

Regular School Board Meeting  
Monday, November 8, 2021 6:00 PM

District Office Board Room  
2001 William Avenue  
Montevideo, MN 56265

## **Agenda**

1. ROUTINE BUSINESS ITEMS
  1. Call to Order/Pledge of Allegiance
  2. Roll Call: Birhanzi \_\_\_ Helgeson \_\_\_ Pauling \_\_\_ Sachariason \_\_\_ Snell \_\_\_ and Stenson \_\_\_
  3. Approval of Agenda
  4. Professional Development
  5. Special Presentation
    1. Annual report by the District Chief Technology Officer
  6. Superintendent's Report
  7. Approval of Consent Agenda

*(Any item or items may be pulled off the consent agenda, at the request of any board member, for consideration by the board as a whole.)*

    1. Regular Board of Education Meeting Minutes
    2. Bills
    3. Treasurer's Report
    4. Budget Report
    5. Personnel Actions
      1. Employment
      2. Resignations/Retirements/Other
      3. Reassignments
    6. Approve \$50,000 payment to EMC Insurance
  8. Resolution Accepting a Gift, Donation, Contribution or Bequest RESOLUTION ACCEPTING MONETARY, PROPERTY, GOODS OR SERVICES DONATION
  9. Board Reports
    1. Board Committees
    2. Student Representative Report
    3. Administrators
  10. Congratulatory Action and Recognition
2. DISCUSSION ITEMS
  1. First Reading of Revised Board Policies
  2. Facilities
  3. Review of Proposed Seniority List
3. ACTION ITEMS
  1. Final Reading - Board Policy Revisions
  2. Approve 2021-2022 E-Learning Plan
  3. Approve HVAC Maintenance Agreement
4. EXECUTIVE SESSION
  1. The School Board will close the meeting pursuant to Minn. Stat. § 13D.05, subd. 3(b) (attorney-client privilege) to discuss Quigley v. DuMarce, et al. with assigned counsel.

## 5. ADJOURNMENT



# Montevideo Public Schools

*Students First, from Cradle to Career*  
*School Board Update*

## Superintendent Report

November 8, 2021

<b>HVAC</b>
<p>With Mike Connelly's retirement, the administration has evaluated the position and the likelihood of being able to employ a fully qualified HVAC Technician and determined seeking a maintenance and service contract with a professional provider is in the best interest of the district. Chappell Central, located out of Willmar, MN and has completed an inventory of current equipment, an analysis of service needs, and provided a proposal for services.</p> <p>This 3 year agreement includes service, on-call maintenance service, and training of lead custodians of HVAC systems. This agreement fits into the current budget allocated for these services and allows the district to redistribute remaining funds to accomplish the remaining maintenance and grounds duties.</p>
<b>Teacher Growth Evaluation Committee</b>
<p>This committee, composed of staff, administration, and board, have met twice in the last month to review our current process, to gain clarity on the purpose for the plan, and evaluate the current effectiveness of the plan. This has required members to shed preconceived notions, beliefs, and personal feelings in order to objectively look at what we are trying to accomplish with the plan. The group has committed to meeting every two weeks in order to revisit, revise, and/or replace areas of our current plan in order to achieve the goals of:</p> <ol style="list-style-type: none"> <li>1) Improving collaboration experiences for staff and administration that result in increased effective instructional practices</li> <li>2) Increasing student achievement by increasing effective instructional practice</li> </ol> <p>I am very proud of the efforts and commitment of this group to accomplish our goals.</p>
<b>Open Positions in the District</b>
<ol style="list-style-type: none"> <li>1. Long Term Substitute Teacher (1st Grade)</li> <li>2. General Maintenance and Grounds position (district-wide)</li> </ol>
<b>MSBA Leadership Conference</b>
<p>The MSBA Leadership Conference in Minneapolis will take place January 13 and 14. All board members have indicated they will be in attendance except Joe Helgeson who has a conflict that will not allow him to attend. This is set to be an excellent conference. Michele Amborn has registered those attending and made reservations for hotel rooms. I look forward to this being a great opportunity for us to continue growing in our leadership of the district.</p>
<b>Community Newsletter</b>
<p>During focus groups a common theme of multiple modes of communication has come through. For a portion of our community a "paper newsletter" appears to be appropriate, therefore we have reinstated the printed community education booklet and the district office will be putting out a monthly, two page newsletter to the community in an effort to keep them informed on the happenings of the district.</p>

*"THROUGH PARTNERSHIPS AND INNOVATION, THE MONTEVIDEO SCHOOL DISTRICT IS COMMITTED TO PROVIDING ALL STUDENTS, FROM CRADLE TO CAREER, A WORLD CLASS EDUCATIONAL FOUNDATION"*

*Equal Opportunity Employer*

## Facilities

I have met with the district principal's to discuss what a reconfiguration in the district may look like if we were to move to a K-2, 3-4, 5-8, 9-12 system. This exercise was meant to help identify what staffing could look like if we moved to this system, where our licensures lie, what issues and what opportunities this move would create.

## COVID

We recently sent home the Binax Now kits with elementary students. These 15 minute result kits are being provided by the State of MN free of charge. On November 1 the remainder of the kits were delivered to the school and we will be sending one kit home with each 4th -12th grade student the week of November 15. These kits are providing affordable testing options for parents, easy access, and will hopefully result in less unintended spread.

With the announcement of Covid testing for ages 5-11 being approved by the FDA, the MDH is pushing forward with as many vaccination clinics as they can. Some schools are electing to have vaccination clinics in their elementary schools in order for easy access for parents. Our district will not be doing this. We are fortunate to have an outstanding clinic and pharmacy service that will be offering this service therefore we believe it prudent to keep the vaccinating and school separated.

As of this writing, our district has only 10 active covid cases. We will stay vigilant in our procedures and encourage families to follow recommendations in order to continue to keep spread to a minimum, keeping out students and staff as safe as possible from the virus.

## District Priorities Update

- **Improve District-Wide Student Achievement**

Actions:

1. PRESS training has been completed and staff are currently assessing effective ways in which to implement the strategies as part of our district MTSS system.
2. Teacher Growth and Develop Committee is assessing the effectiveness of our current model and will be creating recommendations for improvement
- 3.

- **Increase community trust in the school district.**

1. Administrator's continue the Trusted Leader professional development
2. Increasing district communication with stakeholders
  - a. Presented to the Lions Club
  - b. Streamlined communication patterns that clear, timely, and specific
    - i. Building Administrator's and District Office are collaborating to ensure information sent to parents is accurate, timely, and from the correct source
  - c. Focus groups with community continue and are being documented; currently we have held 18 focus involving over 140 people.
  - d. Sharing of data results with the community
  - e. "Superintendent share" with building staff
  - f. Will be implementing a written community update beginning in November

- **Increase Community and School Partnerships**

1. Seeking Partnerships
  - a. Exploration with higher ed partners on college course expansion
  - b. I met with HR and toured Chandler Industries

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ISD 129 – MONTEVIDEO PUBLIC SCHOOLS  
Minutes of Regular School Board Meeting  
Held October 11, 2021 in Montevideo, MN

The regular meeting of the School Board of Independent School District #129 was called to order by Chairman Stenson at 6:00 p.m. on Monday, October 11, 2021. The meeting was held in the District Board Room of the Montevideo Middle School.

Members present were Helgeson, Pauling, Sachariason, Snell and Stenson. Member absent was Birhanzl. Also present were Superintendent Wade McKittrick, Principal Weber, Principal Huntley, Principal Sachariason, Student Representative Keeley Foley, Vera Weber, Scott Ripley, Adam Spray, and Jesse Nelson.

Director Helgeson made and Director Snell seconded a motion to approve the agenda as presented. Motion carried unanimously.

Dr. Vera Weber lead the discussion for Professional Development referencing the Trusted Leader.

Dr. Vera Weber also presented an annual review of curriculum & instruction.

Director Helgeson made and Director Sachariason seconded a motion to approve the Consent Agenda. Motion carried unanimously.

- Regular Board of Education Meeting Minutes – September 16, 2021
- October Bills

**TOTAL EXPENDITURES BY FUND**

GENERAL FUND	\$ 226,798.25
FOOD SERVICE	\$ 58,586.42
COMMUNITY SERVICES	\$ 5,796.47
CAPITAL EXPENDITURE	\$ 48,663.88
STUDENT ACTIVIES	\$ 3,704.28
MINN RIVER VALLEY ED DIST	\$ 372,453.63
MRVED COMMUNITY EDUCATION	\$ 20,111.40
<b>TOTAL BY FUND</b>	<b>\$ 736,114.33</b>

- Treasurer’s Report
- Budge Report
- Personnel Action
  - Employment
    - Susan Lokken, Special Ed Assistant, Ramsey
    - Amber Benkowski, Teacher Assistant, MHS
    - Tania Anariba, Teacher Assistant, Sanford
    - Andrea Walker-Gehring, Food Service, MHS
    - Marian Anderson, Special Ed Assistant, Ramsey
    - Chelsey Burg, Special Ed Assistant, MMS
    - Laura Thomas, ABE, MRVED
    - Pablo Vega, Special Ed Assistant, Ramsey
    - Ruby Castro, Special Ed Assistant, Ramsey

Brittany Welling, Special Ed Assistant, Ramsey  
Rachel Paradee, Special Ed Assistant, MMS

- Resignations  
Amanda Henningsen, Special Ed Assistant, MHS
- Reassignments  
Sara Erickson, from part-time secretary to full-time Administrative Assistant, MMS  
McKenzie Vandelanotte, from Covid Liaison to part-time Administrative Assistant, MMS
- Director Snell made and Director Sachariason seconded a motion to adopt the resolution accepting the listed gifts, donations, contributions and bequests. Motion carried unanimously.
  - Nick & Donna Krueger donated \$334.00 for the ECFE Program
- Superintendent's report
- Board Reports
  - Director Snell gave an update on the Health & Safety Committee
  - Director Sachariason gave an update on the Negotiations Committee
  - Student Representative Foley gave an update on the high school
  - Administration reports
- Congratulatory Recognition
  - 2021-22 Homecoming Court
    - King, Calim Schmitz
    - Queen, Lana Rongstad
    - Prince, Andrew VanBinsbergen
    - Princess, Emily Brace
  - Retirement of Beth Slater, Middle School Administrative Assistant

#### Discussion Items

- Members of the City Council and County Commissioner's took part in discussion on ways in which the governing bodies of the community, school, city and county can work together to best serve our community.
- This was the initial reading of board policies that have recommended changes. There are ten (10) policies which have revisions to reflect either statutory requirements enacted by the Minnesota legislature in the 2021 legislative session and other state or federal requirements. This month five of these policies were reviewed.
  - Policy #102 – Equal Educational Opportunity
  - Policy #406 – Public and Private Personnel Data
  - Policy #503 – Student Attendance
  - Policy #515 – Protection and Privacy of Pupil Records
  - Policy #534 – School Meals Policy

#### Action Items

- Director Snell made and Director Pauling seconded the approval of the resolution to approve the MRVED Flexible Learning Year Application and allowing us to engage in collaborative professional development and to start school on the Monday prior to Labor Day in the fall of 2022, 2023 and 2024. Motion carried unanimously.

- Director Helgeson made and Director Sachariason seconded the approval of adding Montevideo Public Schools as a supporting school of MSBA's legislative resolution supporting increasing flexibility for how, where, when, and at what pace students learn while ensuring that students still meet MN State Academic Standards and accountability requirements. Motion carried unanimously
- Director Sachariason made and Director Pauling seconded setting up a Board Work Session for Monday, October 18, 2021 at 6:00 p.m. for the purpose of discussing district facilities.

Director Helgeson made and Director Sachariason seconded the motion to adjourn the meeting at 7:32 p.m.

