	167.00
FAB		44058	128023	Check	1 1569		WAHPETON AUTO VALUE		Yes	Yes	No	10/27/2023	1,112.59
FAB		44060	128024	Check	1 3690		NWEA		Yes	No	No	10/31/2023	1,595.00
Bank Total:												\$257,608.25	
Report Total:												\$257,608.25	

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

Sequence: Group-Sub, Crs

										B24								
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202404	Year To Date	% YTD	Encumbrances	+ Enc	% YTD	Remaining Balance	
00 Assets																		
B	21	101	000				100	00	Student Activities Cash	0.00	(6,270.00)	45,931.46	0%	0.00	0.00	0%	(45,931.46)	
00 Assets																		
922 Class of 2022																		
E	21	005	298	301	401	922	401	922	Class of 2022 Supplies	702.00	0.00	0.00	0%	0.00	0.00	0%	702.00	
922 Class of 2022																		
923 Class of 2023																		
B	21	401	923				400	923	Class of 2023	0.00	0.00	(1,718.31)	0%	0.00	0.00	0%	1,718.31	
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																		
B	21	401	924				400	924	Class of 2024	0.00	0.00	(4,653.81)	0%	0.00	0.00	0%	4,653.81	
E	21	005	298	301	401	924	401	924	Class of 2024 Supplies	10,000.00	0.00	0.00	0%	0.00	0.00	0%	10,000.00	
E	21	005	298	301	099	924	401	924	Class of 2024 Revenue	(15,000.00)	0.00	0.00	0%	0.00	0.00	0%	(15,000.00)	
924 Class of 2024																		
978 National Honor Society																		
B	21	401	978				400	978	National Honor Society	0.00	0.00	(505.62)	0%	0.00	0.00	0%	505.62	
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	0.00	0.00	0%	0.00	0.00	0%	1,300.00	
978 National Honor Society																		
979 High School Student Council																		
B	21	401	979				400	979	High School Student Council	0.00	0.00	(7,356.72)	0%	0.00	0.00	0%	7,356.72	
E	21	005	298	301	401	979	401	979	High School Student Council	3,600.00	1,508.46	1,508.46	42%	0.00	0.00	42%	2,091.54	
R	21	005	298	301	099	979	401	979	High School Student Council	(2,500.00)	0.00	(2,224.00)	89%	0.00	0.00	89%	(276.00)	
R	21	005	298	301	092	979	401	979	Interest Income	(14,352.00)	0.00	0.00	0%	0.00	0.00	0%	(14,352.00)	
979 High School Student Council																		
980 Letterclub																		
B	21	401	980				400	980	Letterclub	0.00	0.00	(4,768.49)	0%	0.00	0.00	0%	4,768.49	
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	35.25	4%	0.00	0.00	4%	964.75	
980 Letterclub																		
981 Mathletes																		
B	21	401	981				400	981	Mathletes	0.00	0.00	(6.21)	0%	0.00	0.00	0%	6.21	
E	21	005	298	301	401	981	401	981	Mathletes Supplies	500.00	0.00	0.00	0%	0.00	0.00	0%	500.00	
981 Mathletes																		
982 Mathletes																		
983 Mathletes																		
984 Mathletes																		
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998 Mathletes																		
999 Mathletes																		

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

Sequence: Group-Sub, Crs

										B24							
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202404	Year To Date	% YTD Encumbrances	% YTD + Enc	Remaining Balance		
		981			Mathletes												
R	21	005	298	301	099	981	401	981	Mathletes Revenue	(500.00)	0.00	0.00	0.00	0%	(500.00)		
		981			Mathletes					0.00	0.00	(6.21)	0.00	0%	6.21		
		982			HS Band					0.00	0.00	(6,065.42)	0.00	0%	6,065.42		
B	21	401	982				400	982	HS Band	0.00	0.00	0.00	0.00	0%	(15,000.00)		
R	21	005	298	301	099	982	401	982	HS Band Revenue	(15,000.00)	0.00	0.00	0.00	0%	16,590.05		
E	21	005	298	301	401	982	401	982	HS Band Supplies	25,000.00	5,245.00	8,409.95	0.00	34%	7,655.47		
		982			HS Band					10,000.00	5,245.00	2,344.53	0.00	23%			
		983			Boys Golf					0.00	0.00	(205.54)	0.00	0%	205.54		
B	21	401	983				400	983	Boys Golf	0.00	0.00	0.00	0.00	0%	500.00		
E	21	005	298	301	401	983	401	983	Boys Golf Supplies	500.00	0.00	0.00	0.00	0%	(500.00)		
R	21	005	298	301	099	983	401	983	Boys Golf Revenue	(500.00)	0.00	0.00	0.00	0%	205.54		
		983			Boys Golf					0.00	0.00	(205.54)	0.00	0%			
		984			HS Choir					0.00	0.00	(5,301.80)	0.00	0%	5,301.80		
B	21	401	984				400	984	HS Choir	0.00	0.00	0.00	0.00	0%	(500.00)		
R	21	005	298	301	099	984	401	984	HS Choir Revenue	(500.00)	0.00	0.00	0.00	0%	500.00		
E	21	005	298	301	401	984	401	984	HS Choir Supplies	500.00	0.00	0.00	0.00	0%	5,301.80		
		984			HS Choir					0.00	0.00	(5,301.80)	0.00	0%			
		986			FFA					0.00	0.00	(5,358.78)	0.00	0%	5,358.78		
B	21	401	986				400	986	FFA	0.00	0.00	0.00	0.00	0%	7,000.00		
E	21	005	298	301	401	986	401	986	FFA Supplies	7,000.00	0.00	0.00	0.00	0%	(5,000.00)		
R	21	005	298	301	099	986	401	986	FFA Revenue	(5,000.00)	0.00	0.00	0.00	0%	7,358.78		
		986			FFA					2,000.00	0.00	(5,358.78)	0.00	(268%)			
		987			Close Up					0.00	0.00	(1,620.79)	0.00	0%	1,620.79		
B	21	401	987				400	987	Close Up	0.00	0.00	(1,620.79)	0.00	0%	1,620.79		
		987			Close Up					0.00	0.00	(1,620.79)	0.00	0%			
		988			Speech					0.00	0.00	(4,251.89)	0.00	0%	4,251.89		
B	21	401	988				400	988	Speech	0.00	0.00	0.00	0.00	0%	(500.00)		
R	21	005	298	301	099	988	401	988	Speech Revenue	(500.00)	0.00	0.00	0.00	0%	1,000.00		
E	21	005	298	301	401	988	401	988	Speech Supplies	1,000.00	0.00	0.00	0.00	0%	4,751.89		
		988			Speech					500.00	0.00	(4,251.89)	0.00	(850%)			
		989			Drama Club					0.00	0.00	(2,267.90)	0.00	0%	2,267.90		
B	21	401	989				400	989	Drama Club	0.00	0.00	0.00	0.00	0%	750.00		
E	21	005	298	301	401	989	401	989	Drama Club Supplies	750.00	0.00	0.00	0.00	0%			

