

# Regular School Board Meeting of ISD 857

Monday, May 9, 2022 6:00 PM

Board & Public in HS Library/Remote viewing via ZOOM, 100 County Road 25 ,  
Lewiston, MN 55952

I. Call Meeting to Order	<b>Speaker(s):</b> Board Chair
II. Pledge of Allegiance.	<b>Speaker(s):</b> Board Chair
III. Quorum Call	<b>Speaker(s):</b> Board Chair
Brummer Koverman Maki Meisch Meyer Pringle Sommer	
IV. Approve the May 9, 2022 Meeting Agenda	<b>Speaker(s):</b> Board Chair
V. L-A High School Student Report	<b>Speaker(s):</b> Student Board Representative
VI. Open Forum	<b>Speaker(s):</b> Board Chair
Guideline: Three minutes per speaker; 15 minutes maximum. Complaints about personnel or individuals are prohibited. No Board action is taken during the Open Forum. This is the only time during the Board meeting that audience participation is allowed unless scheduled prior.	
VII. <u>Consent Agenda</u>	<b>Speaker(s):</b> Board Chair
A. Board Meeting Minutes: April 11, 2022 and April 25, 2022.	
B. Financial Reports: Board Bills, Misc. Payments and Wire Payments	
C. Accept resignation of Michael Posey, custodian, effective April 29, 2022	
D. Accept resignation of Amy Mullen, teacher, effective at the end of the 2021-22 School Year.	
E. Accept resignation of Emily Stafslie, Speech & Language Therapist effective at the end of the 2021-22 School Year.	
F. Accept resignation of Andrea Murphy, teacher, effective at the end of the 2021-22 School Year.	
G. Accept the retirement of Patricia Burfiend, teacher, effective at the end of the 2021-22 school year after 28 years of service in the district.	
H. Accept the resignation of Teresa Grossell, Business Manager, effective May 31, 2022.	
I. Approve Independent Contractor Agreement with Kristin Kelly for Business Office staff	

training and services.

J. Accept resignation of Marisol Martinez, paraprofessional, effective May 11, 2022.

K. Accept resignation of Eric Thorson, teacher, effective at the end of the 2021-22 School Year.

VIII. **Policies and Forms on 1st Reading** **Speaker(s):** Board Chair

- a. 706 Acceptance of Gifts
- b. 208 Development of Policies
- c. 305 Policy Implementation
- d. 422 Policies Incorporated by Reference
- e. 427 Workload Limits
- f. 504 Student Dress and Appearance
- g. 523 Policies Incorporated by Reference
- h. 211 Criminal or Civil Action
- i. 423 Employee-Student Relations
- j. 519 Interviews of Students by Outside Agencies
- k. 532 Use of Peace Officers and Crisis Teams
- l. 702 Accounting
- m. 721 Uniform Grant Guidance Policy regarding Federal Revenue Sources

IX. **Policies and Forms on 2nd Reading** **Speaker(s):** Board Chair

- b. 203.6 Consent Agenda
- c. 204 School Board Meeting Minutes
- d. 205 Open Meeting and Closed Meetings
- e. 701 Budget
- f. 701.1 Modification of School District Budget
- g. 702 Accounting
- h. 703 Annual Audit
- i. 720 Vending Machines

X. Trip to Chicago/Gettysburg/Washington, D.C., June 24-30, 2023 for next year's 9th, 10th and 11th graders.

XI. Discussion regarding 2022-2023 Budget

XII. PK-6 Principal's Report **Speaker(s):** Principal Dave Riebel

XIII. 7-12 Principal's Report **Speaker(s):** Principal Dr. Cory Hanson

XIV. Superintendent's Report **Speaker(s):** Superintendent Carman

XV. Board Committee Reports **Speaker(s):** Board Members

XVI. Upcoming Meeting Schedule

Community Education & EC Advisory - 5:00pm, May 10th

Health and Safety Committee- 7:15am, May 19th

Policy Review Committee- 6:45am, May 24th

June 13th - 6:00pm, Regular Board Meeting

HS Commencement: June 10th, 7:00pm

XVII. Adjourn.

**MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING**  
**ISD #857**  
**April 11, 2022**

A regular meeting of the School Board of Independent School District #857 was held on April 11, 2022. The Board members met in the High School Library and the public was able to view the meeting via ZOOM. Members Brummer, Pringle, Maki, Meisch, Meyer, and Sommer were present. Koverman was absent.

Brummer called the meeting to order at 6:00pm. The Pledge of Allegiance was recited.

Motion by Sommer and second by Brummer to approve the modified April 11th agenda with the changes of removing the Board Bills from the Consent Agenda and adding an FFA out of state field trip request to the Consent Agenda. MCU.

A report from students was heard about high school activities.

Public comments were heard.

Motion by Maki, second by Meyer to approve the Consent Agenda. MCU.

Discussion was held on the Board Bills regarding the \$10,246 bill for March services from Kennedy & Graven, Chartered, the district's legal counsel. It was noted that a comparable amount was paid in February and March 2022. The vast majority of these costs are due their work in responding to Requests for Public Data the superintendent has received. The Board was informed to anticipate comparable invoices for the next several months because of the number of requests received, primarily from one individual. No violations of policy or state laws have been found. Motion by Meisch, second by Maki to approve the Board bills. MCU.

Motion by Meisch, second by Maki to approve the following policies on a 1<sup>st</sup> Reading: 203.6 Consent Agenda; 204 School Board Meeting Minutes; 205 Open Meetings and Closed Meetings; 701 Budget; 701.1 Modification of the District Budget; 702 Accounting; 703 Annual Audit; 720 Vending Machines. Policy 721 was tabled for clarification. MCU.

Pringle introduced a resolution and moved its adoption to nonrenew the teaching contract of Keith Polus, a probationary teacher, at the end of the 2021-2022 school year. Resolution was seconded by Maki. A roll call vote was held. Meisch, Brummer, Maki Meyer, Sommer, Pringle in favor. No against. Resolution approved 6-0.

Motion by Meyer, second by Pringle to approve awarding tenure to Kayleen Scheck at the end of the 2021-22 school year. MCU.

Motion by Meyer, second by Brummer to approve the 2021-2023 Lewiston – Altura Principals' Association Contract. MCU.

Motion by Sommer, second by Meisch to approve Memorandum of Understanding with Ed MN/L-A regarding Sick Leave Bank. MCU.

Motion by Meisch, second by Meyer to approve the 2021-2022 Revised Budget with a total of \$10,903,280 in revenue, and \$11,572,102 in expenditures. MCU.

PK-6 Principal Dave Riebel, 7-12 Principal Dr. Cory Hanson and Superintendent Carman presented reports.

Board members presented committee reports.

Motion by Meyer, seconded by Meisch to adjourn the meeting at 7:36pm. MCU.

Melissa Meisch, Clerk

**MINUTES OF THE LEWISTON-ALTURA SCHOOL BOARD WORK SESSION**  
**ISD #857**  
**April 25, 2022**

A workshop session of the School Board of Independent School District #857 was held on April 25, 2022 at 5:00pm. The Board members met in the High School Library. Members Brummer, Meisch Pringle, Maki, Meyer, and Sommer were present. Member Koverman was absent

Brummer called the meeting to order at 5:10pm. The Pledge of Allegiance was recited.

Discussion was held with InGensa, Inc, regarding next steps for long range planning for the district.

The workshop adjourned at 6:59 pm. MCU.