Kelly Snell, Clerk

**MONTEVIDEO**



**THUNDER HAWKS**

# MONTEVIDEO PUBLIC SCHOOLS

**MR. WADE MCKITTRICK, SUPERINTENDENT**

*wmckittrick@montevideoschools.org*

**2001 WILLIAM AVENUE – MONTEVIDEO MN 56265**

**(320) 269-8833 FAX (320) 259-8834**

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MONTEVIDEO PUBLIC SCHOOLS  
SPECIAL MEETING MINUTES  
OCTOBER 11, 2021

Chairman Stenson called the meeting to order at 5:00 p.m. on Monday, October 11, 2021

Chairman Stenson stated the call of the meeting was to set performance expectations for the upcoming school year.

Barb Dorn from MSBA led the discussion.

The meeting was adjourned at 5:50 p.m.

*"Through partnerships and innovation, the Montevideo School District is committed to providing  
All students, from cradle to career, a world class educational foundation."*

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**MONTEVIDEO**

# MONTEVIDEO PUBLIC SCHOOLS



**THUNDER HAWKS**

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MONTEVIDEO PUBLIC SCHOOLS  
SPECIAL MEETING MINUTES  
OCTOBER 18, 2021

Chairman Stenson called the meeting to order at 6:00 p.m. on Monday, October 18, 2021

Pledge of Allegiance

Chairman Stenson stated the call of the meeting was to discuss the future of the district's facilities.

The meeting was adjourned at 7:50 p.m.

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**MONTEVIDEO PUBLIC SCHOOLS****MONTHLY WARRANTS****November 8, 2021**

Check #	Vendor	Amount	Description
62156	A&B BUSINESS SOLUTIONS	\$ 807.15	PRINTER LEASES
62157	Vendor Continued Check	\$ -	VOID
62158	AMAZON CAPITAL SERVICES, INC	\$ 699.18	SUPPLIES
62159	ASHA	\$ 225.00	MEMBERSHIP - T DAY
62160	AUTO VALUE MONTEVIDEO	\$ 35.87	CUSTODIAL SUPPLIES
62161	BACKES TECHNOLOGY SERVICES INC	\$ 2,982.55	WIRING - FIRE ALARMS
62162	BENSON FOOD SERVICE	\$ 257.50	PARA CONFERENCE
62163	BEYOND PLAY	\$ 188.08	OT SUPPLIES
62164	BORCH'S SPORTING GOODS	\$ 1,182.00	TENNIS TANKS
62165	BUILDERS FIRSTSOURCE	\$ 1,410.90	MHS GARAGE ROOF SUPPLIES
62166	BULKBOOKSTORE	\$ 524.00	CLASSROOM BOOKS
62167	CDW-GOVERNMENT INC	\$ 14,584.66	SENSORS & TECH ORDERS
62168	CLARA CITY TELEPHONE	\$ 279.00	FIBER LEASE
62169	Vendor Continued Check	\$ -	VOID
62170	Vendor Continued Check	\$ -	VOID
62171	CLARK TRANSPORTATION, INC	\$ 94,170.25	TRANSPORTATION SERVICES
62172	CLEAN SITE LLC	\$ 165.00	PORTA POTTY RENTALS/SERVICE
62173	COLD STONE CREAMERY	\$ 966.00	CONCESSIONS SUPPLIES
62174	COMMUNITY EDUCATION DEPT	\$ 948.00	SWNS ECSE TUITION
62175	CUSTOM PRINTING	\$ 263.10	LOCAL REQUISITION SLIPS
62176	DAKTRONICS INC	\$ 732.50	TOUCH PAD FOR POOL
62177	DC SIGNS	\$ 30.00	HAWK PRIDE DECALS
62178	DENNIS BENSON PIANO SERVICE	\$ 1,000.00	PIANO TUNINGS
62179	DEPARTMENT OF HUMAN SERVICES	\$ 280.00	IEP SFY 2021
62180	DISCOUNT SCHOOL SUPPLY	\$ 140.00	SWNS SUPPLIES
62181	DRAMATISTS PLAY SERVICE	\$ 159.00	PERFORMANCE RIGHTS - FALL PLAY
62182	DRIESSEN WATER INC	\$ 665.36	SLAT/WATER
62183	DUFAULT PUBLISHING	\$ 885.40	HS YEARBOOKS
62184	ELEMENTARY FACULTY LOUNGE	\$ 44.29	VENDING PROCEEDS
62185	FLINN SCIENTIFIC	\$ 43.44	SCIENCE SUPPLIES
62186	FOLLETT SCHOOL SOLUTIONS INC	\$ 3,492.05	LIBRARY ORDERS
62187	FRENCH GLASS	\$ 8.00	KEYS
62188	FUN AND FUNCTION	\$ 301.60	OT SUPPLIES
62189	GREAT PLAINS NATURAL GAS	\$ 8,205.74	NATURAL GAS BILLINGS
62190	HAND2MIND, INC	\$ 39.45	CLASSROOM SUPPLIES
62191	Vendor Continued Check	\$ -	VOID
62192	Vendor Continued Check	\$ -	VOID
62193	HILLYARD FLOOR CARE SUPPLY	\$ 8,025.28	CUSTODIAL SUPPLIES
62194	INNOVATIVE OFFICE SOLUTIONS, LLC	\$ 31.40	FOLDERS
62195	INTERMEDIATE DISTRICT #287	\$ 348.40	CARE & TREATMENT
62196	IS-CORP	\$ 225.00	FINANCE SOFTWARE HOST
62197	ISD #129 - MONTEVIDEO	\$ 175.55	MILK/VB PROGRAM FUND
62198	JAKES PIZZA	\$ 2,115.54	CONCESSIONS/MEETINGS
62199	JOHNSON CONTROLS FIRE PROTECTION LP	\$ 9,655.13	FIRE ALARM SYSTEMS
62200	Vendor Continued Check	\$ -	VOID
62201	J W PEPPER AND SON INC	\$ 30.94	CHOIR MUSIC
62202	KDMA (AM)/KMGM (FM)	\$ 400.00	VFW SPORTS AD
62203	KEMPS LLC	\$ 6,495.51	FOOD SERVICE BILLING

**MONTEVIDEO PUBLIC SCHOOLS****MONTHLY WARRANTS****November 8, 2021**

62204 KENNEDY & GRAVEN CHARTERED	\$	1,787.50	LEGAL SERVICES
62205 KORTHUIS JEWELRY	\$	23.75	ENGRAVING
62206 LAKESHORE LEARNING MATERIALS	\$	904.22	CLASSROOM SUPPLIES
62207 LEARNING WITHOUT TEARS	\$	6,597.70	HANDWRITING CURRICULUM
62208 MARCO INC	\$	1,841.05	COPIER LEASES
62209 MEEKER & WRIGHT SPEC ED CO-OP #938	\$	1,137.00	ESY BILLING
62210 MEI TOTAL ELEVATOR SOLUTIONS	\$	388.54	QUARTERLY SERVICE
62211 MHS FACULTY LOUNGE	\$	21.45	VENDING PROCEEDS
62212 MID-AMERICAN RESEARCH CHEMICAL	\$	4,508.52	CUSTODIAL SUPPLIES
62213 MINNESOTA CHEMICAL	\$	622.53	LAUNDRY SUPPLIES
62214 MINNESOTA WEST CTC-CANBY	\$	2,425.70	PSEO CONTRACT
62215 MMS FACULTY LOUNGE	\$	27.12	VENDING PROCEEDS
62216 MN STATE COMMUNITY & TECHNICAL COLLEGE	\$	3,690.45	CONCURRENT ENROLLMENT/PSEO
62217 MN STATE ARMORY BLDG COMMISS.	\$	17,465.00	TACC LEASE
62218 Vendor Continued Check	\$	-	VOID
62219 MOLDE'S ELECTRIC & MECHANICAL INC	\$	24,964.93	AC UNITIS/WIRING/TRANSFORMER/SWITCH
62220 MONTEVIDEO MARKET	\$	1,357.38	FACS SUPPLIES
62221 MONTE CANDY CO	\$	272.00	CONCESSION SUPPLIES
62222 MONTEVIDEO PUBLISHING COMPANY	\$	1,320.90	LEGAL NOTICES/ADS
62223 MONTE HARDWARE HANK	\$	180.37	CUSTODIAL SUPPLIES
62224 MUSIC STREET INC	\$	309.00	BAND SUPPLIES
62225 OLSEN PLUMBING & HEATING INC	\$	1,338.15	PLUMBING REPAIRS
62226 OUTLAW GRAPHIX	\$	1,451.60	WINDOW FILM - MHS
62227 OXYGEN SERVICE COMPANY	\$	304.19	AG SHOP SUPPLIES
62228 PAN OF GOLD BAKING CO	\$	484.42	FOOD SERVICE BILLING
62229 PELLETS, INC	\$	200.00	SCIENCE SUPPLIES
62230 PEPSI-COLA	\$	1,645.28	CONCESSION SUPPLIES
62231 PEPSI AMERICAS INC	\$	116.15	FOOD SERVICE BILLING
62232 PLANK ROAD PUBLISHING	\$	70.40	MUSIC SUPPLIES
62233 PRAIRIELAND BUILDERS	\$	9,422.75	RETAINING WALL REPAIRS/FENCE
62234 PRO-ED	\$	366.30	SEAT TESTS
62235 PROCARE SOFTWARE	\$	50.00	PROCARE FEE
62236 RANDI'S STITCH & SCREEN	\$	34.00	MUSIC SHIRTS
62237 REGENTS OF THE UNIV OF MN	\$	4,575.00	PRESS WORKSHOP
62238 RIDGEWATER COLLEGE	\$	9,430.00	PSEO CONTRACT
62239 RILEY BROS. CONSTRUCTION INC	\$	227,410.00	MHS PARKING LOT PROJECT
62240 RIVERSIDE INSIGHTS	\$	1,075.25	SEAT TESTS
62241 ROCHESTER TELECOM SYSTEMS INC	\$	4.31	LONG DISTANCE SERVICE
62242 RUNNING'S SUPPLY INC	\$	403.45	CUSTODIAL SUPPLIES
62243 SCHOOL MATE	\$	101.25	STUDENT PLANNERS
62244 SCHOOL NURSE SUPPLY INC	\$	175.50	SCHOOL NURSE SUPPLIES
62245 SCHOOL SPECIALTY INC	\$	77.39	CLASSROOM SUPPLIES
62246 SCHWIETERS FORD	\$	34.75	OIL CHANGE
62247 SOUTHWEST MINNESOTA STATE UNIVERSITY	\$	3,300.00	CONCURRENT ENROLLMENT
62248 STAR AUTISM SUPPORT	\$	1,155.00	STAR PROGRAM
62249 STAR GROUP, LLC	\$	17.87	CUSTODIAL SUPPLIES
62250 SW/WC SERVICE COOPERATIVE	\$	29,041.00	SP ED BILLING/STARRS ACADEMY
62251 SYSCO WESTERN MN	\$	43,153.41	FOOD SERVICE BILLING
62252 T-MOBILE	\$	89.25	BUS ACCESS POINTS