Breckenridge Public School-Contingent Account
Account Summary
October 2023

	<u>Oct 23</u>
Ordinary Income/Expense	
Expense	
00 Need to code	42.00
01005010000899000 Sch Bd Misc	45.00
01100203000430000 Elem Supply	171.45
01300294000369202 BBB Entry Fee	125.00
01300296000369211 VB Entry Fees	350.00
04005570321369000 SACC EntryFee	60.00
R02005770701601000 Lunch Refund	198.25
R04005582344040000 ECFE Prescho	40.00
	<hr/>
Total Expense	1,031.70
	<hr/>
Net Ordinary Income	-1,031.70
	<hr/>
Net Income	-1,031.70
	<hr/> <hr/>

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Oct 23				
10/09/2023	27019	Minnesota BCA	Johnson, Lynaugh	-30.00
10/09/2023	27020	Three Rivers Gymnastics	10.11.23 Field Trip	-60.00
10/09/2023	27021	Melissa Houge	Jacob Hogue Lunch Reimbursment	-198.25
10/09/2023	27022	Alana Halstengaard	Preschool Reimbursmeent	-40.00
10/09/2023	27023	Rachel Johnson	Supply Reimbursment	-171.45
10/10/2023	27024	Frazee/Vergas Public School	HOL JV and BSquad Tournament	-250.00
10/10/2023	27025	Concordia College	Breckenridge 12.16.23	-125.00
10/10/2023	27026	Hawley Public School	Breckenridge Fall Tournament 10.1...	-100.00
10/23/2023	27027	Minnesota BCA	Meyer	-15.00
10/30/2023	27028	IdentoGo	CNA Fingerprinting--Madelyn Beyer	-10.50
10/30/2023	27029	IdentoGo	CNA Fingerprinting--Rylee Buckho...	-10.50
10/30/2023	27030	IdentoGo	CNA Fingerprinting--Jozie Wienbar	-10.50
10/30/2023	27031	IdentoGo	CNA Fingerprinting--Parker Yaggie	-10.50
Oct 23				

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

Type	Date	Num	Name	Memo	Split	Amount
Oct 23						
Check	10/09/2023	27019	Minnesota BCA	Johnson, Lynaugh	01005010000899000 Sch Bd Misc	-30.00
Check	10/09/2023	27020	Three Rivers Gymnast...	10.11.23 Field Trip	04005570321369000 SACC Entry...	-60.00
Check	10/09/2023	27021	Melissa Houge	Jacob Hogue Lunch R...	R02005770701601000 Lunch Refu...	-198.25
Check	10/09/2023	27022	Alana Halstengaard	Preschool Reimbursm...	R04005582344040000 ECFE Pres...	-40.00
Check	10/09/2023	27023	Rachel Johnson	Supply Reimbursement	01100203000430000 Elem Supply	-171.45
Check	10/10/2023	27024	Frazee/Vergas Public ...	HOL JV and BSquad ...	01300296000369211 VB Entry Fees	-250.00
Check	10/10/2023	27025	Concordia College	Breckenridge 12.16.23	01300294000369202 BBB Entry Fee	-125.00
Check	10/10/2023	27026	Hawley Public School	Breckenridge Fall Tou...	01300296000369211 VB Entry Fees	-100.00
Check	10/23/2023	27027	Minnesota BCA	Meyer	01005010000899000 Sch Bd Misc	-15.00
Check	10/30/2023	27028	IdentoGo	CNA Fingerprinting--M...	00 Need to code	-10.50
Check	10/30/2023	27029	IdentoGo	CNA Fingerprinting--R...	00 Need to code	-10.50
Check	10/30/2023	27030	IdentoGo	CNA Fingerprinting--J...	00 Need to code	-10.50
Check	10/30/2023	27031	IdentoGo	CNA Fingerprinting--P...	00 Need to code	-10.50
Oct 23						