Melissa Meisch, Clerk

## Lewiston-Altura Public Schools May 2022 Board Bills

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date	
1	3474	Y	AAA Awards	V211BD	101491	18897	302.90	0.00	302.90	04/02/2022	04/02/2022	04/02/2022	
									Check Amount:		\$302.90		
1	3128	R1	N	Amazon Capital Services	V211BD	101380	1VH6-JDXJ-JVKW	68.97	0.00	68.97	04/01/2022	04/01/2022	04/01/2022
1	3128	R1	N	Amazon Capital Services	V211BD	101381	16K9-1NJ1-HCW9	55.87	0.00	55.87	04/01/2022	04/01/2022	04/01/2022
1	3128	R1	N	Amazon Capital Services	V211BD	101387	1FD6-D1NV-KDPL	29.50	0.00	29.50	04/01/2022	04/01/2022	04/01/2022
1	3128	R1	N	Amazon Capital Services	V211BD	101386	1GXJ-L4JQ-LKDC	116.91	0.00	116.91	04/01/2022	04/01/2022	04/01/2022
1	3128	R1	N	Amazon Capital Services	V211BD	101385	1LLW-HV9X-J6YJ	112.40	0.00	112.40	04/01/2022	04/01/2022	04/01/2022
1	3128	R1	N	Amazon Capital Services	V211BD	101384	1MKM-9JXJ-KDQT	29.99	0.00	29.99	04/01/2022	04/01/2022	04/01/2022
1	3128	R1	N	Amazon Capital Services	V211BD	101383	1MPY-TG6T-D7ZV	230.02	0.00	230.02	04/01/2022	04/01/2022	04/01/2022
1	3128	R1	N	Amazon Capital Services	V211BD	101382	1XY6-4LKQ-G7XR	119.95	0.00	119.95	04/01/2022	04/01/2022	04/01/2022
									Check Amount:		\$763.61		
1	5230	N	Apple Awards	V211BD	101481	67564	77.27	0.00	77.27	04/21/2022	04/21/2022	04/21/2022	
									Check Amount:		\$77.27		
1	1114	N	Century Link	V211BD	101502	APR22	60.76	0.00	60.76	04/21/2022	04/21/2022	04/21/2022	
1	1114	N	Century Link	V211BD	101503	APR22	83.17	0.00	83.17	04/21/2022	04/21/2022	04/21/2022	
1	1114	N	Century Link	V211BD	101501	APR22	72.69	0.00	72.69	04/21/2022	04/21/2022	04/21/2022	
									Check Amount:		\$216.62		
1	6168	Y	Cintas	V211BD	101369	4116844301	185.09	0.00	185.09	04/19/2022	04/19/2022	04/19/2022	
1	6168	Y	Cintas	V211BD	101391	4117506048	209.10	0.00	209.10	04/26/2022	04/26/2022	04/26/2022	
									Check Amount:		\$394.19		
1	2916	N	CONTINENTAL RESEARCH CORP	V211BD	101498	35043	1,385.90	0.00	1,385.90	04/22/2022	04/22/2022	04/22/2022	
									Check Amount:		\$1,385.90		
1	1366	Y	CUSTOMALARM	V211BD	101360	516202	94.74	0.00	94.74	04/08/2022	04/08/2022	04/08/2022	
1	1366	Y	CUSTOMALARM	V211BD	101358	516201	94.74	0.00	94.74	04/08/2022	04/08/2022	04/08/2022	
1	1366	Y	CUSTOMALARM	V211BD	101359	516216	94.74	0.00	94.74	04/08/2022	04/08/2022	04/08/2022	
									Check Amount:		\$284.22		
1	3906	Y	D & A TESTING SERVICES	V211BD	101372	2145	61.00	0.00	61.00	04/25/2022	04/25/2022	04/25/2022	
									Check Amount:		\$61.00		
1	6376	N	Ed Midwest LLC	V211BD	101500	1613	4,895.00	0.00	4,895.00	04/25/2022	04/25/2022	04/25/2022	
									Check Amount:		\$4,895.00		
1	6496	N	EDUCATORS BENEFIT CONSULTAN	V211BD	101371	23320	121.28	0.00	121.28	05/01/2022	05/01/2022	05/01/2022	
									Check Amount:		\$121.28		
1	6444	N	Gophermods, LLC	V211BD	101375	2721	723.00	0.00	723.00	03/31/2022	03/31/2022	03/31/2022	
1	6444	N	Gophermods, LLC	V211BD	101376	3032	479.00	0.00	479.00	03/31/2022	03/31/2022	03/31/2022	

**Lewiston-Altura Public Schools**  
**May 2022 Board Bills**

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	6444	N	Gophermods, LLC	V211BD	101378	3506	1,012.00	0.00	1,012.00	12/31/2021	12/31/2021	12/31/2021
1	6444	N	Gophermods, LLC	V211BD	101377	3574	94.00	0.00	94.00	01/31/2022	01/31/2022	01/31/2022
1	6444	N	Gophermods, LLC	V211BD	101374	2691	1,425.00	0.00	1,425.00	03/31/2022	03/31/2022	03/31/2022
1	6444	N	Gophermods, LLC	V211BD	101379	3705	685.00	0.00	685.00	03/31/2022	03/31/2022	03/31/2022
							Check Amount:		\$4,418.00			
1	3737	N	Hiawatha Valley Ed District	V211BD	101354	6505	12,970.66	0.00	12,970.66	05/01/2022	05/01/2022	05/01/2022
							Check Amount:		\$12,970.66			
1	07141	Y	HIGH PLAINS COOPERATIVE	V211BD	101484	1949	66.59	0.00	66.59	04/27/2022	04/27/2022	04/27/2022
1	07141	Y	HIGH PLAINS COOPERATIVE	V211BD	101482	1905	3,076.83	0.00	3,076.83	04/08/2022	04/08/2022	04/08/2022
1	07141	Y	HIGH PLAINS COOPERATIVE	V211BD	101485	1960	3,622.66	0.00	3,622.66	04/29/2022	04/29/2022	04/29/2022
1	07141	Y	HIGH PLAINS COOPERATIVE	V211BD	101483	1934	3,029.12	0.00	3,029.12	04/21/2022	04/21/2022	04/21/2022
							Check Amount:		\$9,795.20			
1	4085	N	IEA, INC	V211BD	101390	43232	1,209.77	0.00	1,209.77	04/14/2022	04/14/2022	04/14/2022
							Check Amount:		\$1,209.77			
1	08221	N	JMC COMPUTER SERVICE, INC.	V211BD	101364	4287	4,708.50	0.00	4,708.50	04/25/2022	04/25/2022	04/25/2022
1	08221	N	JMC COMPUTER SERVICE, INC.	V211BD	101365	4288	1,623.74	0.00	1,623.74	03/14/2022	03/14/2022	03/14/2022
1	08221	N	JMC COMPUTER SERVICE, INC.	V211BD	101366	4289	3,173.42	0.00	3,173.42	03/14/2022	03/14/2022	03/14/2022
							Check Amount:		\$9,505.66			
1	4845	N	KELLY, KRISTIN	V211BD	101353	04-2022	360.00	0.00	360.00	05/01/2022	05/01/2022	05/01/2022
							Check Amount:		\$360.00			
1	3282	Y	Kennedy & Graven Chartered	V211BD	101393	167372	7,285.00	0.00	7,285.00	04/27/2022	04/27/2022	04/27/2022
							Check Amount:		\$7,285.00			
1	6892	N	L-A Diggers	V211BD	101363	Morris Scholarship	675.00	0.00	675.00	05/04/2022	05/04/2022	05/04/2022
							Check Amount:		\$675.00			
1	5893	N	LeRoy-Ostrander Schools	V211BD	101499	1222	1,200.00	0.00	1,200.00	04/20/2022	04/20/2022	04/20/2022
							Check Amount:		\$1,200.00			
1	11190	Y	LEWISTON AUTO	V211BD	101486	100543	56.86	0.00	56.86	04/04/2022	04/04/2022	04/04/2022
							Check Amount:		\$56.86			
1	5865	R1	N Loffler Companies -- 131511	V211BD	101506	4017778	71.88	0.00	71.88	04/26/2022	04/26/2022	04/26/2022
1	5865	R1	N Loffler Companies -- 131511	V211BD	101507	4012639	1.96	0.00	1.96	04/20/2022	04/20/2022	04/20/2022
							Check Amount:		\$73.84			