**MONTEVIDEO PUBLIC SCHOOLS****MONTHLY WARRANTS****November 8, 2021**

62253	TEACHERS ON CALL	\$	4,273.08	SUBSTITUTE SERVICES
62254	THE COSTUME SHOPPE	\$	462.00	FALL PLAY COSTUMES
62255	TRINITY LUTHERAN CHURCH	\$	75.00	RENTAL DEPOSIT
62256	TRIO SUPPLY COMPANY	\$	2,446.72	FOOD SERVICE BILLING
62257	US BANK EQUIPMENT FINANCE	\$	780.00	COPIER LEASES
62258	USI INSURANCE SERVICES LLC	\$	900.00	INJURY MGMT FEE
62259	VIRCO	\$	10,536.42	FLEX ROOM SEATING/FURNITURE
62260	Vendor Continued Check	\$	-	VOID
62261	Vendor Continued Check	\$	-	VOID
62262	Vendor Continued Check	\$	-	VOID
62263	Vendor Continued Check	\$	-	VOID
62264	VISA	\$	4,157.56	CREDIT CARD CHARGES
62265	WALMART - CAPITAL ONE	\$	1,636.42	MISC SUPPLIES
62266	WELLS FARGO BROKERAGE SVC, LLC	\$	36,908.37	ENERGY LEASE PAYMENTS
62267	WESTERN PSYCHOLOGICAL SERVICES	\$	145.20	SEAT TESTS
62268	XCEL ENERGY	\$	18,111.43	ELECTRIC BILLINGS
62269	ZEP MANUFACTURING COMPANY	\$	156.00	CUSTODIAL SUPPLIES
212200049	ARNDT, KRISTI L	\$	15.23	BETWEEN BUILDING MILEAGE
212200050	BORAAS, ERIK J	\$	35.00	MEAL REIMBURSEMENT
212200051	CHRISTENSON, CARRIE M	\$	5.15	BETWEEN BUILDING MILEAGE
212200052	DIRKSEN, EMILY A	\$	34.76	FUEL FOR SCHOOL CAR
212200053	DREYER, JON L	\$	14.06	BETWEEN BUILDING MILEAGE
212200054	FRAGODT, CONNIE	\$	33.04	HOME VISIT MILEAGE
212200055	GEERDES, STACY T	\$	99.00	MEMBERSHIP REIMBURSEMENT
212200056	GIESE, CHRISTOPHER B	\$	37.37	CLASSROOM SUPPLIES - REIMBURSEMENT
212200057	GOPHER STATE ONE CALL	\$	1.35	LOCATING SERVICES
212200058	HAMPTON, DANIEL H	\$	49.98	CLASSROOM SUPPLIES - REIMBURSEMENT
212200059	HAYUNGA, CAROL LYNN	\$	36.06	BETWEEN BUILDING MILEAGE
212200060	HILDAHL, MELITA K	\$	25.00	REIMBURSEMENT - RENTAL
212200061	LIPPERT, ERIN	\$	64.96	CLASSROOM SUPPLIES - REIMBURSEMENT
212200062	MONAHAN, SHELBY MARIE	\$	368.66	TENNIS REIMBURSEMENTS
212200063	REIDINGER, AMY K	\$	34.53	PEPFEST SUPPLIES/MILEAGE
212200064	RESZEL, MARIE T	\$	176.39	MCEA CONFERENCE EXPENSES
212200065	SCHUELER, MAQUELAH M	\$	209.69	FFA CONVENTION EXPENSES
212200066	SMIENS, SARAH DONNA	\$	74.27	CELL PHONE/MILEAGE REIMBURSEMENT
212200067	WEBB, DEREK CHARLES	\$	340.65	COACHES CLINIC REIMBURSEMENT
212200068	WEBER, CHRISTOPHER L	\$	40.00	CELL PHONE REIMBURSEMENT

**TOTAL MONTEVIDEO WARRANTS \$ 650,872.95****MINNESOTA RIVER VALLEY EDUCATION DISTRICT WARRANTS**

62090	ANDERSON, AINSLEY	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62091	ANDERSON, KAREN	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62092	BENSON FOOD SERVICE	\$	72.50	PARA CONFERENCE
62093	BERGESON, BRUCE D	\$	134.16	OCT MILEAGE & PHONE REIMBURSEMENT
62094	BONES, SUSAN	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62095	BUNTJER, SHELLEY	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62096	BUYSSE, KALEY	\$	100.00	MRVED COMMON INSERVICE FACILITATOR

**MONTEVIDEO PUBLIC SCHOOLS****MONTHLY WARRANTS****November 8, 2021**

62097 CARROLL, JULIE	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62098 CENTURYLINK	\$	305.25	PHONE BILLS
62099 CEW INC.	\$	500.00	ABE RENT
62100 CITY OF MONTEVIDEO UTILITIES	\$	225.33	CITY UTILITIES
62101 CLARA CITY TELEPHONE	\$	900.00	HIGH CAPACITY FIBER
62102 CLARK TRANSPORTATION, INC	\$	110.44	ALC TRANSPORTATION
62103 CLOUSE, MARYELLA	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62104 COMMUNITY EDUCATION DEPT	\$	564.84	SUMMER TRANSPORTATION/WSI FEE
62105 CULLIGAN SOFT WATER	\$	24.00	WATER
62106 DAMM, LUCAS	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62107 DEBLIECK, LOGAN	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62108 DIRKSEN, EMILY A	\$	46.13	MAAP REIMBURSEMENT
62109 ENCORE PHOTOGRAPHY	\$	261.00	ALC SCHOOL PICTURES
62110 ENGESSER, AMY	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62111 FELTON, CHAD	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62112 FOY, DIANA	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62113 FRENCH, JUNE	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62114 GREAT PLAINS NATURAL GAS	\$	129.48	NATURAL GAS BILLING
62115 HAGEN, GINA	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62116 HARTKE, KAREN	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62117 HEINECKE, MAUREEN	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62118 HOEFER, KIM	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62119 HOEFER, MATTHEW	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62120 HOERNEMANN, PAUL	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62121 HOFFMAN, DAN	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62122 ISD #378-DAWSON	\$	685.39	TITLE III/COMM ED TRANSPORTATION
62123 ISD #777 - BENSON	\$	863.25	COMM ED TRANSPORTATION
62124 ISD #2159-BUFFALO LAKE-HECTOR-STEWART	\$	150.00	TITLE III
62125 ISD #2190 - YME	\$	465.67	COMM ED TRANSPORTATION
62126 ISD #2853-LAC QUI PARLE VALLEY	\$	1,293.39	TITLE III/COMM ED TRANSPORTATION
62127 ISFELD, TAMMY	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62128 JAHN, ELIZABETH	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62129 JESSEN, TRICIA	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62130 LAC QUI PARLE COUNTY	\$	500.00	ABE RENT
62131 LANGFORD, BRINNA	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62132 LIGHTBEAM INTERNET	\$	35.24	ABE INTERNET
62133 MARKWORTH, NICHOLE	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62134 MINNESOTA WEST CTC-CANBY	\$	1,078.25	ABE RENT
62135 MONTEVIDEO MARKET	\$	14.54	REFRESHMENTS
62136 OFFICE PEEPS	\$	34.81	COPIER MAINT FEE
62137 OLSEN PLUMBING & HEATING INC	\$	1,327.30	REPLACE WATER HEATER @ ALC
62138 OLSON, TRACI	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62139 OMLAND, AMBER	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62140 OTTO, SHELBY	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62141 POPMA, JERI	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62142 PROKOP, ANGELA	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62143 RAYMO, BRANDON J	\$	338.24	MILEAGE REIMBURSEMENT
62144 RAZINK, KENDRA	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62145 REFSLAND, DARREL	\$	100.00	MRVED COMMON INSERVICE FACILITATOR

**MONTEVIDEO PUBLIC SCHOOLS****MONTHLY WARRANTS****November 8, 2021**

62146 RICARD, STEVE	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62147 RIGENHAGEN, RACHEL	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62148 ROCHESTER TELECOM SYSTEMS INC	\$	33.02	LONG DISTANCE SERVICE
62149 ROSEN, LAURA	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62150 SAWATZKY, SCOTT	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62151 SHACKELFORD, KERRI	\$	100.00	MRVED COMMON INSERVICE FACILITATOR
62152 STERUD, STEVEN G	\$	60.48	ABE MILEAGE
62153 VISA CARDMEMBER SERVICE	\$	7,232.56	MISC EXPENSES
62154 WALMART - CAPITAL ONE	\$	58.20	MISC EXPENSES
62155 ZIEMANN, LORI K	\$	134.40	MILEAGE REIMBURSEMENT

<b>TOTAL MRVED WARRANTS</b>	<b>\$</b>	<b>21,277.87</b>	
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**TOTAL EXPENDITURES BY FUND**

GENERAL FUND	\$	256,324.16	
FOOD SERVICE	\$	53,341.78	
COMMUNITY SERVICES	\$	3,233.35	
CAPITAL EXPENDITURE	\$	331,002.09	
STUDENT ACTIVIES	\$	6,784.27	
MINN RIVER VALLEY ED DIST	\$	12,106.12	
MRVED COMMUNITY EDUCATION	\$	9,359.05	
<b>TOTAL BY FUND</b>	<b>\$</b>	<b>672,150.82</b>	

**OCTOBER 2021 WIRES / CASH TRANSFERS**

10/12/2021 WIRE FROM PMA TO OLD NATIONAL	\$	550,000.00	BOARD BILLS
10/18/2021 ACH PMT MN DEPT OF REVENUE	\$	235.00	SALES TAX
10/19/2021 WIRE FROM PMA TO MINNWEST	\$	1,180,000.00	PAYROLL
10/20/2021 WIRE FROM LAF TO OLD NATIONAL	\$	150,000.00	PAYROLL

**OCTOBER 2021 MANUAL CHECKS**

61915 CITY OF MONTEVIDEO UTILITIES	\$	5,273.20	CITY UTILITY BILLING
61916 COMFORT INN & SUITES	\$	727.92	SECTION TENIIS ROOMS
61917 FRITO LAY INC	\$	134.68	CHIPS FOR FFA HOT DOG FEED
61918 PETTY CASH FUND	\$	6,713.90	PETTY CASH REIMBURSEMENTS
61919 RICE HOME MEDICAL	\$	2,478.32	SP ED LIFTS
61920 WD TOURS	\$	3,560.00	FFA TRIP DEPOSIT
62065 CENTURYLINK	\$	302.33	PHONE BILLS
62066 HENNEN'S FUNRNITURE	\$	1,119.96	EXECUTIVE DESK
62067 VERIZON WIRELESS	\$	455.19	MOBILE PHONE CHARGES
62068 VOYANT COMMUNICATIONS LLC	\$	567.34	PHONE BILLS
62080 OLD NATIONAL BANK	\$	390.00	ADDTL CASH FOR FB GAME
62081 MASSP	\$	160.00	REGISTRATION - CORRECT AMOUNT
62082 CITY OF MONTEVIDEO UTILITIES	\$	5,563.15	CITY UTILITY BILLING
62083 OUTLAW GRAPHIX	\$	854.79	FFA CHAPTER SHIRTS
62084 VENDOR CONTINUED CHECK	\$	-	VOID
62085 PETTY CASH FUND	\$	6,730.16	OCT PETTY CASH REIMBURSEMENTS
62086 US POST OFFICE	\$	787.20	FFA FRUIT SALES MAILING
62087 CENTURYLINK-AZ	\$	93.67	ALC PHONE