C. Hires

1. Kim Meyer, SpEd Para-Educator
2. Hannah Goerdt, SpEd Para-Educator

D. Resignations

1. Kaylin Braun, SpEd Para-Educator
2. Cortney Mann, SpEd Para-Educator

E. Extra Curricular Contracts

F. Enrollment

5. Communications

- A. Ex-officio Student Representatives
- B. Dean of Students
- C. K-12 Principal

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Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel



K-12 Board Report November 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:

- Student Council Clothing Drive - Service Project #1 - Community/staff support has been wonderful.
- Kelly and Rikki - Red Ribbon Week - Dress up days to remind us of healthy choices.

Native American Month Activities:

- Brianna Davis organized and prepared for:
 - Lselotte Erdrich's author visits the elementary school. She presented the story of Sacagewea to all classes on Nov. 7-8 and donated a book to each class with a signed copy.
 - **Monday 11/27**
 - Bryan Akipa and Will Crawford K-12 Lyceum 1:00pm
Breckenridge High School Gym
 - **Tuesday 11/28**
 - Bryan Akipa and Will Crawford Public Performance 7:00pm
Breckenridge High School Auditorium
 - **Wednesday 11/29**
 - Bryan Akipa Will Crawford, and Aaron Erdrich Moccasin Game in Elementary Music Room 8:30am-3:15pm
 - **Thursday 11/30**
 - Bryan Akipa Will Crawford, and Aaron Erdrich Moccasin Game in High School Choir Room 8:30-12pm

Day of Hope - Nov. 16 - David Galvan - Suicide Prevention

- 8:35 - 11th & 12th
- 9:45 - 9th & 10th & Richland 44
- 10:45 - 7th & 8th & St. Mary's

Assessments:

- **ASVAB - Juniors**
 - Nov. 17th

Breckenridge Elementary School

Breckenridge Pride...Inspiring to Excel

Educator Excellence Program:

- Individual Professional Development Growth Plans have been submitted and reviewed. All turned in and completed.
- Student Surveys were recently completed. Next up for review.
- Teacher Observations are going well. Several completed weekly

Staff Development Day - Nov. 3

- **Teachers** - Half Staff Development Day - Half teacher work day
 - 8:15-11:30 a.m. - Continued work on our PLC Standards prioritization - Focus of the day: Guaranteed and Supporting Standards.
- **Paras** - Full day of PD
 - 8:00-10:30 a.m. - Foundations of Math training with AVMR trainer Cindy Storhaug
 - 11:00 a.m. - 3:00 p.m. - HOPE Training - Trauma/ACES and Autism
- **SPED Case Managers & Admin Ass't** -
 - Trained with Sandy Kitzman and Sue Lewis to put IEP snapshots directly into Synergy for teachers to access when they have students with IEPs enrolled in their classes.

Conferences:

- **📅 Conference numbers 2023-24**
 - HS classes (90 classes total)
 - 0% - 7 classes
 - 20% - 32
 - 21-30% - 19
 - 31-40% - 16
 - 41-50% - 13
 - 51% + - 3
 - Elem
 - 87% or better
- Early Out due to Elementary Conferences
 - Paras trained in Mandated Reporting by Kelly and Rikki
 - HS English and all SPED teachers looked at two different Science of Reading resources for potential use in classrooms
 - Morpheme Magic
 - 95% Group - RAP intervention program
 - Follow up scheduled with the elem group and HS group in the next weeks to determine next steps.

D. Facilities Manager

E. Business Manager

F. Superintendent

G. Committee Reports

6. Old Business

A. Second Reading of Policy: 104

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Adopted: 02/11/2013

Breckenridge ISD 846 Policy 104

Orig. 1997

Revised: 12/20/2023

Rev. 2022

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

A school system in which each learner graduates fully prepared to succeed in college, career, and life.

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)

Cross References:

Adopted: 08/09/2005

Breckenridge ISD 846 Policy 506

Orig. 1995

Revised: 11/16/2023

Rev. 2023

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility

includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.

- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;

7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of an electronic device in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;

32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;

45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 1. a student causes or is likely to cause serious physical harm to other students or staff;
 2. the student's parent or guardian specifically consents to the use of recess detention; or
 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end

of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.

- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;

- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

- 1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the

ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than three (3) times in a school year, the school district shall notify the parent or guardian of the student's third removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student From a Class.

1. When circumstances permit, students shall be removed from class upon agreement of the appropriate teacher and/or principal after an informal conference with the pupil.
2. The removal from class may be imposed without an informal conference where it appears that the student will create an immediate and substantial danger to himself/herself or to persons or property. If a student is removed from class due to immediate and substantial danger to himself/herself and no conference has been held, the teacher will notify the office immediately to inform the principal of the action taken.
3. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher, subject to the provisions of Minnesota Statute 127.41, Subdivision 3(e) and the Pupil Fair Dismissal Act.
4. A written disciplinary report shall be submitted by the teacher or district

employee within 24 hours of the removal of any student from his/her class.