Lewiston-Altura Public Schools  
May 2022 Board Bills

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date	
1	12315	N	M & M LAWN & LEISURE	V211BD	101370	4006705	12,674.77	0.00	12,674.77	04/27/2022	04/27/2022	04/27/2022	
							Check Amount:		\$12,674.77				
1	5801	Y	Midwest Bus Parts, Inc.	V211BD	101487	167597	298.30	0.00	298.30	04/06/2022	04/06/2022	04/06/2022	
							Check Amount:		\$298.30				
1	4235	N	Mindworks Innovations, Inc/Love & Log	V211BD	101367	4124	38.45	0.00	38.45	04/26/2022	04/26/2022	04/26/2022	
							Check Amount:		\$38.45				
1	3571	N	MINNESOTA ENERGY RESOURCES	V211BD	101496	4123900023	155.07	0.00	155.07	04/28/2022	04/28/2022	04/28/2022	
1	3571	N	MINNESOTA ENERGY RESOURCES	V211BD	101495	4123595410	3,852.23	0.00	3,852.23	04/28/2022	04/28/2022	04/28/2022	
							Check Amount:		\$4,007.30				
1	12630	N	MOTOR PARTS & EQUIP	V211BD	101477	629253	276.82	0.00	276.82	04/22/2022	04/22/2022	04/22/2022	
1	12630	N	MOTOR PARTS & EQUIP	V211BD	101479	630753	50.28	0.00	50.28	04/29/2022	04/29/2022	04/29/2022	
1	12630	N	MOTOR PARTS & EQUIP	V211BD	101475	628009	87.52	0.00	87.52	04/18/2022	04/18/2022	04/18/2022	
1	12630	N	MOTOR PARTS & EQUIP	V211BD	101474	628073	4.50	0.00	4.50	04/19/2022	04/19/2022	04/19/2022	
1	12630	N	MOTOR PARTS & EQUIP	V211BD	101473	627710	5.80	0.00	5.80	04/16/2022	04/16/2022	04/16/2022	
1	12630	N	MOTOR PARTS & EQUIP	V211BD	101478	629838	7.00	0.00	7.00	04/26/2022	04/26/2022	04/26/2022	
1	12630	N	MOTOR PARTS & EQUIP	V211BD	101476	628836	58.80	0.00	58.80	04/21/2022	04/21/2022	04/21/2022	
							Check Amount:		\$490.72				
1	3263	N	North Central Truck Equipment	V211BD	101489	290142	219.42	0.00	219.42	04/14/2022	04/14/2022	04/14/2022	
1	3263	N	North Central Truck Equipment	V211BD	101488	290082	222.12	0.00	222.12	04/12/2022	04/12/2022	04/12/2022	
							Check Amount:		\$441.54				
1	3098	R1	N	Pan-O-Gold Baking Company	V211BD	101405	10019422115013	(7.40)	0.00	(7.40)	04/25/2022	04/25/2022	04/25/2022
1	3098	R1	N	Pan-O-Gold Baking Company	V211BD	101404	10019422113004	62.28	0.00	62.28	04/23/2022	04/23/2022	04/23/2022
1	3098	R1	N	Pan-O-Gold Baking Company	V211BD	101403	10019422120001	59.20	0.00	59.20	04/30/2022	04/30/2022	04/30/2022
1	3098	R1	N	Pan-O-Gold Baking Company	V211BD	101402	10019422108003	29.14	0.00	29.14	04/18/2022	04/18/2022	04/18/2022
1	3098	R1	N	Pan-O-Gold Baking Company	V211BD	101406	100194221220003	45.00	0.00	45.00	04/30/2022	04/30/2022	04/30/2022
1	3098	R1	N	Pan-O-Gold Baking Company	V211BD	101401	10019422101002	5.96	0.00	5.96	04/11/2022	04/11/2022	04/11/2022
1	3098	R1	N	Pan-O-Gold Baking Company	V211BD	101400	10019422092005	25.23	0.00	25.23	04/02/2022	04/02/2022	04/02/2022
1	3098	R1	N	Pan-O-Gold Baking Company	V211BD	101399	10019422113003	74.00	0.00	74.00	04/23/2022	04/23/2022	04/23/2022
1	3098	R1	N	Pan-O-Gold Baking Company	V211BD	101398	10019422108015	(4.56)	0.00	(4.56)	04/18/2022	04/18/2022	04/18/2022
1	3098	R1	N	Pan-O-Gold Baking Company	V211BD	101397	10019422106005	44.80	0.00	44.80	04/16/2022	04/16/2022	04/16/2022
1	3098	R1	N	Pan-O-Gold Baking Company	V211BD	101396	10019422099002	71.50	0.00	71.50	04/09/2022	04/09/2022	04/09/2022
1	3098	R1	N	Pan-O-Gold Baking Company	V211BD	101395	10019422092006	22.20	0.00	22.20	04/02/2022	04/02/2022	04/02/2022
1	3098	R1	N	Pan-O-Gold Baking Company	V211BD	101394	10019422092004	59.20	0.00	59.20	04/02/2022	04/02/2022	04/02/2022
							Check Amount:		\$486.55				

**Lewiston-Altura Public Schools**  
**May 2022 Board Bills**

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	6704	N	Quadient Finance USA, INC.	V211BD	101493	APR22	500.00	0.00	500.00	04/21/2022	04/21/2022	04/21/2022
							Check Amount:		\$500.00			
1	2411	N	REINHART FOOD SERVICE	V211BD	101472	163639	(9.73)	0.00	(9.73)	04/21/2022	04/21/2022	04/21/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101470	167188	18.45	0.00	18.45	04/27/2022	04/27/2022	04/27/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101469	167184	509.00	0.00	509.00	04/27/2022	04/27/2022	04/27/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101468	167170	97.92	0.00	97.92	04/27/2022	04/27/2022	04/27/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101466	157022	56.02	0.00	56.02	04/13/2022	04/13/2022	04/13/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101465	157011	322.50	0.00	322.50	04/13/2022	04/13/2022	04/13/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101464	157001	175.90	0.00	175.90	04/13/2022	04/13/2022	04/13/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101462	160565	1,124.03	0.00	1,124.03	04/20/2022	04/20/2022	04/20/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101461	157021	112.04	0.00	112.04	04/13/2022	04/13/2022	04/13/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101460	156518	72.66	0.00	72.66	04/13/2022	04/13/2022	04/13/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101458	156503	287.34	0.00	287.34	04/13/2022	04/13/2022	04/13/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101457	152296	709.39	0.00	709.39	04/06/2022	04/06/2022	04/06/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101456	152292	224.69	0.00	224.69	04/06/2022	04/06/2022	04/06/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101455	167693	34.62	0.00	34.62	04/27/2022	04/27/2022	04/27/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101454	167453	73.86	0.00	73.86	04/27/2022	04/27/2022	04/27/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101453	167329	2,133.02	0.00	2,133.02	04/27/2022	04/27/2022	04/27/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101452	167324	360.17	0.00	360.17	04/27/2022	04/27/2022	04/27/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101451	166704	650.73	0.00	650.73	04/27/2022	04/27/2022	04/27/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101450	162836	57.60	0.00	57.60	04/20/2022	04/20/2022	04/20/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101449	160564	1,124.78	0.00	1,124.78	04/20/2022	04/20/2022	04/20/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101448	157018	168.06	0.00	168.06	04/13/2022	04/13/2022	04/13/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101447	156601	231.78	0.00	231.78	04/13/2022	04/13/2022	04/13/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101446	156592	1,173.11	0.00	1,173.11	04/13/2022	04/13/2022	04/13/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101445	156561	356.39	0.00	356.39	04/13/2022	04/13/2022	04/13/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101444	156538	227.56	0.00	227.56	04/13/2022	04/13/2022	04/13/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101443	152607	131.24	0.00	131.24	04/06/2022	04/06/2022	04/06/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101442	152297	341.29	0.00	341.29	04/06/2022	04/06/2022	04/06/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101441	151307	1,951.56	0.00	1,951.56	04/06/2022	04/06/2022	04/06/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101471	167191	94.32	0.00	94.32	04/27/2022	04/27/2022	04/27/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101459	156515	931.09	0.00	931.09	04/13/2022	04/13/2022	04/13/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101467	160566	489.48	0.00	489.48	04/20/2022	04/20/2022	04/20/2022
1	2411	N	REINHART FOOD SERVICE	V211BD	101463	152301	608.83	0.00	608.83	04/06/2022	04/06/2022	04/06/2022
							Check Amount:		\$14,839.70			
1	3491	N	ROCHESTER INDOOR GOLF CTR	V211BD	101480	APR22	190.00	0.00	190.00	04/24/2022	04/24/2022	04/24/2022
							Check Amount:		\$190.00			
1	18080	N	SCHILLING SUPPLY COMPANY	V211BD	101505	869998	639.36	0.00	639.36	04/26/2022	04/26/2022	04/26/2022