**MONTEVIDEO PUBLIC SCHOOLS**

**MONTHLY WARRANTS**

**November 8, 2021**

62088 WEST CENTRAL TRIBUNE	\$	239.40	ALC RENEWAL
62089 XCEL ENERGY	\$	1,528.22	MRVED ELECTRIC BILLING

**TOTAL OCTOBER 2021 MANUAL CHECKS \$ 37,679.43**

**OCTOBER 2021 PAYROLL DEDUCT CHECKS/EFT PMTS**

US TREAS	US TREASURY	\$	253,402.43	OCTOBER FEDERAL PAYROLL TAX
MN REV	MN DEPARTMENT OF REVENUE	\$	40,717.76	OCTOBER STATE WITHHOLDING
MN TRA	MINNESOTA TEACHERS RETIREMENT ASSOC	\$	123,449.18	OCTOBER TRA EFT
MN PERA	MN PUBLIC EMPLOYEES RETIREMENT ASSO	\$	45,487.07	OCTOBER PERA EFT
SWWC	SOUTHWEST WEST CENTRAL SERVICE CO-C	\$	180,410.15	OCTOBER HEALTH & LIFE EFT
DELTA	DELTA DENTAL	\$	6,030.55	OCTOBER DELTA DENTAL EFT
EBC	EDUCATORS BENEFIT CONSULTANTS	\$	42,232.27	PAYROLL 403(B) EFT
62069	AMERICAN FAMILY LIFE ASSURANCE	\$	457.47	PAYROLL ACCRUAL
62070	BLUE CROSS BLUE SHIELD OF MINN	\$	493.00	PAYROLL ACCRUAL
62071	ISD #129 - MONTEVIDEO	\$	5,604.76	PAYROLL ACCRUAL
62072	MADISON NATIONAL LIFE INS	\$	3,285.86	PAYROLL ACCRUAL
62073	MEA	\$	17,941.59	PAYROLL ACCRUAL
62074	MEDICAREBLUE RX	\$	326.00	PAYROLL ACCRUAL
62075	MONTEVIDEO PUBLIC SCHOOL	\$	215.00	PAYROLL ACCRUAL
62076	NCPERS MINNESOTA	\$	112.00	PAYROLL ACCRUAL
62077	UNION LOCAL NO 70	\$	1,193.84	PAYROLL ACCRUAL
62078	AFSCME COUNCIL 65	\$	705.59	PAYROLL ACCRUAL
62079	VSP INSURANCE CO	\$	1,411.13	PAYROLL ACCRUAL

**TOTAL PAYROLL CHECKS/EFTS \$ 723,475.65**

**OCTOBER 2021 PETTY CASH DISBURSEMENTS**

Anderson, Brian	\$	120.00	FB Official 10/8/21
Arvidson, Michael	\$	115.00	FB Official 10/20/21
Bauer, Trisha	\$	8.00	Returned Library Book - Rachel Bauer
Best Western Plus	\$	357.00	Girls Tennis Rooms
Blake, Steve	\$	120.00	FB Official 10/8/21
Bloch, Amber	\$	211.24	Reimbursement for Homeschool supplies/tests
Castillo, Eliut	\$	10.00	Refund for returned library book
Dawson-Boyd Public Schools	\$	75.00	JV Volleyball Tournament
Elias, Hellen	\$	58.23	Screening translator stipend
Ellingson, James B.	\$	150.00	Girls Swim Starter 10/5/21
Fleck, Jeremy	\$	120.00	FB Official 10/8/21
Freudenberg, Jered	\$	115.00	FB Official 10/20/21
Goodmund, Doug	\$	120.00	VB Official 10/5/21
Goodmund, Robbie	\$	120.00	VB Official 10/5/21
Herman, Kinenta	\$	45.29	Screening translator stipend
HIRE IMAGE, LLC	\$	819.00	Employee Background Check
Hoff, Jason	\$	115.00	FB Official 10/20/21
Holiday Inn Express & Suites	\$	322.80	Lodging Section Tennis
Jimmy John's Volleyball Tournament	\$	250.00	Volleyball Tournament Entry Fee
Judges Association Of Minnesota Dance Teams	\$	25.00	Inv. 0118 - Late fee
Kaardal, Bruce	\$	150.00	CC Starter 10/5/21

**MONTEVIDEO PUBLIC SCHOOLS**

**MONTHLY WARRANTS**

**November 8, 2021**

Lampl, Jerry	\$	115.00	FB Official 10/20/21
MASMS	\$	100.00	Membership - C Stark
MGBCA Fall Clinic	\$	100.00	Clinic registration
Milaca High School	\$	180.00	CC Meet Entry Fee
Minnesota FFA Association	\$	125.00	Inv. 2754 - Region V CDE Fee
MN Gopher Athletics	\$	760.00	Gophers Tickets (Order No. 1354762-MBB20:39274)
Ost, Brad	\$	115.00	FB Official 10/20/21
Palo, Jason	\$	120.00	FB Official 10/8/21
Reidinger, Amy	\$	300.00	Cash for Halloween Dance
Ripley, Sam	\$	270.00	Thunder Hawk Care admission to pumpkin patch
Sulflow, Heather	\$	78.00	Paper/prizes for student council
Thunstrom, Lee	\$	120.00	FB Official 10/8/21
Tru By Hilton	\$	462.70	State tennis lodging
US Post Office	\$	403.30	MAILING
Zachman, Erika	\$	54.60	Refund of Aflac premium

**OCTOBER 2021 PETTY CASH TOTAL \$ 6,730.16**

**Independent School District No. 129  
TREASURER'S REPORT TO THE SCHOOL BOARD**

Date of Report: November 2021

For the Month of: October 2021

Funds	Balance Beginning of Month	Receipts	Disbursements	Accounting/ Prior Year Adjustments	Balance End of Month
General	3,181,897.99	3,995,146.50	4,207,976.13	0.00	2,969,068.36
Food Service	297,236.79	38,500.23	103,585.63	0.00	232,151.39
Community Service	-57,808.95	133,695.12	118,553.19	0.00	-42,667.02
Capital Outlay	567,873.71	249.65	50,199.27	0.00	517,924.09
Debt Service	845,243.62	195,207.70	0.00	0.00	1,040,451.32
Flex Benefit	9,734.81	5,604.76	2,409.04	0.00	12,930.53
Student Activities	261,094.39	17,444.08	9,338.95	0.00	269,199.52
MRVED	3,607,855.72	343,921.71	546,722.33	0.00	3,405,055.10
<b>TOTALS</b>	<b>8,713,128.08</b>	<b>4,729,769.75</b>	<b>5,038,784.54</b>	<b>0.00</b>	<b>8,404,113.29</b>

**RECONCILEMENT OF TREASURER'S BALANCE WITH BANK STATEMENTS**

Bank	Bank Balance	Outstanding Checks	Outstanding Deposits	Other Reconciling Items	Balance Per Treasurer's Books
<b>Checking</b>					
Old National Bank	\$135,122.17	\$9,418.30	\$6,847.50		\$ 132,551.37
MinnWest Bank	\$37,543.40	\$258.54			\$ 37,284.86
Flex Account	\$15,582.94	\$2,652.41			\$ 12,930.53
HS Checking - MW	\$4,186.33	\$1,275.20			\$ 2,911.13
<b>Trust Accounts</b>					
PMA MN Trust			Interest Rate 0.01%		\$ 3,157,822.23
Liquid Asset Fund			.01% & .03%		\$ 756,207.31
<b>Investments</b>					
		<b>Maturity Date</b>			
Co-op Credit Union					\$ 5.35
Co-op CU - Scholarship		6/8/2022	0.60%		\$ 73,234.04
MN Trust Term Series Limited Term Duration		11/24/2021	0.03%		\$ 500,000.00
Elga Credit Union		1/24/2022	1.54%		\$ 1,997,375.82
Financial Federal Bank		1/24/2022	1.50%		\$ 241,600.00
Morgan Stanley PVT		2/7/2022	1.65%		\$ 241,800.00
Texas Capital Bank		3/9/2022	0.10%		\$ 247,469.84
Western Alliance Bank/Torrey Pines Bar		7/22/2022	0.12%		\$ 249,700.00
Greenstate Credit Union		7/26/2023	0.25%		\$ 249,500.00
BMW Bank North America		7/31/2023	0.25%		\$ 248,000.00
Investors Choice			0.01%		\$ 249,248.56

**Treasurer's Balance Per Books**

**\$8,404,113.29**

PERIOD ENDING Oct 31, 2021

MONTEVIDEO PUBLIC SCHOOLS

2021-2022 BUDGET COMPARISON REPORT

REVENUES	21-22 BUDGET	21-22 YTD RECEIVED	% RECEIVED	20-21 BUDGET	20-21 YTD RECEIVED	% RECEIVED
General Fund-01	\$19,549,120.00	\$4,226,836.82	21.62%	\$18,878,262.00	\$4,213,228.77	22.32%
Food Service Fund-02	\$948,400.00	\$36,727.23	3.87%	\$937,400.00	\$36,788.60	3.92%
Community Education Fund-04	\$1,356,078.00	\$348,088.04	25.67%	\$1,330,822.00	\$238,484.26	17.92%
Capital Outlay-05	\$1,076,742.00	\$0.00	0.00%	\$1,063,603.00	\$0.00	0.00%
Debt Redemption Fund-07	\$1,577,185.00	\$442,147.08	28.03%	\$1,546,821.00	\$426,269.53	27.56%
Student Activities - 50	\$381,400.00	\$32,627.61	8.55%	\$381,400.00	\$2,223.08	0.58%
<b>TOTAL OF ALL FUNDS</b>	<b>\$24,888,925.00</b>	<b>\$5,086,426.78</b>	<b>20.44%</b>	<b>\$24,138,308.00</b>	<b>\$4,916,994.24</b>	<b>20.37%</b>

EXPENDITURES	21-22 BUDGET	21-22 YTD EXPENDED	% EXPENDED	20-21 BUDGET	20-21 YTD EXPENDED	% EXPENDED
General Fund-01	\$18,887,710.00	\$3,708,089.98	19.63%	\$18,773,753.00	\$3,847,218.39	20.49%
Food Service Fund-02	\$967,808.00	\$164,064.73	16.95%	\$950,214.00	\$169,160.90	17.80%
Community Education Fund-04	\$1,361,861.00	\$380,937.72	27.97%	\$1,344,730.00	\$373,627.08	27.78%
Capital Outlay-05	\$1,164,658.00	\$329,000.19	28.25%	\$734,578.00	\$215,657.49	29.36%
Debt Redemption Fund-07	\$1,344,940.00	\$63,395.00	4.71%	\$1,352,140.00	\$82,195.00	6.08%
Student Activities - 50	\$370,300.00	\$10,685.06	2.89%	\$370,300.00	\$8,486.20	2.29%
<b>TOTAL OF ALL FUNDS</b>	<b>\$24,097,277.00</b>	<b>\$4,656,172.68</b>	<b>19.32%</b>	<b>\$23,525,715.00</b>	<b>\$4,696,345.06</b>	<b>19.96%</b>