5. A teacher, school employee, bus driver or other agent of the district may use reasonable force to restrain a student in order to prevent bodily harm or death to another.

D. Period of Time for which a Student may be Removed from Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. Responsibility for and Custody of a Student Removed From Class.

1. Students removed from class are to report to the office immediately. The teacher will alert the office. If assistance is required to remove the student, a school administrator may be sent to escort them.
2. In the event of disobedient or aggressive behavior, the teacher should immediately call the office for assistance.
3. Once in the office, the student will be supervised by office staff or a principal designee until administration can meet with the student.

F. Procedures for Return of a Student to a Specific Class From Which the Student was Removed.

1. The student may return to class after a conference with the appropriate administrator or designee.
2. This conference may include an examination of what happened and what can be done differently in the future to prevent it from happening again.
3. The principal or designee will follow-up with any student incident reports that have been submitted by the classroom teacher to determine if further consequences are needed.
4. The leveled system of discipline will be used as a guide in determination of discipline.

G. Procedures for Notifying a Student and Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. The principal or designee determines the necessity of parent/guardian notification resulting from the student being removed from class.

2. The principal or designee will work with the teacher to notify the student of the violation of the discipline rules and resulting disciplinary action.
3. The principal or designee will notify parents/guardians of any additional consequences, if needed, as outlined in the student handbook. This notification may take the form of a phone call, email, conference, or written notice mailed to the parents/guardians.

H. Disabled Students; Special Provisions.

1. Students with chronic behavioral issues will require documented interventions before they can be referred for special education testing. These will be determined by the referring staff members and monitored for results. In the event the interventions have no impact on the behaviors, a special education referral will be made through the high school office, a pre-assessment meeting will be scheduled with the parent/guardian and testing will be done pending their approval.
2. Students with an IEP may be removed from class for behaviors that interfere with the learning and/or safety of other students and staff. Removal must not exceed five consecutive days or ten cumulative days for the year without a manifestation determination meeting of the members of the student's IEP team to decide if the special needs are causing the behaviors. If a student has an individual behavior plan in their IEP, that may take the place of the outline above.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. The school district will maintain a chemical abuse pre-assessment team comprised of school counselor(s), social worker(s), principal/designee and activities director.
2. Administration, with reasonable suspicion of student use of alcohol or other illegal substances during the school day, and/or school sponsored events, may implement or direct the use of a Passive Breath Alcohol Sensor device to determine alcohol consumption. Law enforcement may be called to help assist with this procedure.
3. Administration, with reasonable suspicion of student use of illegal substances during the school day, and/or school sponsored events, may implement or direct the use of procedures allowed under the law, to determine chemical use. Law enforcement may be called to help assist in this procedure.

- J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
 - 1. The student handbook will be used to determine appropriate interventions for violations of the code of student conduct.

- K. Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
 - 1. In the event of student behavior concerns, classroom teachers are highly encouraged to contact parents/guardians as soon as possible.
 - 2. Staff are encouraged to refer students to the school counselor, social worker or Teacher Assistance Team (TAT) for additional support of students and families when behavior concerns arise.
 - 3. Communication to parents may include a phone call, email, written correspondence, or invitation to a conference.

- L. Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.
 - 1. Early detection of behavioral problems is the key to a successful classroom environment. Early detection procedures may include but are not limited to staff development activities that keep teachers informed as to current behavioral instructional strategies and the use of appropriate school resources to best meet student needs.

- M. Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services
 - 1. Staff are encouraged to refer students who may need special education services to the school counselor, social worker or Teacher Assistance Team (TAT).

- N. Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.
 - 1. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct. Refer to Policy 514 Bullying Prohibition.
 - 2. Staff development activities include identifying, preventing, and

appropriately addressing bullying.

3. The school district investigates all complaints of bullying reported to the school district.

XII. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

- C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or

- b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41,

subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without

an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage counselor/mental health services;
 - b. for K-6 students, a parent or guardian of the student may be encouraged to attend school with the student for one day;
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. “Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense,

and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the

opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes, section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the

behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections

121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and

6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch.125A (Special Education and Special Programs)

Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: Policy 413 (Harassment and Violence)
Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
Policy 501 (School Weapons)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 503 (Student Attendance)
Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Policy 514 (Bullying Prohibition Policy)
Policy 524 (Internet Acceptable Use and Safety Policy)
Policy 525 (Violence Prevention)
Policy 526 (Hazing Prohibition)
Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
Policy 610 (Field Trips)
Policy 709 (Student Transportation Safety Policy)
Policy 711 (Video Recording on School Buses)
Policy 712 (Video Surveillance Other Than on Buses)

7. New Business

A. Resolution Accepting Donations

B. Revised Budget 2023/2024

C. MSHSL Foundation Resolution

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FORM A

**RESOLUTION OF GOVERNING BOARD SUPPORTING
FORM A APPLICATION TO MINNESOTA
STATE HIGH SCHOOL LEAGUE FOUNDATION**

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota’s high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Breckenridge Public Schools recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Breckenridge Public Schools supports the school’s application to the Minnesota State High School League Foundation for a **FORM A** grant to offset student activity fees.