**Lewiston-Altura Public Schools  
May 2022 Board Bills**

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	18080	N	SCHILLING SUPPLY COMPANY	V211BD	101389	869987	546.78	0.00	546.78	04/26/2022	04/26/2022	04/26/2022
							Check Amount:		\$1,186.14			
1	6939	N	SUNBELT STAFFING	V211BD	101368	20382234	192.00	0.00	192.00	04/24/2022	04/24/2022	04/24/2022
							Check Amount:		\$192.00			
1	6941	N	SUTHERLAND FENCE	V211BD	101392	4582	12,971.00	0.00	12,971.00	05/01/2022	05/01/2022	05/01/2022
							Check Amount:		\$12,971.00			
1	5876	N	Teachers on Call	V211BD	101497	135273	2,010.06	0.00	2,010.06	04/22/2022	04/22/2022	04/22/2022
1	5876	N	Teachers on Call	V211BD	101492	135524	1,932.75	0.00	1,932.75	04/29/2022	04/29/2022	04/29/2022
1	5876	N	Teachers on Call	V211BD	101388	135024	2,010.06	0.00	2,010.06	04/15/2022	04/15/2022	04/15/2022
							Check Amount:		\$5,952.87			
1	4448	N	VERIZON WIRELESS	V211BD	101494	9905038111	137.96	0.00	137.96	04/25/2022	04/25/2022	04/25/2022
							Check Amount:		\$137.96			
1	6831	N	Verthein, Kylie	V211BD	101490	ACT-APR22	62.00	0.00	62.00	04/27/2022	04/27/2022	04/27/2022
							Check Amount:		\$62.00			
1	22368	N	WORDWARE	V211BD	101504	35898	3,586.00	0.00	3,586.00	04/01/2022	04/01/2022	04/01/2022
							Check Amount:		\$3,586.00			
1	5687	Y	Youth Frontiers, Inc.	V211BD	101373	16754	2,620.00	0.00	2,620.00	04/20/2022	04/20/2022	04/20/2022
							Check Amount:		\$2,620.00			
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101419	335865	79.47	0.00	79.47	04/11/2022	04/11/2022	04/11/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101418	336108	20.00	0.00	20.00	04/15/2022	04/15/2022	04/15/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101417	335931	899.40	0.00	899.40	04/19/2022	04/19/2022	04/19/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101416	336296	382.82	0.00	382.82	04/19/2022	04/19/2022	04/19/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101415	335861	475.95	0.00	475.95	04/12/2022	04/12/2022	04/12/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101414	335864	624.86	0.00	624.86	04/12/2022	04/12/2022	04/12/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101413	335638	219.92	0.00	219.92	04/08/2022	04/08/2022	04/08/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101412	335279	492.23	0.00	492.23	04/05/2022	04/05/2022	04/05/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101411	335640	253.05	0.00	253.05	04/08/2022	04/08/2022	04/08/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101410	335293	76.47	0.00	76.47	04/04/2022	04/04/2022	04/04/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101409	335287	367.26	0.00	367.26	04/05/2022	04/05/2022	04/05/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101408	334610	70.89	0.00	70.89	04/01/2022	04/01/2022	04/01/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101407	334953	202.16	0.00	202.16	04/01/2022	04/01/2022	04/01/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101361	APR22	(220.21)	0.00	(220.21)	04/30/2022	04/30/2022	04/30/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101440	337727	380.80	0.00	380.80	05/03/2022	05/03/2022	05/03/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101439	336948	59.76	0.00	59.76	05/03/2022	05/03/2022	05/03/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101438	337427	280.41	0.00	280.41	04/29/2022	04/29/2022	04/29/2022

## Lewiston-Altura Public Schools May 2022 Board Bills

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101437	337047	340.73	0.00	340.73	04/26/2022	04/26/2022	04/26/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101436	336804	136.01	0.00	136.01	04/22/2022	04/22/2022	04/22/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101435	337429	219.76	0.00	219.76	04/29/2022	04/29/2022	04/29/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101434	337064	75.82	0.00	75.82	04/29/2022	04/29/2022	04/29/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101433	337428	63.65	0.00	63.65	04/29/2022	04/29/2022	04/29/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101432	336806	49.24	0.00	49.24	04/22/2022	04/22/2022	04/22/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101431	337062	124.30	0.00	124.30	04/26/2022	04/26/2022	04/26/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101430	336294	124.30	0.00	124.30	04/19/2022	04/19/2022	04/19/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101429	336292	31.83	0.00	31.83	04/15/2022	04/15/2022	04/15/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101428	335863	65.15	0.00	65.15	04/12/2022	04/12/2022	04/12/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101427	335639	78.07	0.00	78.07	04/08/2022	04/08/2022	04/08/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101426	335278	109.89	0.00	109.89	04/05/2022	04/05/2022	04/05/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101425	334952	73.86	0.00	73.86	04/01/2022	04/01/2022	04/01/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101424	337063	553.56	0.00	553.56	04/26/2022	04/26/2022	04/26/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101423	336807	177.82	0.00	177.82	05/05/2022	05/05/2022	05/05/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101422	336297	76.47	0.00	76.47	04/22/2022	04/22/2022	04/22/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101421	336293	462.36	0.00	462.36	04/19/2022	04/19/2022	04/19/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V211BD	101420	336196	26.00	0.00	26.00	04/13/2022	04/13/2022	04/13/2022

Check Amount: \$7,454.06

Report Total: \$124,181.34

\*Does not meet minimum amount

\*\*Exceeds maximum amount

**Lewiston-Altura Public Schools**  
**April 2022 Wire Payments**

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
001	P210P1	63066		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	Yes	No	04/15/2022	9,020.37
001	P210P1	63067		Wire	1	1054	FEDERAL TAXES		No	Yes	No	04/15/2022	58,361.29
001	P210P1	63068		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	04/15/2022	29,872.32
001	P210P1	63069		Wire	1	18610	Public Employers Retirement Association		No	Yes	No	04/15/2022	10,055.87
001	P210P1	63070		Wire	1	4373	ING		No	Yes	No	04/15/2022	2,387.82
001	P210P1	63071		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	04/15/2022	8,398.95
001	P210CK	63129		Wire	1	5546	VISA		No	Yes	No	04/20/2022	3,078.10
001		63130		Wire	1	6921	MEDICA		No	Yes	No	04/30/2022	22,134.00
001		63131		Wire	1	4834	MERCHANT PROCESSING CENTER		No	Yes	No	04/30/2022	79.60
001		63132		Wire	1	3153	Merchants Bank - Fees		No	Yes	No	04/30/2022	20.00
001		63133		Wire	1	6283	MinnWest Bank Group		No	Yes	No	04/30/2022	343.01
Bank Total:												\$143,751.33	
Report Total:												\$143,751.33	

**Lewiston-Altura Public Schools  
April 2022 Misc Payments**

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		
001	P210CK	63062		Check	1	08001	SILO IMMANUEL LUTHERAN		Yes	No	Yes	03/31/2022	0.00
001	P210CK	63063		Check	1	2649	St. John's Ev. Lutheran		Yes	No	Yes	03/31/2022	0.00
001	P210CK	63064	72342	Check	1	08001	SILO IMMANUEL LUTHERAN		Yes	No	No	04/13/2022	7,359.09
001	P210CK	63065	72343	Check	1	2649	St. John's Ev. Lutheran		Yes	Yes	No	04/13/2022	6,172.14
001	P210CK	63082	72354	Check	1	4315	QUARRY HILL NATURE CENTER		Yes	Yes	No	04/20/2022	357.00
001	P210CK	63095	72355	Check	1	3660	ACT		Yes	Yes	No	04/20/2022	1,798.00
001	P210CK	63099	72356	Check	1	4795	Adrenaline Fundraising		Yes	Yes	No	04/20/2022	2,740.00
001	P210CK	63101	72357	Check	1	5230	Apple Awards		Yes	Yes	No	04/20/2022	260.01
001	P210CK	63096	72358	Check	1	3831	R1 BLICK ART MATERIALS		Yes	Yes	No	04/20/2022	139.40
001	P210CK	63091	72359	Check	1	2671	R1 CDW-Government		Yes	Yes	No	04/20/2022	87.86
001	P210CK	63097	72360	Check	1	4459	CHILEDIA INSTITUTE, INC.		Yes	Yes	No	04/20/2022	6,355.40
001	P210CK	63107	72361	Check	1	6168	Cintas		Yes	Yes	No	04/20/2022	281.13
001	P210CK	63092	72362	Check	1	2707	City of Lewiston		Yes	Yes	No	04/20/2022	2,306.74
001	P210CK	63088	72363	Check	1	2120	FLINN SCIENTIFIC INC		Yes	Yes	No	04/20/2022	182.75
001	P210CK	63090	72364	Check	1	2670	FREE SPIRIT PUBLISHING		Yes	Yes	No	04/20/2022	52.92
001	P210CK	63083	72365	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	Yes	No	04/20/2022	1,981.28
001	P210CK	63093	72366	Check	1	3267	R1 INNOVATIVE OFFICE SOLUTIONS, LLC		Yes	Yes	No	04/20/2022	8.15
001	P210CK	63106	72367	Check	1	6158	Innovative Therapy Solutions, LLC		Yes	No	No	04/20/2022	10,643.25
001	P210CK	63086	72368	Check	1	19057	Instrumentalist Awards LLC		Yes	No	No	04/20/2022	225.00
001	P210CK	63102	72369	Check	1	5667	Lewiston Sportsmen's Club, Inc.		Yes	No	No	04/20/2022	4,161.60
001	P210CK	63103	72370	Check	1	5865	R1 Loffler Companies -- 131511		Yes	Yes	No	04/20/2022	3,526.38
001	P210CK	63105	72371	Check	1	5956	MiEnergy Cooperative		Yes	Yes	No	04/20/2022	10,339.32
001	P210CK	63094	72372	Check	1	3361	Minnesota FFA Association		Yes	No	No	04/20/2022	550.00
001	P210CK	63100	72373	Check	1	4877	MINNESOTA Public Employees Insurance		Yes	No	No	04/20/2022	36,098.78
001	P210CK	63111	72374	Check	1	6925	MUSCO SPORTS LIGHTING, LLC		Yes	Yes	No	04/20/2022	5,163.70
001	P210CK	63089	72375	Check	1	2576	NCS Pearson, Inc.		Yes	Yes	No	04/20/2022	179.67
001	P210CK	63084	72376	Check	1	1452	R3 OTC Brands, Inc.		Yes	Yes	No	04/20/2022	145.93
001	P210CK	63109	72377	Check	1	6883	School Perceptions		Yes	No	No	04/20/2022	992.56
001	P210CK	63085	72378	Check	1	18332	SEMCAC Transportation		Yes	Yes	No	04/20/2022	150.00
001	P210CK	63110	72379	Check	1	6920	SFI		Yes	No	No	04/20/2022	95.00
001	P210CK	63104	72380	Check	1	5876	Teachers on Call		Yes	Yes	No	04/20/2022	2,010.06
001	P210CK	63087	72381	Check	1	19140	TOM'S LOCK SERVICE		Yes	Yes	No	04/20/2022	15.00
001	P210CK	63108	72382	Check	1	6512	Up-N-Running IT Partners		Yes	Yes	No	04/20/2022	135.00
001	P210CK	63098	72383	Check	1	4603	WINONA HEALTH		Yes	No	No	04/20/2022	2,138.75
001	P210CK	63125	72384	Check	1	6737	A-1 Mobile Storage Service		Yes	No	No	04/26/2022	134.00
001	P210CK	63128	72385	Check	1	6938	Air Insanity		Yes	No	No	04/26/2022	300.00
001	P210CK	63124	72386	Check	1	5842	All for KIDZ		Yes	No	No	04/26/2022	336.00
001	P210CK	63119	72387	Check	1	3805	Auto Owners Insurance		Yes	No	No	04/26/2022	24,261.26
001	P210CK	63127	72388	Check	1	6936	Burns & Messenger, Inc.	S Corporation	Yes	No	No	04/26/2022	329.98