Period Ending Oct 31, 2021

MONTEVIDEO PUBLIC SCHOOLS  
PROGRAM / OBJECT  
BUDGET AND Y-T-D  
2021-2022 / 2020-2021

DESCRIPTION	FY22 BUDGET	FY22 YTD	FY22 %	FY21 BUDGET	FY21 YTD	FY21 %
<b>GENERAL FUND - 01</b>						
<b>ADMINISTRATION 000-099</b>						
SALARIES--100	\$788,292	\$266,392	33.79%	\$1,000,953	\$308,718	30.84%
BENEFITS--200	\$276,617	\$84,474	30.54%	\$389,789	\$101,410.35	26.02%
PURCHASED SVC.--300	\$31,500	\$9,823	31.18%	\$31,500	\$2,909	9.24%
SUPPLIES--400	\$7,500	\$9,043	120.58%	\$7,500	\$11,599	154.65%
CAPITAL EXP--500	\$0	\$0	0.00%	\$0	\$0	0.00%
OTHER--800	\$15,680	\$10,059	64.15%	\$15,680	\$15,993	101.99%
<b>TOTAL ADMINISTRATION</b>	<b>\$1,119,589</b>	<b>\$379,791</b>	<b>33.92%</b>	<b>\$1,445,422</b>	<b>\$440,630</b>	<b>30.48%</b>
<b>DISTRICT SUPPORT 100-199</b>						
SALARIES--100	\$234,318	\$48,036	20.50%	\$212,537	\$44,607	20.99%
BENEFITS--200	\$67,180	\$22,493	33.48%	\$66,017	\$21,155.57	32.05%
PURCHASED SVC.--300	\$116,450	\$14,992	12.87%	\$118,450	\$15,621	13.19%
SUPPLIES--400	\$24,000	\$20,362	84.84%	\$24,000	\$18,406	76.69%
CAPITAL EXP--500	\$1,000	\$3,007	300.69%	\$3,000	\$168	5.59%
OTHER--800	\$19,500	\$4,795	24.59%	\$19,500	\$4,821	24.72%
<b>TOTAL DISTRICT SUPPORT</b>	<b>\$462,448</b>	<b>\$113,684</b>	<b>24.58%</b>	<b>\$443,504</b>	<b>\$104,777</b>	<b>23.62%</b>
<b>INSTRUCTIONAL SERVICES 200-299</b>						
SALARIES--100	\$5,381,563	\$943,969	17.54%	\$5,520,517	\$928,121	16.81%
BENEFITS--200	\$1,650,363	\$269,342	16.32%	\$1,622,235	\$253,877.60	15.65%
PURCHASED SVC.--300	\$1,853,151	\$82,772	4.47%	\$1,344,648	\$47,490	3.53%
SUPPLIES--400	\$139,500	\$48,488	34.76%	\$151,900	\$127,822	84.15%
CAPITAL EXP--500	\$68,250	\$9,770	14.31%	\$68,250	\$105,827	155.06%
OTHER--800	\$39,500	\$11,213	28.39%	\$39,500	\$7,512	19.02%
<b>TOTAL INSTRUCTIONAL SERVICES</b>	<b>\$9,132,327</b>	<b>\$1,365,552</b>	<b>14.95%</b>	<b>\$8,747,050</b>	<b>\$1,470,648</b>	<b>16.81%</b>
<b>VOCATIONAL 300-399</b>						
SALARIES--100	\$200,080	\$36,397	18.19%	\$198,457	\$37,504	18.90%
BENEFITS--200	\$63,362	\$10,608	16.74%	\$63,019	\$10,408.23	16.52%
PURCHASED SVC.--300	\$3,500	\$1,260	36.01%	\$3,500	\$0	0.00%
SUPPLIES--400	\$15,300	\$2,372	15.50%	\$15,300	\$2,140	13.99%
CAPITAL EXP--500	\$0	\$0	0.00%	\$0	\$0	0.00%
OTHER--800	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL VOCATIONAL</b>	<b>\$282,242</b>	<b>\$50,637</b>	<b>17.94%</b>	<b>\$280,276</b>	<b>\$50,053</b>	<b>17.86%</b>

Period Ending Oct 31, 2021

MONTEVIDEO PUBLIC SCHOOLS  
PROGRAM / OBJECT  
BUDGET AND Y-T-D  
2021-2022 / 2020-2021

DESCRIPTION	FY22 BUDGET	FY22 YTD	FY22 %	FY21 BUDGET	FY21 YTD	FY21 %
<b>SPED SERVICES 400-499</b>						
SALARIES-100	\$2,927,761	\$487,557	16.65%	\$3,004,605	\$494,282	16.45%
BENEFITS-200	\$1,036,532	\$144,074	13.90%	\$896,807	\$150,147.04	16.74%
PURCHASED SVC.-300	\$143,190	\$25,635	17.90%	\$142,236	\$45,268	31.83%
SUPPLIES-400	\$15,200	\$5,401	35.53%	\$15,200	\$3,122	20.54%
CAPITAL EXP-500	\$0	\$0	0.00%	\$0	\$2,351	0.00%
OTHER-800	\$25,000	\$1,292	5.17%	\$25,000	\$450	1.80%
<b>TOTAL SPED SERVICES</b>	<b>\$4,147,683</b>	<b>\$663,959</b>	<b>16.01%</b>	<b>\$4,083,848</b>	<b>\$695,620</b>	<b>17.03%</b>
<b>INSTRUCTIONAL SUPPORT 600-699</b>						
SALARIES-100	\$376,537	\$109,439	29.06%	\$371,470	\$102,241	27.52%
BENEFITS-200	\$147,901	\$36,140	24.44%	\$142,315	\$33,439.45	23.50%
PURCHASED SVC.-300	\$118,500	\$14,784	12.48%	\$115,500	\$16,336	14.14%
SUPPLIES-400	\$17,000	\$8,021	47.18%	\$17,000	\$23,412	137.72%
CAPITAL EXP-500	\$138,800	\$130,917	94.46%	\$138,800	\$55,343	39.93%
OTHER-800	\$85,825	\$16,832	19.61%	\$85,825	\$15,138	17.64%
<b>TOTAL INSTRUCTIONAL SUPPORT</b>	<b>\$884,363</b>	<b>\$316,134</b>	<b>35.75%</b>	<b>\$870,710</b>	<b>\$245,910</b>	<b>28.24%</b>
<b>PUPIL SUPPORT 700-799</b>						
SALARIES-100	\$236,763	\$53,806	22.73%	\$229,368	\$44,806	19.53%
BENEFITS-200	\$92,215	\$18,863	20.46%	\$89,098	\$15,407.66	17.29%
PURCHASED SVC.-300	\$785,930	\$104,165	13.25%	\$770,049	\$102,524	13.31%
SUPPLIES-400	\$53,000	\$3,369	6.36%	\$43,000	\$1,647	3.83%
CAPITAL EXP-500	\$0	\$0	0.00%	\$0	\$0	0.00%
OTHER-800	\$15,000	\$754	5.03%	\$15,000	\$1,126	7.51%
<b>TOTAL PUPIL SUPPORT</b>	<b>\$1,182,908</b>	<b>\$180,956</b>	<b>15.30%</b>	<b>\$1,146,515</b>	<b>\$165,511</b>	<b>14.44%</b>
<b>BUILDINGS/EQUIP 800-899</b>						
SALARIES-100	\$642,715	\$215,125	33.47%	\$679,636	\$218,253	32.11%
BENEFITS-200	\$251,703	\$73,688	29.28%	\$266,530	\$70,252.88	26.36%
PURCHASED SVC.-300	\$380,500	\$114,256	30.03%	\$380,500	\$113,499	29.83%
SUPPLIES-400	\$215,750	\$54,932	25.46%	\$235,750	\$81,013	34.36%
CAPITAL EXP-500	\$15,000	\$3,330	22.20%	\$15,000	\$9,259	61.73%
OTHER-800	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL BUILDINGS/EQUIP</b>	<b>\$1,505,668</b>	<b>\$461,330</b>	<b>30.64%</b>	<b>\$1,577,416</b>	<b>\$492,278</b>	<b>31.21%</b>

Period Ending Oct 31, 2021

MONTEVIDEO PUBLIC SCHOOLS  
PROGRAM / OBJECT  
BUDGET AND Y-T-D  
2021-2022 / 2020-2021

DESCRIPTION	FY22 BUDGET	FY22 YTD	FY22 %	FY21 BUDGET	FY21 YTD	FY21 %
<b>FIXED COSTS 900-999</b>						
SALARIES--100	\$0	\$0	0.00%	\$0	\$0	0.00%
BENEFITS--200	\$55,195	\$50,412	91.33%	\$62,812	\$56,995.00	90.74%
PURCHASED SVC.--300	\$115,287	\$125,635	108.98%	\$116,200	\$124,796	107.40%
SUPPLIES--400	\$0	\$0	0.00%	\$0	\$0	0.00%
CAPITAL EXP--500	\$0	\$0	0.00%	\$0	\$0	0.00%
OTHER--800	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL FIXED COSTS</b>	<b>\$170,482</b>	<b>\$176,047</b>	<b>103.26%</b>	<b>\$179,012</b>	<b>\$181,791</b>	<b>101.55%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$18,887,710</b>	<b>\$3,708,090</b>	<b>19.63%</b>	<b>\$18,773,753</b>	<b>\$3,847,218</b>	<b>20.49%</b>
<b>FOOD SERVICE FUND - 02</b>						
<b>PUPIL SUPPORT SERVICES 700-799</b>						
SALARIES--100	\$304,714	\$55,190	18.11%	\$292,908	\$61,603	21.03%
BENEFITS--200	\$129,594	\$10,328	7.97%	\$124,806	\$14,028	11.24%
PURCHASED SVC.--300	\$43,500	\$3	0.01%	\$42,500	\$7,348	17.29%
SUPPLIES--400	\$480,000	\$98,543	20.53%	\$480,000	\$86,182	17.95%
CAPITAL EXP--500	\$10,000	\$0	0.00%	\$10,000	\$0	0.00%
OTHER--800	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL FOOD SERVICE FUND</b>	<b>\$967,808</b>	<b>\$164,065</b>	<b>16.95%</b>	<b>\$950,214</b>	<b>\$169,161</b>	<b>17.80%</b>
<b>COMMUNITY SERVICE FUND - 04</b>						
<b>COMMUNITY EDUCATION/SERVICE 500-599</b>						
SALARIES--100	\$952,232	\$281,148	29.53%	\$925,059	\$287,744	31.11%
BENEFITS--200	\$250,330	\$70,573	28.19%	\$245,994	\$63,388	25.77%
PURCHASED SVC.--300	\$55,855	\$9,310	16.67%	\$64,607	\$2,058	3.19%
SUPPLIES--400	\$77,444	\$13,109	16.93%	\$79,220	\$15,782	19.92%
CAPITAL EXP--500	\$2,500	\$0	0.00%	\$2,500	\$0	0.00%
OTHER--800	\$23,500	\$6,798	28.93%	\$27,350	\$4,655	17.02%
<b>TOTAL COMMUNITY EDUCATION</b>	<b>\$1,361,861</b>	<b>\$380,938</b>	<b>27.97%</b>	<b>\$1,344,730</b>	<b>\$373,627</b>	<b>27.78%</b>

Period Ending Oct 31, 2021

MONTEVIDEO PUBLIC SCHOOLS  
PROGRAM / OBJECT  
BUDGET AND Y-T-D  
2021-2022 / 2020-2021

DESCRIPTION	FY22 BUDGET	FY22 YTD	FY22 %	FY21 BUDGET	FY21 YTD	FY21 %
<b>CAPITAL OUTLAY FUND - 05</b>						
<b>CAPITAL EXPENDITURES</b>						
SALARIES--100	\$11,855	\$3,742	31.56%	\$11,855	\$3,742	31.56%
BENEFITS--200	\$1,795	\$555	30.99%	\$1,795	\$555	30.94%
PURCHASED SVC.--300	\$213,543	\$33,811	15.83%	\$179,531	\$15,838	8.82%
SUPPLIES--400	\$60,000	\$66,552	110.92%	\$126,398	\$74,708	59.11%
CAPITAL EXP--500	\$877,465	\$224,339	25.57%	\$414,989	\$120,814	29.11%
OTHER--800	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$1,164,658</b>	<b>\$329,000</b>	<b>28.25%</b>	<b>\$734,578</b>	<b>\$215,657</b>	<b>29.36%</b>
<b>DEBT SERVICE FUND - 07</b>						
<b>FISCAL/FIXED COSTS 900-999</b>						
DEBT SERVICE--700	\$1,344,940	\$63,395	4.71%	\$1,352,140	\$82,195	6.08%
OTHER FINANCING ISSUES--900	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL DEBT SERVICE FUND</b>	<b>\$1,344,940</b>	<b>\$63,395</b>	<b>4.71%</b>	<b>\$1,352,140</b>	<b>\$82,195</b>	<b>6.08%</b>
<b>STUDENT ACTIVITIES FUND - 50</b>						
SUPPLIES--400	\$370,300	\$10,685	2.89%	\$370,300	\$8,486	2.29%
<b>TOTAL STUDENT ACTIVITIES FUND</b>	<b>\$370,300</b>	<b>\$10,685</b>	<b>2.89%</b>	<b>\$370,300</b>	<b>\$8,486</b>	<b>2.29%</b>
<b>TOTAL ALL FUNDS</b>	<b>\$24,097,277</b>	<b>\$4,656,173</b>	<b>19.32%</b>	<b>\$23,525,715</b>	<b>\$4,696,345</b>	<b>19.96%</b>



## Administrator Report November 2021

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### **MHS Principal-Chris Weber**

MHS was proud to host very successful vocal and band concerts in the Gym. Our custodial staff met the challenge to create an inviting space for our guests and the students did an excellent job in their performances.