11/16/2023
Date

Board Chair/Head of School

11/16/2023
Date

Board Clerk – Treasurer/ Finance Director

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence. (Policy 413)
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. ~~The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be~~

considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- FE.** This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- GF.** Every school district employee shall be responsible for complying with this policy.
- HG.** Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: Policy 413 (Harassment and Violence)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

INDEPENDENT SCHOOL DISTRICT NO. 846
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 401

Orig. 1995

Revised: ~~07/16/2019~~ 11/16/2023

Rev. 20~~17~~22

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and **for all** school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with Superintendent.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (**Equal Employment Opportunities**; Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with

Disabilities)

Cross References: Policy 402 (Disability Nondiscrimination)
Policy 405 (Veteran's Preference)
Policy 413 (Harassment and Violence)

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 402

Orig. 1995

Revised: ~~07/16/2019~~ 11/16/2023

Rev. 20~~15~~22

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact ~~the Dean of Students, 710 North 13th Street, Breckenridge, 218-643-2694 (grades 9-12) High School Principal, 710 13th St. No., Breckenridge, 218-643-2694; (grades 7-8) Activities Director, 710 13th St No., Breckenridge, 218-643-2694; (grades K-6) Elementary Principal, 810 Beede Ave., Breckenridge, 218-643-6681.~~ This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et seq.* (~~Section 504 of the~~ Rehabilitation Act of 1973,~~§~~
~~504~~)
42 U.S.C.,~~Ch. 126~~ § 121~~1201~~(Americans with Disabilities Act)
29 C.F.R. Part 32 (~~Nondiscrimination on the Basis of Handicap in~~
~~Programs or Activities Receiving Federal Financial Assistance)~~)

~~34 C.F.R. Part 35~~

34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References:

Policy 413 (Harassment and Violence)

Policy 521 (Student Disability Nondiscrimination)

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve ~~the~~ effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or

discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
1. oral warning;
 2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. ~~In an instance where~~ When any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and

collective bargaining agreements ~~where~~ when applicable.

Legal References: Minn. Stat. § 122A.40 (~~Teachers—~~ Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 122A.58 (Coaches; Termination of Duties)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts ~~Employees; Contracts for Services~~)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: ~~None MSBA Service Manual, Chapter 3, Employees~~

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants (“personnel”).

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. “Confidential” means the data are not public and are not accessible to the subject.
- D. “Parking space leasing data” means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs,

make the school district more efficient, or to improve school district operations.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information as defined in 45 ~~C.F.R.~~ § Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 ~~C.F.R.~~ Code of Federal Regulations, Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the ~~federal~~ Family Educational Rights and Privacy Act, **and** employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s Social Security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;

10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision 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 school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only 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.

B. The following information on current and former applicants for employment by

the school district is public:

1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional

items of data are public:

- a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2., 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.
- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:
1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data ~~may~~ **must** be disseminated to labor organizations to the extent ~~the responsible authority determines is the dissemination is~~ necessary ~~for the labor organization~~ to conduct elections, ~~investigate and process grievances~~ **notify employees of fair share fee assessments** and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. ~~Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.~~

~~The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.~~

~~Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.~~

~~Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.~~

- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. a pre-petition screening team conducting an investigation of the employee

under Minnesota Statutes, section 253B.07, subdivision 1; or

3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
 - J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
 - K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
 1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision 2, and shall, upon written request from the licensing board having jurisdiction over the license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.
- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes. Ch. 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, or high school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.

Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
 - 1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 - 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 ~~C.F.R.~~ **Code of Federal Regulations**, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data

must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes, chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Superintendent (District Office 218-643-6822) as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

- Legal References:***
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 13.02 (Definitions)
 - Minn. Stat. § 13.03 (Access to Government Data)
 - Minn. Stat. § 13.05 (Duties of Responsible Authority)
 - Minn. Stat. § 13.37 (General Nonpublic Data)
 - Minn. Stat. § 13.39 (Civil Investigation Data)
 - Minn. Stat. § 13.41 (Licensing Data)
 - Minn. Stat. § 13.43 (Personnel Data)
 - Minn. Stat. § 13.601, subd. 3 (~~Elected and Appointed Officials Applicants for Employment~~)
 - Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
 - Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
 - Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
 - Minn. Stat. § 123B.03 (Background Check)
 - Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
 - Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
 - Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
 - Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
 - Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 - Minn. Stat. Ch. 268 (Unemployment Insurance)
 - Minn. R. Pt. 1205 (Data Practices)
 - P.L. 104-191 (HIPAA)
 - 45 C.F.R. Parts 160, 162 and 164 (HIPAA Regulations)
- Cross References:***
- Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
 - Policy 515 (Protection and Privacy of Pupil Records)
 - Policy 722 (Public Data Requests)
 - MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

Consent to Release Data – Request from an Individual

An individual asks the government entity to release private data to an outside entity or person. Because the district does not have statutory authority to release the data, it must get the individual's written informed consent.

Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to Breckenridge Public School, District Office personnel at (218) 643-6822 before you sign it.