**Lewiston-Altura Public Schools**  
**April 2022 Misc Payments**

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
001	P210CK	63122	72389	Check	1	5100	DELTA DENTAL OF MINNESOTA		Yes	No	No	04/26/2022	2,373.51
001	P210CK	63126	72390	Check	1	6891	Harter's Trash & Recycling Inc		Yes	No	No	04/26/2022	1,724.99
001	P210CK	63117	72391	Check	1	3172	R1 Hy-Vee Accounts Receivable		Yes	No	No	04/26/2022	333.76
001	P210CK	63112	72392	Check	1	10141	KWIK TRIP		Yes	No	No	04/26/2022	1,343.77
001	P210CK	63116	72393	Check	1	3038	Lewiston Hardware, LLC		Yes	No	No	04/26/2022	698.65
001	P210CK	63118	72394	Check	1	3571	MINNESOTA ENERGY RESOURCES		Yes	No	No	04/26/2022	60.00
001	P210CK	63113	72395	Check	1	17077	REGION V COMPUTER SERVICES		Yes	No	No	04/26/2022	5,911.25
001	P210CK	63114	72396	Check	1	18397	SOUTHEAST SERVICE COOPERATIVE		Yes	No	No	04/26/2022	90.00
001	P210CK	63123	72397	Check	1	5318	The McDowell Agency, Inc.		Yes	No	No	04/26/2022	140.00
001	P210CK	63120	72398	Check	1	4448	VERIZON WIRELESS		Yes	No	No	04/26/2022	321.40
001	P210CK	63121	72399	Check	1	4603	WINONA HEALTH		Yes	No	No	04/26/2022	30.00
001	P210CK	63115	72400	Check	1	1883	XCEL ENERGY		Yes	No	No	04/26/2022	1,876.65
001	P210CK	63134	72401	Check	1	15266	POSTMASTER		Yes	No	No	05/03/2022	205.00
001	P210CK	63148	72412	Check	1	6429	Heartland Country Club		Yes	No	No	05/03/2022	2,500.00
001	P210CK	63145	72413	Check	1	09110	JOSTENS		Yes	No	No	05/03/2022	319.20
001	P210CK	63146	72414	Check	1	1520	SECTION 1A MUSIC		Yes	No	No	05/03/2022	75.00
001	P210CK	63147	72415	Check	1	2581	WINONA WELDING & SANDBLASTING,		Yes	No	No	05/03/2022	4,945.00
Bank Total:												\$154,961.29	
Report Total:												\$154,961.29	

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 702

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2006

## **702 ACCOUNTING**

***[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]***

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. MAINTENANCE OF BOOKS AND ACCOUNTS**

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

### **IV. PERMANENT FUND TRANSFERS**

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

### **V. REPORTING**

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

**Legal References:** Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)  
Minn. Stat. § 123B.75 (Revenue)  
Minn. Stat. § 123B.76 (Expenditures)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)  
Minn. Stat. § 123B.79 (Permanent Fund Transfers)  
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

**Cross References:** MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 706

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2007

## **706 ACCEPTANCE OF GIFTS**

***[Note: The provisions of this policy substantially reflect statutory requirements.]***

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to accept gifts only in compliance with state law.

### **III. ACCEPTANCE OF GIFTS GENERALLY**

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

### **IV. GIFTS OF REAL OR PERSONAL PROPERTY**

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

***[Note: This voting requirement and gift use provision is specified by Minn. Stat. § 465.03.]***

### **V. ADMINISTRATION IN ACCORDANCE WITH TERMS**

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

#### **Legal References:**

Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)

Minn. Stat. § 465.03 (Gifts)

#### **Cross References:**

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 721

Orig. 2016

Revised: \_\_\_\_\_

Rev. 2019

## **721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES**

***[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. ~~In June 2018, the United States Office of Management and Budget published the final regulations December 26, 2013. The Uniform Grant Guidance is effective for new and continuation federal grant awards issued on or after December 26, 2014. The regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new federal fiscal year or a continuation grant. 2 C.F.R. § 200.110 increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]~~***

### **I. PURPOSE**

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

### **II. DEFINITIONS**

#### **A. Grants**

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

***[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]***

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

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

1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).

2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition

Regulations.

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

- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### **III. CONFLICT OF INTEREST**

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

### **IV. ACCEPTABLE METHODS OF PROCUREMENT**

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and

administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
  - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
  - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
  - 3. Procurement by sealed bids (formal advertising).
  - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
    - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
    - b. Proposals must be solicited from an adequate number of qualified sources;
    - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
    - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
    - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
  - 5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
    - a. The item is available only from a single source;
    - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
    - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or

- d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
  - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

**V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

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

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

- B. Equipment

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

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

disposition data, including the date of disposition and sale price of the property.

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

## **VI. FINANCIAL MANAGEMENT REQUIREMENTS**

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

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

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

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

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

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
  2. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
  3. "Omni Circular" or "2 C.F.R. Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
  4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
1. Advisory councils;
  2. Audit costs and related services;
  3. Bonding costs;
  4. Communication costs;
  5. Compensation for personal services;
  6. Depreciation and use allowances;
  7. Employee morale, health, and welfare costs;
  8. Equipment and other capital expenditures;
  9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
  10. Insurance and indemnification;
  11. Maintenance, operations, and repairs;
  12. Materials and supplies costs;
  13. Meetings and conferences;

14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting

matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

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

F. Federal Cost Principles

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

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to

use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the "supplement, not supplant" provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).

3. Auditors generally presume supplanting has occurred in three situations:
  - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
  - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

#### H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

#### I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

### **VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING**

#### A. Compensation – Personal Services

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

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

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

B. Compensation – Fringe Benefits

1. During leave.

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

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.

4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.

6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;

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

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

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

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

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

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

***[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]***

**Legal References:** 2 C.F.R. § 200.12 (Capital Assets)  
2 C.F.R. § 200.112 (Conflict of Interest)

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

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 208

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2022~~15~~

## 208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

*[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]*

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. DEVELOPMENT OF POLICY

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

### IV. ADOPTION AND REVIEW OF POLICY

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

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

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

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

*~~[Note: These policies are found in the 200 Series of the MSBA/MASA Policy Reference Manual.]~~*

- B. Each school board member shall have access to school district ~~this~~ policies. y manual, and a A copy of the school district policies shall be placed in the office of each school attendance center ~~and. Manuals shall be available~~ in the central school district office and shall be made available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy ~~manuals~~ current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.

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

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

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 211

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2022~~06~~

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. CIVIL ACTIONS

- A. Pursuant to ~~Minnesota- Statutes section-~~ §466.07, ~~s~~Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that the school board member or employee ~~he or she~~ was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to ~~Minnesota- Statutes-~~ Section §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district ~~shall~~must provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

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

D. Service of Subpoenas

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

E. Leave to Testify

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

#### IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to ~~Minnesota Statutes, section~~§ 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision ~~as to~~ whether to reimburse shall be made in the school board's discretion ~~of the school board~~. A school board member who is a witness or an alleged

victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

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

C. Criminal Investigations

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

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with ~~Minnesota Statutes chapter~~ Ch. 13 (Minnesota Government Data Practices Act) and 20 ~~United States Code section~~ § 1232g (FERPA).