The Career/College fair took place in the TACC with a great turnout. An estimated 275 people participated. The 29 employers and post-secondary representatives that were in attendance that night had very positive things to say about our students and the event. The FAFSA informational meeting was also well attended.

With our shortage of substitute teachers, we experimented with some innovation and held classrooms with no substitute teachers with staff periodically checking in on the class. We created QR Codes that were placed outside of a teacher's classroom. When students arrived, they scanned the QR code with their phones, or chromebooks, which then directed them to a google form to take their attendance. The students then either remained in the classroom or "flexed out" to our new flex room, or locations in the hallways, to work on their assignment for the day that was posted in google classroom. We experimented with multiple classrooms last week. We did find a few glitches the first couple attempts but we have adjusted and it has worked out well. The students are responsible to "scan in" the class for the day, the teacher posts the expectations for the day on google classroom, and the students support and help each other. We have received positive feedback from the students. We will continue to experiment with this when we have multiple staff out and no sub coverage.

Over MEA break we had Halo Vape detectors installed in 4 of our bathrooms. These detectors not only sense Vape, but also detect Marijuana, poor air quality, loud sounds (aggressive activity or something as severe as gunshots), and a few other items. It is set up to send me an immediate text and email message with a description of what is being detected along with which bathroom it is in. The intent of these devices is prevention of these activities in the restrooms and in the school. We've seen an increase in vape cartridges and reports of vaping here at the high school. We believe this would be alleviated by the installation of the vape detectors in the restrooms. Students have not been formally notified that these have been installed, however there is some "buzz" around the school that they exist. If it prevents even one student from doing it, it is well worth it.

I need to give a shout out to our clerical staff at MHS. With the elimination of the Hawk Window last spring, they have really come through this fall adjusting to added duties. I am so fortunate to have them on staff and be the driving force behind the operation of the school.

### **MMS Principal- Shawn Huntley**

On Wednesday, October 20th, I received notification from the U.S. News & World Report that MMS has been recognized as being in the top 30% of elementary schools in Minnesota (MMS top 13%). This recognition is based on how well we do with all student sub-groups including; socio-economic status, minority populations, and special education students. I would like to thank all of our wonderful teachers, support staff, students, parents, and the community for your continued support of MonteVideo Public Schools.

Along with the end of the quarter, MMS reviews student progress and makes schedule changes based on current data that indicates an increased need in the areas of reading and/or math, or has made enough progress to be removed from intervention. Changes to the 4th and 5th grade math and reading intervention (Title), will be made in time for the start of quarter 2.

Mr. McKittrick shared a grant opportunity for school libraries at our last Admin Meeting. I have completed the application and we will be receiving \$500 for books. I have spoken with Cami Lanz, MMS Library Para, and she is going to meet with our ESL students to identify books of interest written in Spanish. All \$500 will be spent on books in Spanish as our current inventory is very small.

Upcoming Events:

- November 11, 2021 - MMS Veterans Day Program (9:00-10:00)
- November 15, 2021 - MMS 6/7 Band Concert
- November 16, 2021 - MMS 4-8 Choir Concert
- November 22-23, 2021 - Parent/Teacher Conferences
- December 10, 2021 - Kevin Locke Native American Cultural Presentation

### **MES Principal- Heidi Sachariason**

Trunk or Treat

The Ramsey Fun Committee participated in the 14th Annual Treat Street and Southtown Trunk Lot on October 29th from 3-5pm. A big thank you to Hayley Knoop for organizing this event. There were about 700 kids that came through the trunk or treat lot. Candy was generously donated by staff. It was fun to have the Thunder Hawk as part of the fun!

Conferences

We have reached the end of the quarter. That means we are busy preparing for parent teacher conferences. Conferences and a book fair at the Ramsey Library will be held on Monday, November 22 from 4-8pm and Tuesday, November 23rd from 8am-8pm. This is such an important time for us to extend lines of communication, discuss student growth both socially and academically. Parents have the option of scheduling either a virtual conference or an in person conference this year in the district.

Covid Tests

Students in grades K-3 were able to receive Covid 19 tests as part of the MPS Safe Learning Plan. Students received a BinaxNow kit from school for at-home testing. This not only helps prevent a covid positive student coming to school and causing spread, it also cuts down on time the student will be out of school due to testing. The test produces results in approximately 15 minutes.

Elementary students have been given priority by MDE in order to get the test kits to families that do not have the option to qualify for a covid 19 vaccination. Test kits were sent home in student backpacks and parents were notified via JMC messenger to be watching for them. Parents have communicated gratitude for having this option when a need arises for a test. At school we are also grateful when these tests can be used and families are able to get fast answers, which means less time out of school and less risk of exposure.

### **Director of Special Education-Jennifer Kimman**

Extended School Year

It is that time of year when case managers are progress monitoring, reviewing data, and collaborating with the Individual Education Program (IEP) teams to determine whether or not individual students qualify for Extended School Year (ESY) services. ESY is a term used to describe school programming that occurs during school breaks, typically during the summer. It is not a continuation of the full special education program for an individual student. A student may qualify for ESY services in one goal area and not others.

### Special Education Recovery Services

In addition to reviewing data to determine whether or not students with IEPs qualify for ESY, IEP teams continue to determine whether or not students with IEPs qualify for Special Education Recovery Services. Teams are working diligently to identify specific needs for individual students.

### **Activities Director/Community Ed Coordinator- Jesse Nelson**

The Thunder Hawk Fall Athletic Season is coming to an end with only our swim team still competing. The team will compete in the Section tournament November 11 and 13. The fall has brought many successes, one of those highlights was Emily Brace qualifying and participating in the state tennis tournament. It has been fun to watch our student body and fans create such an awesome game environment at both home and away events. There enthusiasm and sportsmanship is being noticed inside and outside of our community.

I am looking forward to the winter season. As registrations come in, it looks like our participation numbers will increase. That is very exciting to me.

I would like to also highlight that our choir and band concerts were very well attended. Our fall play will bring us into the culmination of the fall season.

It's a great time to be a Thunder Hawk!

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

MSBA/MASA Model Policy 413

Orig. 1995

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

Rev. 201721

## 413 HARASSMENT AND VIOLENCE

*[Note: State law (Minnesota Statutes, section § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, section 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]*

### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, ~~including gender identity or expression~~, or disability (Protected Class).

*[Note: The Minnesota Human Rights Act defines sexual orientation "to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]*

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected

~~Classrace, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's ~~Protected Classrace, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's ~~Protected Classrace, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel ~~who is~~ found to have violated this policy.

### III. DEFINITIONS

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
  - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means, ~~with respect to an individual any condition or characteristic that renders a person a disabled person. A disabled person is any person who~~who:

a. ~~has a physical, sensory, sensory~~ or mental impairment ~~which that~~ substantially materially materially limits one or more major life activities of such individual;

b. has a record of such an impairment; or

c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with:

a. their parent or parents or the minor's legal guardian; or

b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or violence discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or violence discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological

maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment ~~includes—consists—of~~ unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

c. that conduct or communication has the purpose or effect of substantially ~~or—unreasonably—~~interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual

favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof ~~which-that~~ involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in ~~Minnesota Statutes, §section~~ 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, ~~whether that person is of the same sex or the opposite sex;~~
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ an individual's Protected Class.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school

district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct ~~which~~ that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in

disciplinary action against the building report taker.

- G. In the District. The school board hereby designates \_\_\_\_\_ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

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<sup>1</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, 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. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under ~~Minnesota Statutes Chapter. 260E § 626.556~~ may be applicable.

- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. ~~§ Ch. 260E 626.556 et seq.~~ (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (~~Section 504 of the~~ Rehabilitation Act of 1973, ~~§ 504~~)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
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 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 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 ([Title IX Sex Nondiscrimination, Grievance Procedures and Process Policy Student Sex Nondiscrimination](#))  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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

MSBA/MASA Model Policy 425

Orig. 2001

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

Rev. 201621

## 425 STAFF DEVELOPMENT AND MENTORING

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

### I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

### II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.

2. Members of the Advisory Staff Development Committee shall be appointed by the school board. Committee members shall serve a two-year term\* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The school board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the school board. Team members shall serve a two-year term\* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers

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\* This time period may be changed to accommodate individual school district needs.

representing various grade levels, subject areas, and special education.

### III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The Advisory Staff Development Committee will develop a Staff Development Plan ~~which that~~ will be reviewed and subject to approval by the school board twice a year.\*

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes ~~which that~~ are consistent with the education outcomes as may be determined periodically by the school board;

*[Note: The board-determined education outcomes for your district could be inserted here.]*

2. The means to achieve the Staff Development outcomes;

3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under ~~Minnesota Statutes, §section~~ 122A.187, ~~Subd. 4~~;

4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:

a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;

b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;

c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;

d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;

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\* This time period may be changed to accommodate individual school district needs.

- e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
  - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
  - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
  - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
  - c. Maintain a strong subject matter focus premised on students' learning goals consistent with [Minnesota Statutes, §section 120B.125](#);
  - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
  - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
  - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
  - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
  - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
  - e. Align with state and local academic standards;

- f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
  - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
  - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
  - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
- 7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
  - 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

***[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota, Statutes, §section 122A.40, Subdivisions. 7 and 7a, or Minnesota- Statutes- §section 122A.41, Ssubdivisions. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]***

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis\* the

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\* This time period may be changed to accommodate individual school district needs.

extent to which staff at the site have met the outcomes of the Staff Development Plan.

E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.

EF. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Department of Education relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

#### **IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM**

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.\*
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

#### **V. STAFF DEVELOPMENT FUNDING**

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, ~~Subdivision~~ 8 or 122A.41, ~~Subdivision~~ 5; (2) principal development and evaluation under section 123B.147, ~~Subdivision~~ 3; (3) professional development under section 122A.60; ~~and~~ (4) in-service education for programs under section 120B.22, ~~Subdivision~~ 2; and (5) teacher mentorship under section 122A.70, ~~subdivision 1~~. ~~violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special~~

~~education professionals and paraprofessionals; and other related costs for staff development efforts.~~ To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. ~~In order to~~ To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes, §section 122A.61.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds, or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:
  - 1. additional stipends as incentives to mentors of color or who are American Indian;
  - 2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
  - 3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
  - 4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

## **VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. On a yearly\* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.\*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

## **VII. REPORTING**

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
  - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff

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\* This time period may be changed to accommodate individual school district needs.

involved in instruction who participate in effective staff development activities.

2. The report will provide a breakdown of expenditures for:
  - a. Curriculum development and curriculum training programs;
  - b. Staff development training models, workshops, and conferences; and
  - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

B.3 The report will be signed by the superintendent and staff development chair.