I, _____, give my permission for _____
[name of individual] [name of school district]

to release data about me to _____ as described in this consent form.
[name of other entity/person]

1. The specific data I want _____ to release include:
[name of school district]

[explanation of data requested]

2. I understand that I have asked _____ to release the data.
[name of school district]

3. I understand that although the data are classified as private at _____,
[name of school district]

classification/treatment of the data at _____ depends on laws or
[name of other entity/person]

policies that apply to _____.
[name of other entity/person]

This authorization to release expires _____.
[date/time of expiration]

Individual data subject's signature _____ Date _____

Parent/guardian's signature [if needed] _____ Date _____

Adopted: 07/13/2004

Breckenridge ISD 846 Policy 408

Orig. 1995

Revised: ~~06/10/2008~~ 11/16/2023

Rev. 20~~07~~22

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes ~~Ch. chapter~~ 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 ~~U.S.C. §~~ **United States Code section** 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, ~~Minn. Stat. Ch. 13~~, also classifies all personnel data, except for

certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (~~How These Rules Apply Minnesota Rules Regarding Data Practices~~)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
Policy 515 (Protection and Privacy of Pupil Records)
MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin "I" (School Records – Privacy – Access to Data)

2023 Phone System Replacement

Quote 1

Vendor: Marco (current)
System: Mitel

Hardware: \$35,861
Labor: \$33,769
TOTAL BID \$69,630

Quote 2

Vendor: TechCheck
System: 3CX/Yealink

Hardware: \$17,980
Labor: \$12,199
TOTAL BID \$30,179



Expected monthly/yearly savings

Current Phone System Monthly Costs		
Licensing	\$ 7,000.00	Annually (Est)
System Support	\$ 3,000.00	Annually (Est)
Phone Service	\$ 1,100.00	Monthly (Est)
Total Monthly Cost	\$ 1,933.33	Monthly (Est)
Total Annual Cost	\$ 23,200.00	Annually (Est)

Expected Costs with 3CX		
3CX Phone System License	\$ 595.00	Annually
System Support	\$ 0.00	Annually
Monthly SIP Phone Service	\$ 368.50	Monthly (Est)
Total Monthly Cost	\$ 418.08	Monthly (Est)
Total Annual Cost	\$ 5,017.00	Annually (Est)

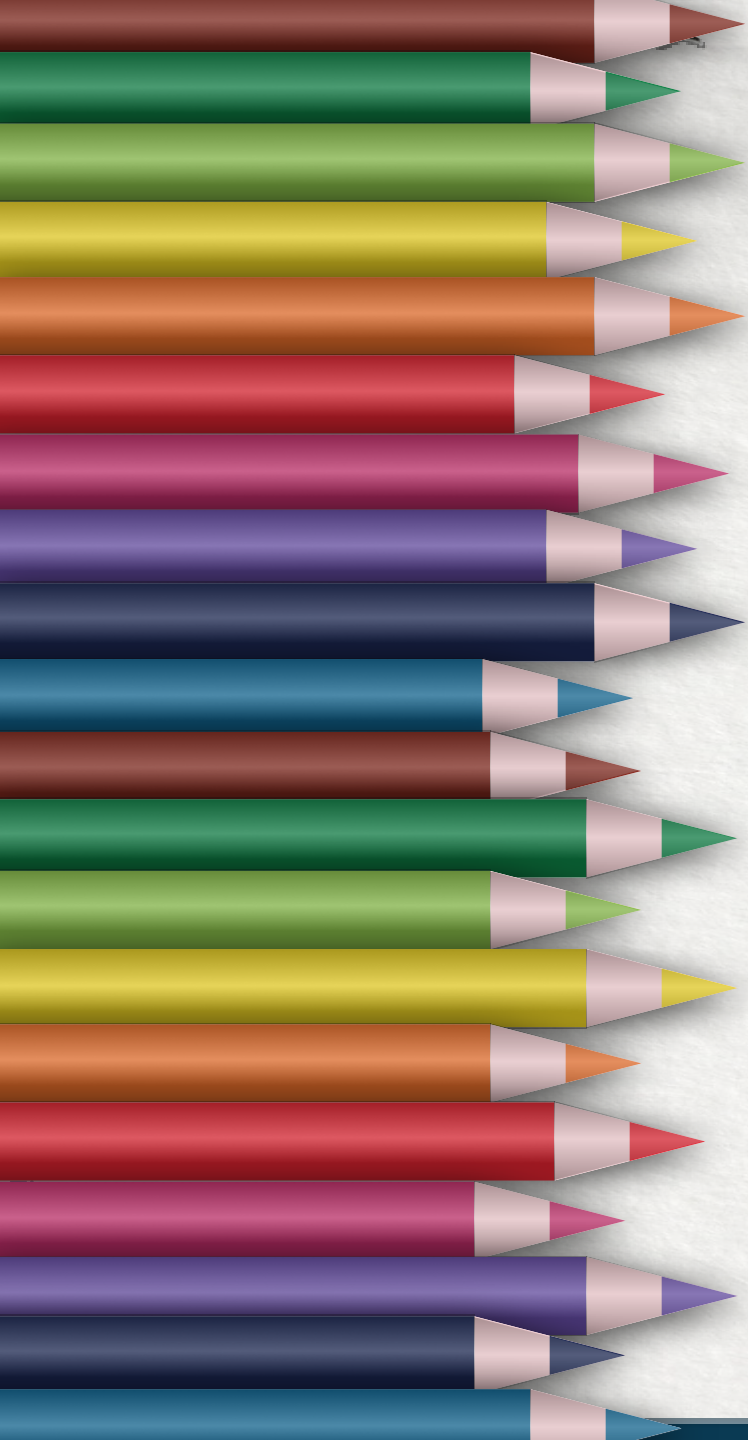
School Budget Savings from operating a 3CX Phone System vs Existing System. 19 Month Break Even (Est).
 \$ 1,515.25 Monthly \$ 18,183.00 Annually