V. **STATEMENTS WHEN LITIGATION IS PENDING**

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

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

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

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 305

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2022~~1999

## 305 POLICY IMPLEMENTATION

### I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school ~~board~~ district policy.

### II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school board policies. These procedures, guidelines, and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)

**Cross References:** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 422

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2022~~20~~

## 422 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. ~~In order to~~<sup>T</sup>o avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies ~~which that~~ also apply to employees:

~~Model Policy 102 — Equal Educational Opportunity~~

~~Model Policy 103 — Complaints — Students, Employees, Parents, Other Persons~~

~~Model Policy 206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations~~

~~Model Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student~~

~~Model Policy 305 — Policy Implementation~~

Model Policy 505 Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees

Model Policy 507 Corporal Punishment

Model Policy 510 Student Activities

Model Policy 511 Student Fundraising

Model Policy 517 Student Recruiting

Model Policy 518 DNR-DNI Orders

Model Policy 519 Interviews of Students by Outside Agencies

Model Policy 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

Model Policy 524 Internet Acceptable Use and Safety Policy

Model Policy 525 Violence Prevention

Model Policy 535 Service Animals in Schools

~~Model Policy 610 — Field Trips~~

~~Model Policy 710 — Extracurricular Transportation~~

~~Model Policy 711 — Video Recording on School Buses~~

~~Model Policy 712 — Video Surveillance Other Than on Buses~~

~~Model Policy 802 — Disposition of Obsolete Equipment and Material~~

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

**Legal References:** None

**Cross References:** None

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 423

Orig. 1999

Revised: \_\_\_\_\_

Rev. 202209

## **423 EMPLOYEE-STUDENT RELATIONSHIPS**

### **I. PURPOSE**

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

### **II. GENERAL STATEMENT OF POLICY**

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
  - 1. Dating students.
  - 2. Having any interaction/activity of a sexual nature with a student.
  - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
  - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

***[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a***

***student take place in rooms with windows and/or others nearby.]***

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

**III. REPORTING AND INVESTIGATION**

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

**IV. SCHOOL DISTRICT ACTION**

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

**V. SCOPE OF LIABILITY**

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of School Administrators)  
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)  
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)  
Minn. Stat. ~~Ch. 260E § 626.556~~ (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)  
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)

MSBA/MASA Model Policy 306 (Administrator Code of Ethics)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)  
MSBA/MASA Model Policy 507 (Corporal Punishment)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 427

Orig. 2022~~15~~

Revised: \_\_\_\_\_

## 427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

*[Note: School districts are required by Minnesota- Rule 3525.2340, Subpart- 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]*

*[Note: ~~Minn. Stat. §~~Minnesota Statutes section 179A.07, Subd. 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]*

### I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

### II. DEFINITIONS

#### A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

#### B. Direct Services

“Direct services” means special education services provided by a special education teacher or a related service professional when the services are related to instruction, including cooperative teaching.

#### C. Indirect Services

“Indirect services” means special education services provided by a special education teacher or a related service professional which include ongoing progress

reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with ~~children with disabilities~~the pupil to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

**III. GENERAL STATEMENT OF POLICY**

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

**IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED**

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers’ exclusive representative.

**Legal References:** Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)  
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

**Cross References:** MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)  
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 504

Orig. 1995

Revised: \_\_\_\_\_

Rev. 202217

## **504 STUDENT DRESS AND APPEARANCE**

### **I. PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
  - 1. Clothing appropriate for the weather.
  - 2. Clothing that does not create a health or safety hazard.
  - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
  - 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
  - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
  - 3. Apparel promoting products or activities that are illegal for use by minors.
  - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
  - 5. Any apparel or footwear that would damage school property.
- D. Headgear, including hats or head coverings, are not allowed in the building except

with the approval of the building principal (e.g.i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

- E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- F. “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### III. PROCEDURES

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

**Legal References:** U. S. Const., amend. I  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*B.W.A. v. Farmington R-7 Sch. Dist.*, 554 F.3d 734 (8<sup>th</sup> Cir. 2009)  
*Lowry v. Watson Chapel Sch. Dist.*, 540 F.3d 752 (8<sup>th</sup> Cir. 2008)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)  
*B.H. ex rel. Hawk v. Easton Area School Dist.*, 725 F.3d 293 (3<sup>rd</sup> Cir. 2013)  
*D.B. ex rel. Brogdon v. Lafon*, 217 Fed.Appx. 518 (6<sup>th</sup> Cir. 2007)  
*Hardwick v. Heyward*, 711 F.3d 426 (4<sup>th</sup> Cir. 2013)  
*Madrid v. Anthony*, 510 F.Supp.2d 425 (S.D. Tex. 2007)  
*McIntire v. Bethel School, Indep. Sch. Dist. No. 3*, 804 F.Supp. 1415 (W.D. Okla. 1992)

*Hicks v. Halifax County Bd. of Educ.*, 93 F.Supp.2d 649 (E.D. N.C. 1999)  
*Olesen v. Bd. of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820 (N.D. Ill. 1987)

***Cross References:*** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 523

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2022~~20~~

## 523 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

Certain policies as contained in the school district's policies are applicable to students as well as to employees. ~~In order to~~ To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies ~~which that~~ also apply to students:

- ~~Model Policy 102 — Equal Educational Opportunity~~
- ~~Model Policy 103 — Complaints — Students, Employees, Parents, Other Persons~~
- ~~Model Policy 206 — Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations~~
- ~~Model Policy 211 — Criminal or Civil Action Against School District, School Board Member, Employee, or Student~~
- ~~Model Policy 305 — Policy Implementation~~
- Model Policy 413 Harassment and Violence
- Model Policy 417 Chemical Use and Abuse
- Model Policy 418 Drug-Free Workplace/Drug-Free School
- Model Policy 419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
- Model Policy 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
  
- ~~Model Policy 610 — Field Trips~~
- ~~Model Policy 613 — Graduation Requirements~~
- ~~Model Policy 614 — School District Testing Plan and Procedure~~
- ~~Model Policy 615 — Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students~~
- ~~Model Policy 616 — School District System Accountability~~
- ~~Model Policy 707 — Transportation of Public School Students~~
- ~~Model Policy 708 — Transportation of Nonpublic School Students~~
- ~~Model Policy 709 — Student Transportation Safety Policy~~
- ~~Model Policy 710 — Extracurricular Transportation~~
- ~~Model Policy 711 — Video Recording on School Buses~~
- ~~Model Policy 712 — Video Surveillance Other Than on Buses~~
- ~~Model Policy 801 — Equal Access to School Facilities~~

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

| *Legal References:* None

| *Cross References:* None

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 519

Orig. 1995

Revised: \_\_\_\_\_

Rev. 202202

## **519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

### **I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

### **II. GENERAL STATEMENT OF POLICY**

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

### **III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the [Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, Minn. Stat. § 626.556, Subd. 10](#), a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to [Minn. Stat. § 626.556, Subd. 10 \(c\) Minnesota Statutes Chapter 260E](#) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed,

the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. ~~Ch. 260E (Reporting of Maltreatment of Minors) § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)~~

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 203.6

Orig. 1997

Revised: \_\_\_\_\_

Rev. 1999

## **203.6 CONSENT AGENDAS**

### **I. PURPOSE**

The purpose of this policy is to allow the use of a consent agenda.

### **II. GENERAL STATEMENT OF POLICY**

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

### **III. CONSENT AGENDAS**

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

**Cross References:** MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)  
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 204

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2008

## **204 SCHOOL BOARD MEETING MINUTES**

***[Note: The provisions of this policy are required by statute.]***

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. MAINTENANCE OF MINUTES AND RECORDS**

- A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- B. Recordings of Closed Meetings
  1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
  2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
    - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
    - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
    - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
    - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.

- e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
    - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
    - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
    - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
  4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
  5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
    - a. The date of the closed meeting;
    - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
    - c. The classification of the data.
  6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

**IV. PUBLICATION OF OFFICIAL PROCEEDINGS**

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated.

The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

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

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 205

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2017

## **205 OPEN MEETINGS AND CLOSED MEETINGS**

***[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature.]***

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. DEFINITION**

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

### **IV. PROCEDURES**

- A. Meetings
  - 1. Regular Meetings

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

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

***[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]***

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has

been given to the school board members.

- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Health Pandemic or Declared Emergency

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

8. Meetings Conducted by Interactive Technology

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

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

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

materials relating to the agenda items of a closed meeting.

D. Data

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

E. Closed Meetings

1. Labor Negotiations Strategy

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

2. Sessions Closed by Bureau of Mediation Services

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

3. Preliminary Consideration of Charges

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

4. Performance Evaluations

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

5. Attorney-Client Meeting

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

6. Dismissal Hearing

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

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to

discuss educational or certain other nonpublic data.

- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

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

9. Purchase and Sale of Property

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

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

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

11. Other Meetings

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

F. Procedures for Closing a Meeting

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

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

1993)

[Dept. of Admin. Advisory Op. No. 19-008 \(May 22, 2019\)](#)

[Dept. of Admin. Advisory Op. No. 19-006 \(April 9, 2019\)](#)

Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)

Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)

Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)

Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)

Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)

Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)

Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)

Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

***Cross References:***

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

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

MSBA/MASA Model Policy 207 (Public Hearings)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 701.1

Revised: \_\_\_\_\_

Orig. 1996

Rev. 2000

## **701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET**

***[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]***

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

~~It is the~~ **The** policy of this school district **is** to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

### **III. REQUIREMENT**

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure

budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

**Legal References:** Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)  
~~Minn. Stat. § 126C.23 (Allocation of General Education Revenue)~~

**Cross References:** MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA Service Manual, Chapter 7, Education Funding

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 701

Revised: \_\_\_\_\_

Orig. 1995

Rev. 2011

## **701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

***[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]***

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. REQUIREMENT**

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

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

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

#### **IV. IMPLEMENTATION**

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

**Legal References:** Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)  
~~Minn. Stat. § 126C.23 (Allocation of General Education Revenue)~~

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 702

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2006

## **702 ACCOUNTING**

***[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]***

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. MAINTENANCE OF BOOKS AND ACCOUNTS**

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

### **IV. PERMANENT FUND TRANSFERS**

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

### **V. REPORTING**

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

**Legal References:** Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)  
Minn. Stat. § 123B.75 (Revenue)  
Minn. Stat. § 123B.76 (Expenditures)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)  
Minn. Stat. § 123B.79 (Permanent Fund Transfers)  
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

**Cross References:** MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 703

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2000~~ 2019

## **703 ANNUAL AUDIT**

***[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]***

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. REQUIREMENT**

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

correct any deficiencies or exceptions noted in the audit.

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

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

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 720

Orig. 1996

Revised: \_\_\_\_\_

Rev. ~~2008~~ 2019

## **720 VENDING MACHINES**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. AUTHORIZATION**

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

***[Note: This provision can be narrowed to apply only to specific facilities.]***

### **IV. SUPERVISION; APPROVAL; LOCATION**

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

## V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.

***[Note: These provisions may need to be amended if the school board determines to contract for vending machine services on an exclusive and district-wide basis.]***

- B. If ~~it is the~~ estimated ~~that the~~ aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52.

***[Note: This dollar figure is lower than the ~~\$100,000~~ ~~\$175,000~~ statutory requirement for sealed bids but is recommended to protect the interests of the public.]***

- C. If ~~it is the~~ estimated ~~that the~~ aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.

***[Note: This dollar figure is lower than the ~~\$25,000~~ statutory requirement for quotations but is recommended to protect the interests of the public.]***

- D. The contracting process shall be conducted in compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.

- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.

- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.

- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.

- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.

- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

**VI. ACCOUNTING**

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

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

**Cross References:** MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 702 (Accounting)

**2022-23 Lewiston – Altura Budget Planning Information  
Recommendations to the Lewiston – Altura School Board  
From Superintendent Gwen Carman  
May 9, 2022**

**Reductions/Savings (Minimums)**

**Teacher Positions Not Replaced**

1.0 HS English/Intervention	\$73,600
1.0 Special Education Teacher	\$50,000
1.0 Physical Education/Health Teacher	\$87,000
1.0 EL/Credit Recovery Teacher	\$52,000 (Expanding EL Services to 1.5 FTE with existing staff)
<b>TOTAL</b>	<b>\$262,600</b>

**Teacher Positions: Estimated Savings with Lower Paid Replacements**

**TOTAL** **\$74,000**

**Other Staffing**

Custodial:	\$20,000
One Bus Route (driver, fuel):	\$21,000
5 fewer student days (bus fuel, unlicensed staff [4 days]):	\$25,000
2.0 Para Positions	\$50,000

**TOTAL** **\$116,000**

**Additional Items**

Activities/Athletics	\$10,000
Misc Supplies	\$10,000
CINTAS Contract:	\$ 8,000
Graduation of Student: Out of District Tuition placement and transportation costs:	\$61,600
<b>TOTAL</b>	<b>\$89,600</b>

**Total Reductions: \$541,600**

## **Other 2022-23 Notes**

### **Increase in Expenses**

Salaries and Wages

Inflation: materials supplies, equipment

Curriculum Purchases

### **Increases in Revenues**

2.0% ADM (State)

Any other additional revenues from State/Federal

Athletic Fee Increases: \$1500

- \$100/Season
- \$275 Max/Individual
- \$400 Max/Family
- \$50 fee for Speech & One-Act Play

### **Estimated Pandemic Fund Balances for 2022-23**

Esser III: \$275,000

- 0.5 FTE Curriculum Coordinator, 1.0 FTE Social Worker
- Additional Bus Purchase: \$100,000 (TBD)

ESSER III Learning Loss: Approx. \$135,000

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### **Additional/Deeper/More Difficult Reductions to be Considered in Future Years**

- Close Altura Building - savings in operating expenses
- Larger Class Sizes: 30-35
- Multi-grade K-6 classrooms
- Eliminate and/or cancel low participation activities and athletics
- Fewer HS elective options
- HS Schedule Changes: 7 period day, eliminate homeroom
- Reduce additional licensed & support staff positions
- Reduce administration FTEs
- Student Admissions to Activities/Athletic events

### **Potential Sources of New Revenue**

- Increase Operating Levy (voter approved – currently \$51/student)
- State and/or Federal funding
- Additional fee increases
- Increase Enrollment: Housing in Lewiston - Altura

**Student Enrollment Data**

School Year	Total # of Resident Students Served	Total Number of Students Open Enrolled IN (Total)	# of Resident Students Open Enrolled OUT
2020-21	511	176 (687)	67
2019-20	540	166 (706)	67
2011-12	581	167 (748)	88
2001-02	702	111 (813)	32

**April 2022 Class Sizes**

Kdg	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Total
36	31	41	35	36	39	48	55	59	63	72	57	85	657

**L-A District General Fund Historical Analysis (Source: MDE Audited UFARS Compliance Report)**

School Year	Expenditures	Revenues	Difference	SOD Calculation
FY16	\$7,744,851	\$7,892,700	\$147,849	7.84%
FY17	\$7,880,938	\$8,225,961	\$345,023	11.92%
FY18	\$7,785,547	\$8,293,000	\$507,453	17.05%
FY19	\$8,526,621	\$8,259,773	(\$266,848)	14.25%
FY20	\$8,899,405	\$8,736,612	(\$162,793)	12.38%
FY21	\$8,777,640	\$9,020,966	\$243,326	11.48%
FY22 estimates	\$9,634,697	\$9,185,892	(\$448,805)	TBD

## Lewiston-Altura Resident Kindergarten Estimated Enrollments



- ISD #857
- Non-Public Schools
- Amish/Homeschool
- Open Enroll Out

# Report to the School Board

May 9, 2022

By Elementary / Intermediate School Principal Dave Riebel

## GOAL 1: THE DISTRICT WILL STRIVE TO PROVIDE THE BEST EDUCATIONAL PROGRAMS.

- Spring Assessments

The Minnesota Comprehensive Assessments (MCAs) were completed at the end of April. Our local fluency and comprehension benchmark assessments are ongoing and scheduled to wrap up the third week of May.

- Community Ed. Classes and Summer Recreation activities



Several spring activities and classes are underway via community education including Mother's Day and black light art classes as well as the upcoming Daddy-Daughter Dance. Summer Recreation offerings are also accepting registration. Registration is available via the Community Ed school website and Facebook page or by contacting Ms Sula.



- Title Summer School - Extended School Year

Planning for our traditional summer school programming is underway. The Title summer school is set for July 25-August 12 with an Outer Space theme with instruction centered around maintenance of reading, writing and math grade level skills.

- May Math Night for families

Kindergarten through 6<sup>th</sup> grade students and their families are invited to attend May Math Night at the Elementary School. The PLAY group is sponsoring a pizza meal for the evening. The Title staff, led by Ms. Ostrander, have dice and card games ready to teach and play. Rooms are set up by grade bands where participants can come and go as needed to learn the games and have some fun. Each student will receive a pack of cards and set of die to take home to continue the games and build their number sense skills. Thank you to all staff volunteers for assisting with this evening event!

*May Math Night!!*



## GOAL 2: THE DISTRICT WILL STRIVE TO HIRE, DEVELOP AND MAINTAIN THE BEST POSSIBLE STAFF.

- Teacher Appreciation Week

The PLAY group and many others joined in showing appreciation for our PK-6 staff as part of national Teacher Appreciation Week May 2-6. Thank you to all who provide a safe and nurturing environment for students to continue their daily learning and development.