B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

**Legal References:** Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.22, §subd. 2 (Violence Prevention Education)  
Minn. Stat. § 122A.187, Subd. 4 (~~Board to Issue Licenses~~; Expiration and Renewal)  
Minn. Stat. § 122A.40, §subds. 7, ~~and~~ 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)  
Minn. Stat. § 122A.41, §subds. 4, ~~and~~ 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
Minn. Stat. § 123B.147, subd. 3 (Principals)  
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)  
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)

Minn. Stat. § 126C.10, [S](#)subs. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, [S](#)subd. 5 (General Education Levy and Aid)

***Cross References:*** [None.](#)

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

MSBA/MASA Model Policy 501

Orig. 1995

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

Rev. 20142021

## **501 SCHOOL WEAPONS POLICY**

*[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]*

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

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

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. DEFINITIONS**

#### **A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  - 1. active licensed peace officers;
  - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 3. persons authorized to carry a pistol under ~~Minnesota Statutes, §~~section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 4. persons who keep or store in a motor vehicle pistols in accordance with ~~Minnesota Statutes, §§~~sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
  - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§Sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  7. a gun or knife show held on school property;
  8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
  9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

*[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in (7) to Minnesota Statutes, §section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes, §section 609.66, Subdivision 1d.]*

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with

instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, §section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. **CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. ~~The appropriate school official building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a pupil student who brings a firearm to school unlawfully.~~

ED. Administrative Discretion

While the school district does not allow the possession, use, or distribution of

weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

### **A. Employees**

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

*[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]*

### **B. Other Nonstudents**

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

## **VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES**

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.**

**Legal References:** Minn. Stat. § 97B.045 (Transportation of Firearms)

Minn. Stat. § 121A.05 (Referral to Police)  
[Minn. Stat. § 121A.06 \(Reports of Dangerous Weapon Incidents in School Zones\)](#)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
[Minn. Stat. § 152.01, subd. 14\(a\) \(Definition of a School Zone\)](#)  
Minn. Stat. § 609.02, ~~S~~subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.*, 611 N.W.2d 802 (Minn. 2000)  
[\*In re A.D.\*, 883 N.W.2d 251 \(Minn. 2016\)](#)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
[MSBA/MASA Model Policy 903 \(Visitors to School District Buildings and Sites\)](#)

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

MSBA/MASA Model Policy 507

Orig. 1995

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

Rev. 2001~~21~~

## 507 CORPORAL PUNISHMENT

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

### I. PURPOSE

The purpose of this policy is to describe limitations on corporal punishment of students.

### II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

### III. EXCEPTIONS

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

### IV. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

**Legal References:** Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)  
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
[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 506 (Student Discipline)

**524 ACCEPTABLE USE OF TECHNOLOGY POLICY FOR STUDENTS, EMPLOYEES, AND PUBLIC USERS**

**I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system (including hardware and/or software) and acceptable and safe use of technology, including electronic communications.

**II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. This policy shall apply to all users of the District's electronic resources, including but not limited to students, faculty, administrators, support staff, and board members. This policy shall apply to the use of the District's electronic resources by any means and from any location.

**III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. Proper use of the District's internet access and electronic resources is the responsibility of the individual user.

**IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous

violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

## **V. SYSTEM/PROPERTY RIGHTS**

- A. The information, communication, processing, and storage resources provided by Montevideo Public Schools are the sole property of the District. Files, data, and other communication created that originate from, or are stored on the District's hardware and software, are considered the District's property for the purposes of this policy. The District's ownership and control over its systems shall apply regardless of how and where a user accesses the District's technology systems.
  
- B. One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password / account security, as well as restricted databases, files, and information banks. Users are responsible for safeguarding their own accounts, passwords, and assigned computers. Under no circumstances are users to share their access information with other people. Users may be held responsible for activity generated under their account credentials, even if they are not the one who actually generated the activity. Due to the confidential file access available from employee machines, students are not allowed to use machines assigned to employees of the District unless they are under the immediate supervision of a school employee. Student machines are provided for student use.

## **VI. UNACCEPTABLE USES**

- A. **While not an exhaustive list,** the following uses of the school district system and Internet resources or accounts are considered unacceptable:
  - 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
    - a. pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
    - d. information or materials that could cause damage or danger of disruption to the educational process;

- e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

- (1) such information is classified by the school district as directory information, and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, such as “Facebook”, “Twitter”, “Instagram”, “SnapChat” “TikTok” “Reddit” and similar websites or applications.
7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy (~~MSBA/MASA Model Policy 514~~). This prohibition includes

using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

11. Users shall not use or install their own computers, modems, routers, web servers, or any other equipment on the District's network. The only exception to this policy is that users may utilize their own devices on the PUBLIC wireless network maintained by Montevideo Public Schools. This network is an "as is, as available" network requiring user authentication in order to gain access. While on this wireless network, all activity will be logged and will not be considered private. The District provides computers, related equipment, and software for employee and student use in its buildings and for transferring files. The school district will support hardware repair, software installation and repair, and training ONLY for equipment and software that is the property of the District.
12. Users will not install their own software on District machines UNLESS all of the following requirements are met:
  - a) Notification and approval of the Chief Technology Officer (CTO) PRIOR to installation of the software
  - b) A completed Software Inventory Sheet shall be emailed to the CTO PRIOR to installation of the software.
  - c) The software must be related to the user's curriculum or job.
  - d) Students are not allowed to install software under any circumstances
  - e) The user installing the software is responsible for maintaining legal proof of the license for the installed software in close proximity to the machine the software is installed on.
  - f) Under no circumstances are copyright or licensing infringements allowed.
13. Users who are assigned file space on the District's servers are responsible for regularly cleaning and updating their file space. The District will regulate and provide quotas for disk space provided to users of the network.
14. Attempts to evade, disable, or circumvent the District's content filtering hardware and software is a violation of the Acceptable Use Policy.
15. Security of the District's network is of the utmost importance. Users will not attempt to compromise the security of the district's network. If a user discovers or becomes privy to a security and/or content filtering problem with the network, they are obligated under this policy to notify the CTO immediately. Users shall not demonstrate the potential problem to any other users.

- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, ~~situations~~ serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. ~~where the school district system is compromised or if a school district employee or student is negatively impacted.~~ If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment. Additionally, any user found to be in violation of this policy and causing interruption of the district network may be personally liable for the time and material cost of restoring network functionality.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## VII. FILTER

*[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seeking technology revenue pursuant to Minnesota Statutes section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]*

### ALTERNATIVE NO. 3

*[Note: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]*

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
  
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
  
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

*[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]*

## **VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **IX. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents **may** have the right at any time to investigate or review the contents of their child's files and email files **in accordance with the school district's Protection and Privacy of Pupil Records Policy**. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and/or e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under **Minnesota Statutes, Chapter 13** (~~the~~ Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## **X. TECHNOLOGY USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The [Acceptable Use of Technology User and Parent Notification and Consent Form \(524A\)](#) must be read and signed by the the student and his/her parent or guardian. Employees must also read and sign this form. The form must then be filed at the school office.

## **XI. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **XII. ACQUISITION OF TECHNOLOGY**

The Montevideo Public Schools' Information Technology Department (I.T.) is charged with supporting district owned computer hardware, software and peripherals in ways that meet district operational priorities. Montevideo Public Schools is a highly interconnected instructional entity, and is dependent upon secure and reliable technology to meet these priorities. I.T. is responsible for maintaining the district's network, servers, software, workstations, and peripherals, maintaining quality at reasonable costs. In an effort to achieve the best use of district technology resources, I.T. purchases technologies that are sustainable, compatible with existing systems, and can be efficiently supported. As a result, I.T. has negotiated numerous purchasing agreements with hardware, software, and network vendors, service agencies, multimedia companies, and others. In order to take advantage of these contracts and ensure that technology purchases meet district standards, I.T. must be involved in all information technology related purchases in order to provide:

- 1. compatibility with the district's network environment;
- 2. compliance with district's security policies;

3. suitability for the district's network;
4. licensing compliance for software purchase;
5. hardware and software that can be efficiently supported;
6. availability of sufficient district resources (including initial and recurring costs)

As such, no hardware or software equipment purchases requiring I.T. resources may be made without the prior approval of the district's I.T. department. Any department or program purchasing items without prior approval from the CTO may not install the item(s) on a district computer or connect them to a building's LAN (local area network). The Technology Department will not accept responsibility for the installation, operation, training, or maintenance of unapproved items. The purchaser will assume full responsibility for returning the unapproved item(s) to the vendor and will incur any monetary losses.

#### **A. Software Installation / Lab Configuration and Enhancement Requests**

District labs rely greatly on universal configuration throughout the respective lab. This means that all machines in the lab must have the same software configuration. The creation of this standard image is made and deployed once per year, during the summer, for each lab. All requests for new software installation on the district's lab computers must be submitted through the Helpdesk PRIOR TO MAY 15 to be included in the lab image for the upcoming school year. Software or enhancements to lab computers will not be included if the request is made after this date.

#### **B. Donated Items**

Donated items must be approved by the Technology Department (form available in the Superintendent's Office) before the school district will accept the donation. Donated equipment has hidden costs for which the Technology Department does not budget, such as network connections, software packages and licenses, electrical wiring, etc. which can greatly increase the total cost of ownership (TCO).

#### **C. Grants**

While grants provide opportunities to purchase items that would otherwise not be available, there are often several hidden costs not readily apparent to the grant writer that add greatly to the TCO. As such, it is imperative that I.T. be involved early in the process and that I.T. approval be obtained (form available in the Superintendent's Office), PRIOR to the submission of any grants for technology hardware and software purchases. If approval is not obtained by I.T. prior to the grant being submitted, the school district will not accept the grant in the event it is awarded.

#### **D. Curriculum Related Software/Hardware Purchases (Requisitions)**

The availability of curriculum specific technology, in particular software, has increased exponentially the past several years. Unfortunately, the investment by many curriculum companies in software design has not evolved at the same pace. This has resulted in numerous pieces of software that rely on archaic infrastructure (for example, outdated operating systems) being available in order to run their software.

In order to avoid these problems and ensure compatibility with the district's network, I.T. must be included in the discussion of new curriculum purchases where access to district I.T. resources are expected. No curriculum resources involving technology may be purchased without prior approval of I.T. (form available in the Superintendent's Office).

### **XIII. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives or servers.
    - b. Information retrieved through school district computers, networks or online resources.
    - c. Personal property used to access school district computers, networks or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  - 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by ~~Policy 406~~, Public and Private Personnel Data **Policy**, and ~~Policy 515~~, Protection and Privacy of Pupil Records **Policy**.

7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

#### **XIV. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Internet Use Agreement must be signed by the user and the parent or guardian prior to use by the student.
  5. A statement that the school district's acceptable use policy is available for parental review.