Year 1 Costs of Purchasing & Operating a 3CX Phone System		
New Phone System Install Costs	\$ 27,778.90	One-Time
New Phone System Operating Costs	\$ 5,017.00	Annually
Total 1st Year Costs	\$ 32,795.90	(Est)

Tech Check 2385 Troop Drive #204 Sartell, MN 56377 T 320.230.2020 F 888.500.1806 www.techcheck.com

G. Snow Removal Proposal
H. Seniority Lists
I. World's Best Workforce

86



World's Best Workforce

2022-23 results.

The background is a light-colored, textured surface resembling paper. It is decorated with several colored pencils in various colors (red, purple, blue, green, yellow, orange, brown) scattered around the edges. A green highlighter stroke is drawn horizontally across the lower part of the page.

01

MN World's Best Workforce.

Long-term strategic goals implemented in 2013 to improve teaching and learning across the state.

WBWF Goals.



1

All children are ready for school.

2

All third-graders can read at grade level.

3

All racial and economic achievement gaps between students are closed.

4

All students are ready for career and college.

5

All students graduate from high school.

88

The background is a light gray textured surface with several colored pencils scattered around. A pink horizontal line is drawn across the bottom of the page. The number '02' is written in a large, bold, pink font at the top center.

02

Last Year's Results & This Year's Goals

How did we do?

WBWF 2023 Results

Goal #1: School Readiness

Increase ECFE attendance from 8 families (caregivers of 0-5 year old children with at least one child) **to 12 families** (caregivers of 0-5 year old children with at least one child) by the end of the 2023 school year (this will include fabulous friday sessions and the once-a-month special events).

Results

This goal was met. **Sixteen families attended** either ECFE 6-week sessions or ⁹⁰ special event sessions.

WBWF 2023 Results

Goal #1: School Readiness

80% of pre-K students (ages 4 and 5) **will be able to recognize and write their first name** as measured by the Preschool Skills Assessment tool by May 19th, 2023.

Results

This goal was met. 80% of students were able to recognize and write their first name by May 19th, 2023.

91



WBWF 2023 Results

Goal #2: Third Grade Literacy

The number of Breckenridge K-4 students will increase by 10% in Tier 1 from fall 2022 to spring 2023 in the areas of letter sounds (K), NWF (1st) and R-CBM (1-4) through implementation of the new reading curriculum.

Results.

This goal was met. On average, 65% of Kinders met letter sounds, 69% of 1st graders met nonsense word fluency, and R-CBM fluency was met in grades 1-4:

1st - 66%
2nd - 40%
3rd - 62%
4th - 60%

WBWF 2023 Results



Goal #2: Third Grade Literacy


Breckenridge Elementary School students will increase the percentage of students passing the Reading Minnesota Comprehensive Assessments from 51.8% during the 2021-22 school year to 61.8% during the 2022-23 school year through the implementation of in-depth data reviews.

Results

This goal was not met, although there was positive gain in the scores. Breckenridge Elementary went from 51.8% to 58.5% in 2023.

93

Data



WBWF 2023 Results

Goal #3: Closing Achievement Gaps.

The proficiency gap between free/reduced lunch and non-free/reduced lunch students in grades 3-8 & 10 as assessed on *all state reading accountability tests* will **decrease** from 18.3% in 2022 to 10% in 2023.

Results.

This goal was not met, although the proficiency gap did **decrease** from 18.3% in 2022 to 13.8% in 2023.

WBWF 2023 Results

Goal #3: Closing Achievement Gaps.

The proficiency gap between special education and non-special education student in grades 3-8 & 10 will decrease from 37.8% in 2022 to 27% in 2023 on the MCA reading exam.

Results.

This goal was not met. The proficiency gap between these two groups of students *increased* from 37.8% in 2022 to 40.7% in 2023.

WBWF 2023 Results

Goal #4: Career & College Readiness

Results

The composite ACT score for students in Breckenridge will increase from 17.8 in Spring of 2022 to 20 in Spring of 2023.

This goal was not met. The average composite score was 17.7 in Spring of 2023.

Year	ACT Math Mean Score	ACT Science Mean Score	ACT English Mean Score	ACT Reading Mean Score
2021/22	20.7	21.4	19.7	21.7
2022/23	17.4	18.6	16.3	18.2

Data



WBWF 2023 Results

Goal #4: Career & College Readiness

The number of high school students earning concurrent enrollment credits in CTE courses will increase from 64 during fall semester 2022 to 70 during fall semester 2023.

Results.

This goal was not met. There are 10 students taking concurrent enrollment CTE courses for a total of 54 credits in Fall 2023.