- Systems Accountability Meeting May 2

Science recommendation

Mr. Hanson presented an overview of the work he and his K-6 colleagues have worked through during the process of reviewing state science standards and curricular products in order to recommend the best choice for our K-6 science curriculum. Twig Science is recommended to replace the 2007 edition of Houghton Mifflin Science currently utilized. Ms Berndt reported on the process and progress staff continue to work through in their Professional Learning Communities towards standards based instruction and assessment.

## GOAL 3: THE DISTRICT WILL STRIVE TO MAINTAIN A POSITIVE EMOTIONAL AND SAFE CLIMATE FOR LEARNERS AND STAFF.



- Author assembly

Hands flew in the air in response to the question "Who likes to read?". The elementary school students and staff attended a morning assembly on Friday, May 6<sup>th</sup>. Ms. Jenny Baertsch, from Winona, highlighted the process needed to become a published author. Ms. Baertsch shared her children's chapter book "Junkyard Tough. A 'tail' of bravery." with students that highlights that we all are authors.

- Spring field trips are back!

Classes enjoy a traditional schedule of experiential learning while attending several spring field trips. Whether it be locally to Whitewater or to the State Capitol, students and staff are able to attend grade level trips beyond the school walls.

**GOAL 4: THE DISTRICT WILL STRIVE TO MAINTAIN AND IMPROVE THE DISTRICT'S INFRASTRUCTURE.**

Upcoming events:

May 14 – Daddy/Daughter Dance

May 19 – Intermediate Concert, 1:30 & 7:00

June 8 - Elementary Music Concerts, K-2 9:00am, 3-4 10:00am

June 9 – Last Day of School



**Independent School Dist. No. 857**  
**100 County Road 25**  
**Lewiston, MN 55952**  
**(507) 523-2191**

*Gwen Carman, Superintendent*  
*Dave Riebel, Elementary and Intermediate Principal*  
*Cory Hanson, High School Principal*

**Goal 1: The District will strive to provide the best possible educational programs.**

- Congratulations to the following Junior High students of the month:
  - May – Harper Smith and Mikayla Hill
- Congratulations to the following Cardinals of the week:
  - Cole Kreidermacher
  - Abby Kanz
  - Samuel Estandarte
- We will be in the last stretch of MCA testing with finishing up 7/8 science tests this week. AP testing is underway for statistics and calculus.
- We will be hosting our second annual Rockstar Games on Friday, May 20. Student activities will begin at approximately 9:00 and end just prior to lunch. There are a couple of new events to go along with more traditional events. Thanks to Mr. Montgomery and Mrs. Hornberg for their support and the support of the LAHS track and field team.
- Our Lewiston-Altura FFA had a great showing at their state competition:

General Livestock took 11 out of 65 teams

- Tyler Kreidermacher – 21<sup>st</sup>
- Tyler Steele – 83<sup>rd</sup>
- Kaylee Steele – 93<sup>rd</sup>
- Colten Eggert – 111<sup>th</sup>

Dairy Judging took 10<sup>th</sup> out of 59 teams

- Katie Ketchum – 15<sup>th</sup>
- Kyli Ketchum – 47<sup>th</sup>
- Melanie Wardwell – 104<sup>th</sup>
- Austin Kreidermacher – 192<sup>nd</sup>

Milk Quality and Products

- Ellie Sannes – 70<sup>th</sup> out of 168

Extemporaneous Speaking

- Matthew Schell – 4<sup>th</sup>

4 Students earned their state degrees

- Megan Gredan
- Katie Ketchum
- Matthew Schell
- Kaylee Steele

Matthew was also a State Star finalist for his agribusiness proficiency and earned a gold for his Agribusiness placement proficiency.

Katie was also honored with a James W. Tracy scholarship.

Abigail Hansen performed in the state choir as well.

**Goal 2: The District will strive to hire, develop, and maintain the best possible staff.**

- We have been working on developing a schedule for professional development for next year's end of quarter high school days. We are working to bring Amy Young in from MDE for EL training as well as offering CPI refresher training.

**Goal 3: The District will strive to maintain a positive emotional and safe climate for learners and staff.**

- Each Friday, starting May 4, 2022 will be wear pink days in support of Mrs. Spencer.

**Goal 4: The District will strive to maintain and improve the district infrastructure.**

- Cleaning up from tornado damage. We have had bleachers inspected, track inspected, and have ordered most of the track equipment for replacement. We will be continuing to work on bleachers and additional damaged items throughout the summer.

**Upcoming Events:**

**May 12 – Senior Honors and Awards**

**May 30 – PSEO Notification Deadline**

**June 1 – 9-12 Band and Choir Concerts**

**June 2 – 7/8 Band and Choir Concert**

**June 8 – LAHS Finals**

**June 9 – LAHS Finals, Last Day of School, and Device Return**

**June 9 – Education MN Lewiston-Altura Senior Breakfast**

**June 10 - Graduation**



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*Lewiston - Altura Schools: Building A Caring, Adaptable, Respectful, Determined, Successful Community*

**Superintendent's Report to the School Board**  
*Respectfully Submitted by Gwen Carman*  
*May 9, 2022*

### Meeting Agenda Item Notes

**District Office Transitions** The Business Office is continuing to transition with the changes. On the agenda is a resignation from Teresa Grossell who's last day of employment will be May 31<sup>st</sup>. Former ISD #857 Business Manager Kristin Kelly will be doing our payroll for the next few months, while also training Sheala on how to complete this work. I will continue to assess our needs with Kristin and Sheala over the next several weeks to determine a longer term staffing plan. Bergankdv have been very helpful with their support on the Title and Pandemic grants, and will assist with the year end and audit work. I am also spending more time on financial office work than I have needed to do previously.

**Teacher Resignations and Retirements** Our agenda has four additional teacher resignations/retirements, including Pat Burfiend who has been with the district for 28 years. I know we all wish her the best in her retirement. Our Speech/Language Clinician is also resigning as her husband has been transferred out of state.

With each departure, the principals and I are assessing the needs to replace vs not replacing and making 'internal shifts' or changes to our programming. This will be part of our budget discussions.

**2022-2023 Budget** I will have a handout for discussion in preparation for your 2022-2023 Budget approval in June. It will include over \$500,000 in reduced expenditures which will help our situation. As you know, we will need to continue to make reductions in future years. I am meeting with the staff on the morning of May 9<sup>th</sup> (late start) to tell them much of the same information.

### OTHER UPDATES

**Community Engagement** Details are coming together for our May 26<sup>th</sup>, 5:30-7:30pm Community Meeting! It will be held at the Lewiston Community Center, and the Rec Café is catering. We have flyers, post card invitations are being mailed, and I sent press releases to the local newspapers. I am working with InGensa on our presentation and the other details.

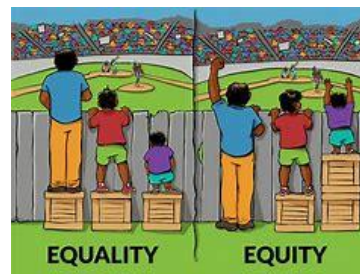
Please remember your presence is important to *listen* to the input. We know that some may have questions or even misperceptions (and we may be criticized by some) but this is not the time to ‘debate.’ The conversations that happen at the meeting will help guide future discussions and what areas community members need more information about, and what their concerns are.

### THANK YOU

**Vickie Speltz** A giant ‘congratulations’ to our Food Service Director Vickie Speltz for being awarded the MN Food Service Director of the year! WOOHOO! This is a well-deserved recognition of her expertise and her leadership and advocacy in school food service regionally and statewide. She will officially receive her award in August in St. Cloud. I plan to be there!

**Teacher Appreciation** May 2-5 was Teacher Appreciation Week! There are not enough words to fully describe my appreciation for the work, patience, flexibility, commitment our teachers demonstrate every day. It is well known that the success of a school district is dependent on what happens in classrooms between students and teachers (not the superintendent!) Thank you to those who were able to greet the staff at each building a morning. (And provide a candy treat and tag that read *“Thank you for helping to raise kind humans. ~School Board”*)

**April 12<sup>th</sup> Hail Storm (3:00pm) and Wind Storm (11:50pm) Aftermath** Thank you to Dr. Hanson, Mr. Menk, Joe Banicki, Kevin Ziebell, Coach Clark and all of the track/field coaches for all of their extra time required as a result of the storms. I am working with the insurance companies and Joe is contacting contractors to compile all of the damages and repair/replacement needs. The insurance company has already authorized purchase of nearly \$50,000 in track equipment and \$12,000 for fence repairs. I am also in communication with Ben Klinger, Winona County Emergency Services regarding any expenses we have that might not be covered by insurance. Stay tuned!



A reminder of the importance of considering equity in the work we do:  
All students deserve our best and what s/he needs to achieve.