#### **XV. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
 17 U.S.C. § 101 *et seq.* (Copyrights)  
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
 Minn. Stat. § 121A.031 (School Student Bullying Policy)  
 Minn. Stat. § 125B.15 (Internet Access for Students)  
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. \_\_\_\_ , 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 1942003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**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 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Teacher Seniority List 20-21

		<u>K-12</u>		
<b>1. HEARING IMPAIRED</b>			<b>11. PHYSICAL EDUCATION/HEALTH</b>	
			Amy Reidinger - August 2015	
<b>2. SPECIAL EDUCATION</b>			Erik Boraas (.5) - PE - August 2009	
	Kristi Arndt - August 2019 (DD, EBD, LD, ECSE)		Joanna Magnuson - PE/H - August 2005	
	Sheila Koepke - August 2018 (DD, EBD)		Kyle Goslee - PE/H - August 2001	
	Shelby Monahan - August 2017 (ASD, ABS)		Jon Dreyer - PE - August 1992	
	Eric Van Sickle - August 2016 (EBD)		Dan Douglas - PE - August 1991	
	Kerri Schuler - August 2015 (LD,DD)			
	DeDe Epema - August 2014 (LD)			
	Amanda Macziewski - August 2011 (LD,EBD)			
	Martin Christenson - August 2011 (EBD)			
	Kati Luschen - August 2010 (LD, ASD)		<b>12. PHYSICAL THERAPIST</b>	
	Laura Herfurth - August 2009 (DD)			
	Deb Christians - August 2008 (EBD, LD)			
	Shawn Aker - August 2008 (EBD)			
	Dana Harrington - August 2007 (EBD, LD)			
	Teresa Ketelsen - August 2007 (EBD, MMMH)		<b>13. DEVELOPMENTAL/ADAPTED PHYSICAL EDUCATION/DAPE</b>	
	Chris Weber - August 2003 (EBD)		Amy Reidinger - 2014	
			Joanna Magnuson - 2008	
			Jon Dreyer - August 1992	
<b>3. EARLY CHILDHOOD SPECIAL EDUCATION</b>			<b>14. OCCUPATIONAL THERAPIST</b>	
	Connie Fragodt - August 2008		Stacy Geerdes - August 2002	
	Renee Balken - August 1988			
<b>4. SPEECH CLINICIAN</b>			<b>15. COUNSELOR</b>	
	Kailee Carlson - August 2018			
	Teresa Day - August 2004			
<b>5. PSYCHOLOGIST</b>			<b>16. LIBRARIAN</b>	
<b>6. VOCAL</b>				
	Dustin Boyum - August 2019			
	Daniel Hampton - August 1991			
			<b>17. SOCIAL WORKER</b>	
			Charlynn Dahl - August 2016	
			Susan Marcinkowski - August 2002	
			Todd Swedzinski - August 1994	
<b>7. INSTRUMENTAL MUSIC</b>			Kristine Kirkeby - August 1994	
<b>8. NURSE</b>			<b>18. ENGLISH LANGUAGE LEARNERS (ELL)</b>	
			Jessica Carbo - August 2016	
			Melissa Ochsendorf - August 2015	
<b>9. COMMUNITY EDUCATION</b>			Aaron Beadell - August 2008	
<b>10. CURRI</b>			<b>19. DISTRICT TECHNOLOGY COORDINATOR</b>	
	Scott Hickey - August 2015		Scott Ripley - January 2006	







## Montevideo Public Schools' Program Plan for e-Learning Days (Minnesota Statutes, Section 120A.414)

### **WHY e-LEARNING DAYS?**

When our district has weather-related school cancellations, instructional time is lost and the momentum in classrooms is slowed. State testing dates are set prior to the start of the school year, and make-up days in June after the completion of these tests can be out of sync with the instructional process. Our district also partners with post secondary institutions making "tack on days" less effective than what is desired. While e-Learning days cannot replace the face-to-face time students have with their teachers, they can provide better continuity when school is interrupted.

### **PLAN:**

Annually up to (5) five school days missed due to inclement weather may be made up as e-Learning days if the postponement is determined prior to 6:00a.m of the proposed e-Learning day. In the event that five (5) e-Learning days are scheduled, additional school days missed due to inclement weather will be discussed administratively and communicated to all stakeholders.

### **NOTIFICATION:**

In the event of a school cancellation due to inclement weather, families will receive an automated phone call, text message, and/or email from Montevideo Public Schools via JMC Messenger. Messages will also be posted on the district website and social media. E-Learning days will be announced in the same fashion as the school cancellation announcements in order to avoid confusion.

### **ATTENDANCE:**

Attendance must be taken by the teacher and records of attendance must be kept for each class/class period. If a student does not complete the e-Learning task(s) before the class period the next day, that student will be counted absent. "Students who do not participate in planned activities are considered absent for those class(es) and will be reported as absent as if they were not present for an on-campus class." (Plaman, Minnesota Department of Education 20 July 2017)

In accordance to the Minnesota Department of Education, attendance may be verified by:

- Logging in to class page(s) on the district's/school's learning management system (LMS).
- Email exchange/ text exchange /phone call with teacher.
- Parent verifies attendance; a documentation process is developed and retained by the school as part of the student's attendance record.
- Activity in classes (pages accessed, discussion participation, formative assessments completed).
- Work submitted during the e-Learning day (evidence of learning or preparation for learning—reading or video with notes)." (Plaman, Minnesota Department of Education 20 July 2017)

Montevideo Public Schools has elected to take attendance for the day based upon students submitting their completed assignments on the next regular day of school and completing any interactive activities required by their teacher. Teachers will log absences for an e-Learning day into JMC, student management system, by 3:45 p.m. of the school day following the e-Learning day.

E-learning days will be reported as regular instructional days. Students enrolled on an e-learning day will generate one day of membership. The length of the school day will be reported as the same length that was originally scheduled had the students attended at the school site.

### **e-LEARNING TASKS:**

Our district wants to ensure our students have high-quality e-learning opportunities.

"High quality e-Learning experiences:

- a. Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.
- b. Leverage digital tools students are using as part of their regular instruction (i.e. Schoology, Google Docs, apps).
- c. Include formative assessment and feedback.
- d. Provide opportunities for peer interaction.
- e. Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
- f. Include the option for the class to meet synchronously via video chat such as Zoom, Google Hangouts, Skype, or Facetime.” (Plaman, Minnesota Department of Education 20 July 2017)

#### **ACCESS TO TEACHERS VIA TELEPHONE AND ONLINE DURING NORMAL SCHOOL HOURS:**

Teachers will have instruction and assignments posted and available by 10:00am and will be available via telephone and online during normal school hours (8:00a.m.-12:00p.m and 12:30p.m.-3:15 p.m.). Students needing to contact their teacher are to call the teacher’s direct telephone line and leave a return phone number. Direct phone lines access the schools voicemail to email systems which immediately notify teachers of the message. Teachers will promptly return the telephone call to assist the student.

Teacher’s direct telephone numbers can be found on the district web page under staff [directory](#) so that they may be contacted on an e-learning day.

#### **e-LEARNING PLAN:**

**K-3:** Students will receive an e-Learning day packet that outlines the activities to be completed for the day. Teachers will communicate the day's learning expectations to parents through email by 10:00a.m. on the day of an e-Learning day. Teachers may utilize online platforms such as SeeSaw, Google Classroom, etc. This information will be communicated by each teacher to parents.

**Grades 4-7:** Students will utilize Google Classroom to complete e-Learning activities that will be posted no later than 10:00a.m on the e-Learning day. Learning experiences for each class are intended to take approximately 30-50 minutes. Some students may need more time, some less, for each activity. The goal is to provide meaningful instruction/activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. Activities may include flipped classrooms or virtual class sessions. Students will submit the e-Learning tasks based on the teacher’s instruction. Directions and tasks will also be given for students who do not have internet access at home, these students must call their teachers to inform them they do not have internet access.

**Grades 8-12:** Students will utilize Google Classroom to complete e-Learning activities that will be posted no later than 10:00a.m on the e-Learning day. Learning experiences for each class are intended to take approximately 30-50 minutes. Some students may need more time, some less, for each activity. The goal is to provide meaningful instruction/activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. Activities may include flipped classrooms or virtual class sessions. Students will submit the e-Learning tasks based on the teacher’s instruction. Directions and tasks will also be given for students who do not have internet access at home, these students must call their teachers to inform them they do not have internet access.

**Special Education:** Students in pull-out classes will complete e-Learning tasks specific to their IEP.

#### **PLAN FOR NON-CERTIFIED STAFF ON e-LEARNING DAYS**

Leave may be taken according to specific work agreements.

**Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.**

Students who do not have sufficient access to the internet will have an alternative method to use to complete the e-Learning task (i.e., physical textbook at home). Teachers will work towards accommodations in unforeseen circumstances with students such as timing of closure of school in conjunction to a holiday in order to submit tasks. Families who do not have internet service must notify the school prior to winter weather events taking place in order for alternative methods to be accessed.

**Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student's Individualized Education Program (IEP)/504 plans.**

Students will complete e-Learning tasks specific to their IEP/504.

## **Montevideo Public School e-Learning Preparation**

### **e-Learning Day Elementary Teacher Preparation Checklist**

- ★ My grade level has created an activity framework in preparation for potential e-Learning days and easy to follow directions for completion.
- ★ The activities do not require students to use materials or technology they may not have access to.
- ★ Work given on e-Learning days align to work we are currently doing in class.
- ★ I have practiced the type of activities I'll assign on e-Learning days with my class and have ensured students are familiar with and have access to all the tools they will need to be successful with the work on these days.
- ★ I have planned for a way to distribute work to students who may not have access to online materials on e-Learning days. These students will be allowed adequate time to complete the work after regular school days resume.
- ★ I have communicated with Specialists (Sped, Title, PE, Music) and we have determined what instruction will look like for students with these services on e-Learning days.
- ★ Specialists: I have communicated expectations with families for my students and activities are accessible to students and families in a simple way.
- ★ I know how to change my voicemail in case I am sick and unable to work during an e-Learning day.

### **During an e-Learning Day**

- ★ I will share my activity plan for the day with my class no later than 10:00a.m.
- ★ I will check and promptly respond to my emails and voicemails periodically during the e-Learning day (8:00a.m.-3:00p.m).
- ★ I will contact my administrator if I need help during an e-Learning day.

### **After an e-Learning Day**

- ★ I will collect all work and provide feedback as appropriate. The due date for all e-Learning day work is the first regular day of school following the e-Learning day.
- ★ I will submit attendance for the e-Learning day by 3:45pm of the regular school day following an e-Learning day.
- ★ I will discuss the e-Learning day with my students following an e-Learning day in order to make necessary adjustments for future e-Learning days.

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### **e-Learning Day Grades 4-7 Teacher Preparation Checklist**

- ★ My grade level/discipline has visited about expectations for e-Learning days and has agreed on appropriate formats, resources, activities and assessments.
- ★ Specific work given to students on an e-Learning day will align to work we are currently doing in class and does not require students to use materials or technology they may not have access to. I am not assigning "busy work" for the sake of assigning work.
- ★ My students are familiar with and have access to all the tools and technology they will need to be successful with the work on e-Learning days.
- ★ I have planned for a way to distribute work to students who may not have access to online materials on e-Learning days. These students will be allowed adequate time to complete the work after regular school days resume if they did not have the resources to complete work on the e-Learning day.

### **During an e-Learning Day**

- ★ I will post assignments and activities for my class on the predetermined format no later than 10:00a.m.
- ★ I will check and promptly respond to my emails and voicemails periodically during the e-Learning day (8:05a.m.-3:05p.m).
- ★ I will contact my administrator if I need help during an e-Learning day.

### **After an e-Learning Day**

- ★ I will collect all work and provide feedback as appropriate. The due date for all e-Learning day work is the first regular day of school following the e-Learning day.
- ★ I will submit attendance for the e-Learning day by 3:45pm of the regular school day following an e-Learning day.
- ★ I will discuss the e-Learning day with my students following an e-Learning day in order to make necessary adjustments for future e-Learning days.

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### **e-Learning Day Grades 8-12 Teacher Preparation Checklist**

- ★ My grade level/discipline has visited about expectations for e-Learning days and has agreed on appropriate formats, resources, activities and assessments.
- ★ Specific work given to students on an e-Learning day will align to work we are currently doing in class and does not require students to use materials or technology they may not have access to. I am not assigning “busy work” for the sake of assigning work.
- ★ My students are familiar with and have access to all the tools and technology they will need to be successful with the work on e-Learning days.
- ★ I have planned for a way to distribute work to students who may not have access to online materials on e-Learning days. These students will be allowed adequate time to complete the work after regular school days resume if they did not have the resources to complete work on the e-Learning day.

#### **During an e-Learning Day**

- ★ I will post assignments and activities for my class on the predetermined format no later than 10:00a.m.
- ★ I will check and promptly respond to my emails and voicemails periodically during the e-Learning day (8:05a.m.-3:05p.m).
- ★ I will contact my administrator if I need help during an e-Learning day.

#### **After an e-Learning Day**

- ★ I will collect all work and provide feedback as appropriate. The due date for all e-Learning day work is the first regular day of school following the e-Learning day.
- ★ I will submit attendance for the e-Learning day by 3:45pm of the regular school day following an e-Learning day.
- ★ I will discuss the e-Learning day with my students following an e-Learning day in order to make necessary adjustments for future e-Learning days.