WBWF 2023 Results

Goal #5: Graduation Rate

The percentage of students enrolled in grade twelve on Sept. 7, 2021 who graduated in May 2021 increased from 88.7% (Class of 2021) to 100% (Class of 2022) as reported by the Minnesota Report Card.

Results.

The percentage of students who graduated in May 2022 was 93.8%.



2023/24 Goals for Breckenridge

School Readiness

Increase the number of new families participating in ECFE by 3 families, including 6-week sessions and special 1X/month classes.

85% of pre-K students (ages 4 and 5) will be able to recognize and write their first name as measured by the Preschool Skills Assessment by May 31, 2024.

Third Grade Literacy

By spring 2024, Breckenridge elementary school staff will implement targeted strategies to achieve a 10% increase in K-4 student proficiency, ensuring that all elementary students meet or exceed spring benchmarks as measured by the FAST Assessments.



Third Grade Literacy

By spring 2024, the elementary school staff aims to improve student reading proficiency by 10%, ensuring that 68%⁹⁹ of elementary students meet or exceed grade level standards on the Minnesota Comprehensive Assessments.

2023/24 Goals for Breckenridge

Closing Achievement Gaps

The proficiency gap between free/reduced lunch and non-free reduced lunch students in grades 3-8 & 10 will *decrease* from 14.2% in 2023 to 4% in 2024 on the MCA reading exam.

The proficiency gap between special education and non-special education students in grades 3-8 & 10 will decrease from 40.7% in 2023 to 30% in 2024 on the MCA reading exam.

College & Career Readiness

The composite ACT score for students at Breckenridge will increase from 17.7 in Spring of 2023 to 20 in Spring of 2024.

The number of credits high school students will earn in concurrent enrollment CTE courses will increase from 54 credits during Fall 2023 to 64 credits during Fall 2024.

The number of credits high school students will earn in concurrent enrollment & PSEO courses will increase from XXX in Fall 2023 to XXX in Fall 2024.

Graduation Rate

The percentage of students who graduate in May 2024 will increase from 93.8% (Class of 2022) to 100% (Class of 2023) as reported by the Minnesota Report Card.¹⁰⁰

03

How do we get there?

Breckenridge Public Schools

WBWF

School Readiness

3rd Grade Literacy

Achievement Gap

College & Career Readiness

Graduation Rate

READ Act

New State Standards

Nonexclusionary Discipline

Preschool & ECFE

Reading Curriculum
Science of Reading

Standards Review & Prioritization

MTSS
PBIS

21CCLC

Academic enrichment & other activities during out-of-school hours

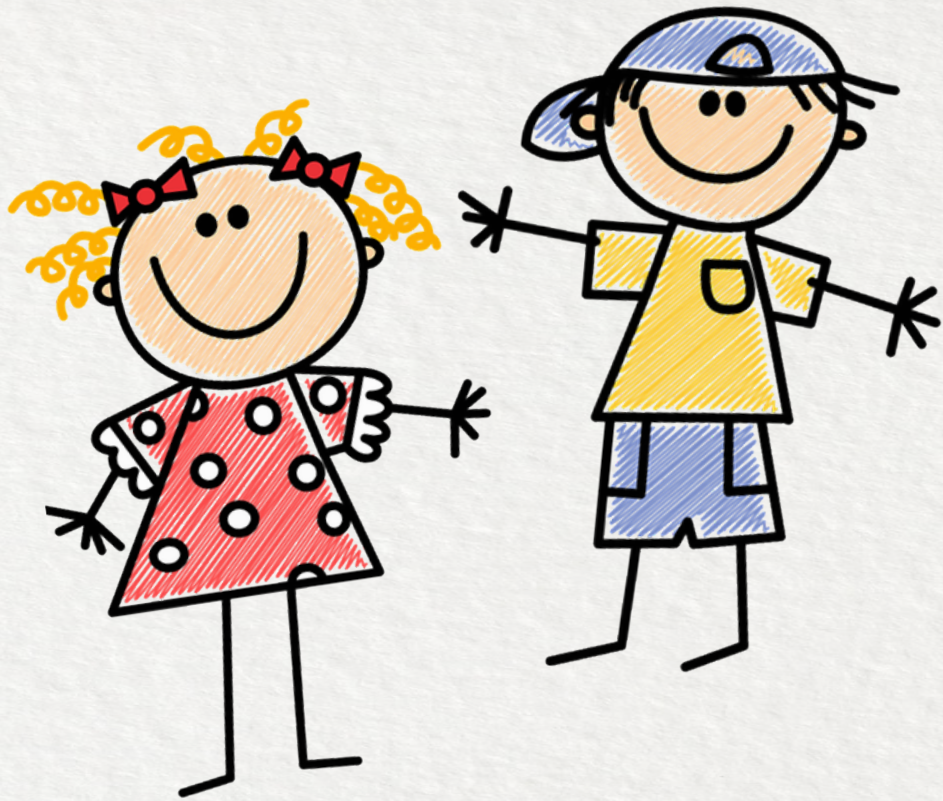
Youth Skills Training

CNA training & certification

Comprehensive Literacy SD

Literacy training for 24 staff (MS focus)

Portrait of a Graduate/Learner



Thank you!

Copies of the final report will be posted on the school website before Christmas. Printed copies will be made available in the District Office.

8. Adjournment